



# **PROVINCIAL DISASTER MANAGEMENT AUTHORITY, REHABILITATION DEPARTMENT, GOVERNMENT OF SINDH.**

No.PDMA(S)11(14)/2015

Karachi, dated 27<sup>th</sup> March,2015

## **POSITIONS VACANT**

Applications from eligible candidates are invited for the following posts in Provincial Disaster Management Authority, Sindh, having qualification and experience indicated against each post:

S.No.	Name of Post & BPS	Vacant Post	Qualification	Experience
1	GIS Assistant (BS-15)	01	Bachelor's Degree in Geography with 1 <sup>st</sup> Class from recognized University. Certificate / course / Diploma in communication and Information Technology will be given priority.	Experience of at least 3 years in the field of GIS with good command ArcGIS, Geodatabase development and MS Office.
2	Data Processing Assistant (BS-14)	02	BS/ BCS/ Graduate along with Diploma in IT. Proficiency in MS Office. Typing speed of 45 words per minute.	Experience of 3 to 5 years in relevant field.
3	Warehouse Supervisor (BS-14)	01	Graduate with at least 2 <sup>nd</sup> class. Computer proficiency is an additional advantage.	Experience of 3-5 years.
4	Store Keeper (BS-14)	01	Graduate with at least 2 <sup>nd</sup> class. Computer proficiency is an additional advantage.	Experience of 3-5 years.
5	Assistant Store Keeper(BS-09)	02	Intermediate with B Grade.	Experience of 2-3 years.
6	Security Supervisor (BS-07)	03	Matric with B Grade. (Preferably retired personnel from Armed forces).	Experience of 5 years.
7	Security Guard (BS-05)	10	Matric with at least B Grade. (Preferably retired personnel from Armed forces).	Experience of 3 years.
8	Dispatch Rider (BS-05)	01	Matric in B Grade with valid Bike driving license. Candidates having experience will be given priority.	---
9	Driver (BS-05)	03	Matric in B Grade with valid LTV driving license.	Experience of 3 to 5 years.
10	Helper (Bs-05)	02	Matric with at least B Grade (Certificate / Course in Electrical / Electronics/ Mechanical discipline).	---
11	Naib Qasid (BS-02)	04	Middle. Candidates having experience will be given priority.	---
12	Sanitary Worker (BS-01)	03	Primary.	---

Applications should reach the office of Provincial Disaster Management Authority, Sindh, Bungalow No. 40, Street 24, Khayaban-e-Mujahid, DHA Phase-V, Karachi within 15 days of the publication of this advertisement, along with attested photocopies of the following documents.

- Complete Academic Qualification Certificates.
- Typing Certificate, where applicable.
- Course Certificates / Experience Certificates where applicable.
- Copy of valid LTV License in case of drivers.
- Copy of valid Bike License in case of Dispatch Riders.
- Domicile Certificate and PRC.
- Two recent passport size photographs.

### **Note:-**

- No TA/DA shall be allowed.
- Candidates in government / semi government services must route their application through proper channel.
- The general upper age relaxation limit will be as per policy of the Government.
- The posts will be filled in urban / rural quotas as per prescribed rules of the Government of Sindh.
- The reserved quota for disabled person, women and minority shall be adhered to as per government policy.
- The application without or incomplete documents shall not be entertained.
- The date and venue of the written test / walk-in interview will be published in the leading dailies.
- These posts are temporary but likely to be permanent.
- The relaxation regarding maximum Age limit as notified by government shall apply except in case of retired personnel from law enforcement agencies (Sr. No 6 & 7), maximum age limit will be 45 years.



*[Signature]*  
Assistant Director (Admn)  
For Director General, PDMA Sindh.