

### **HOW TO APPLY/ TERMS & CONDITION**

1. Interested eligible candidates are advised to submit their applications along with detailed CV, copies of qualifications, experience certificates, CNIC with other relevant documents in the office of Provincial Disaster Management Authority Sindh, Headquarters, Plot No.26-C, Main Khayaban-e-Jami, Phase 7 Defense Housing Authority, Karachi, 75500, not later than 15 days of the date of publication of this advertisement.
2. Only eligible shortlisted candidates will be contacted for interview.
3. The individuals must have domicile/PRC of the Sindh Province
4. The initial contract period will be for one (01) year, extendable to project completion subject to satisfactory performance.
5. T.A/D.A will not be admissible to the candidates appearing for interview.
6. Those already in government service may apply through proper channel.
7. Applicants applying for multiple positions are required to apply separately for each position mentioning the position at the top of "Envelope".
8. Applicants must mention the position on top of right side of "Envelope".
9. Positions will be filled with Sindh Government Rules / PDMA 's Rules of Business.
10. The job descriptions for each position can also be obtained from the website: <https://pdma.gos.pk/>

**Assistant Director Admin**  
**Provincial Disaster Management Authority**  
**Plot No C-26, Main Khayaban-e-Jami DHA Phase 7, Karachi.**  
**Tel No: 021-35314422 & 021-35318192, Fax: 021-35314219**