



Pakistan Water & Power Development Authority

WAPDA is currently looking for competent, dedicated, dynamic and self motivated personnel for the following positions on contract basis:-

Sr No	Name of Post	BPS	No. of Posts	Minimum qualification required under relevant Service Rules	Age (Years)	Provincial/Regional Quota
1	Deputy Director (Legal)	18	2	a. Law Graduate. b. 10 years practice. Note: Diploma in Labour Laws will be considered as an additional qualification.	40	Open Merit – 1 Punjab – 1
2	Deputy Director (Security)	18	3	Retired officer of the Armed Forces of the Rank of Major or Equivalent. Preference will be given to those having experience in relevant field.	55	Open Merit - 3
3	Assistant Director (Legal)	17	6	a) Law Graduate. b) Minimum 05 years practice. Note: Diploma in Labour Laws will be considered as an additional qualification.	35	Punjab (O) - 03 Sindh-R (O) - 01 Sindh-U (O) – 01 Balochistan (O) – 1
4	Assistant Director (Admn)	17	37	a) MBA/MPA/MA(HRM)/M.Com/M.Sc.(Computer Science) or equivalent /M.Sc. or Master Degree in Economics, English, Statistics and Mathematics with minimum two 1st Divisions in academic career or 4 years/8-semesters honors degrees. b) Capable of operating computer with special emphasis on Windows and MS Office	33	Open Merit -03 Punjab (O) - 17 Punjab (W) - 02 Punjab (Min) - 01 Sindh-R (O) - 04 Sindh-R (W) - 01 Sindh-U (O) - 03 KPK (O) - 04 KPK (W) - 01 AJK (O) – 01
5	Fire Fighting Officer	17	2	<ul style="list-style-type: none">• M.Sc Chemistry or B.Sc Chemistry with 3 years experience as Fire Officer or 4 years/8 semesters Honors Degrees..• Must be qualified in the following:-<ul style="list-style-type: none">a) Station Fire Officer Courseb) Leading Fireman Course.c) Fireman Course• At least qualified in any of the two listed courses:-<ul style="list-style-type: none">a) Civil Defence General Instructor's Course.b) Civil Defence Officer's Course (Operational Control).c) Civil Defence in Industrial and Commercial undertaking Course.d) Civil Defence Casualty Service Course.e) Civil Defence Chemical Biological and Radiological Warfare Course.f) Civil Defence Bomb Disposal and Improvised Explosive Device Course.g) Civil Defence Rescue Service Course.h) Fire Prevention Course	33	Open Merit - 02

Sr No	Name of Post	BP S	Vacancy	Minimum qualification required under relevant Service Rules	Age (Years)	Provincial/Regional Quota
6	Assistant Director (Public Relations)/ Public Relations Officer	17	6	<ul style="list-style-type: none"> M.A in journalism in at least 2nd Division with three years experience as journalist or in the field of Public Relations or 4 years/8-semesters honors degrees. 	33	Open Merit - 01 Punjab (O)- 03 KPK (O) – 01 Sindh (R) – 01
7	Assistant Director (P/SA)/ (Computer)	17	5	<p><u>Academic Qualification</u></p> <ul style="list-style-type: none"> Master Degree or equivalent (with at least 60% marks) in Computer Science, Information Technology, Computer Software Engineering or 4 years/8-semesters honors degrees or related field from a HEC recognized University/ Institute (candidates having a four years Bachelor degree in Computer related fields are also eligible). <p><u>Technical Qualification</u></p> <ul style="list-style-type: none"> Must obtain at least 60% marks in the professional test consisted of <ul style="list-style-type: none"> (i) Computer aptitude (ii) Job specific technical knowledge (Computer Languages) (iii) English/General Knowledge 	33	Punjab (O) – 02 Sindh (R) – 2 Sindh (U) – 1
8	Assistant Private Secretary	16	5	<ul style="list-style-type: none"> B.A/B. Sc. 2nd Class from a recognized University with a minimum speed of:- <ul style="list-style-type: none"> a. 80 wpm in Shorthand b. 50 wpm in Typing c. Certificate in Microsoft Office and internet (e. mail) etc plus proficiency in computer usage. <p>Note: Preference will be given to qualification in the subjects of Mathematics, Statistics, Physics, Economics, Computer Science and Political Science.</p>	30	Sindh (R) - 2 Sindh (U) - 1 KPK - 1 AJK – 1
9	Security Officer	16	1	From retired Armed Forces JCOs of the rank of Hon. Sub. Major/Subedar or equivalent having passed Secondary School Certificate Examination with 'C' grade/second division or equivalent qualification from a recognized University or Board. Preference for Intelligence qualified officer with a field/staff experience of security duty for 2/3 years.	52	Open Merit - 01

Applicants are advised to read the following instructions carefully before filling the relevant prescribed application form available on the NTS and WAPDA website (www.wapda.gov.pk) with this advertisement.

INSTRUCTIONS & GENERAL CONDITIONS:-

- i. All Candidates will be selected on merit, observing the quota as per Federal Government policy.
- ii. Candidates applying on appropriate application form for the post available on NTS website will only be considered for short listing.
- iii. Serving candidates are advised to apply Through Proper Channel.
- iv. Only short listed candidates will be called for test / interview.
- v. No TA / DA will be allowed to candidates for test by NTS and interview by WAPDA.
- vi. General age relaxation has already been included in the age mentioned against each category. No further age relaxation is allowed in the prescribed age limit.
- vii. Original documents must be presented by the candidates at the time of interview.
- viii. Candidate may contact NTS for any query/enquiry regarding written test, display of provisional and final list of candidates, roll number slips, test centers, results etc.

- ix. Government Servants/WAPDA employees who have completed two years continuous Government/WAPDA service on the closing date for receipt of applications shall be admissible 10-years age relaxation, up to the age of 55-years.
- x. WAPDA reserves the right to withhold the recruitment process at any stage.
- xi. **Last date for submission of applications is 15 July, 2016.**

HOW TO APPLY:-

- i. Application Forms shall be downloaded from National Testing Service (NTS) website i.e. www.nts.org.pk
- ii. Eligibility of a candidate shall be determined on the basis of academic record and short listing will be made by NTS and test (to be conducted by National Testing Service) and later interview by the WAPDA Selection Boards.
- iii. Candidates shall submit application forms duly filled in alongwith test fee of Rs. 450/- in favour of National Testing Service, copy of CNIC and two recent passport size photographs directly to NTS through courier on the address mentioned on Application Form **NTS HEADQUARTER, 1-E, STREET NO. 46, I -8/2, ISLAMABAD** within 15-days of publication of advertisement (**UAN: +92-51-844-444-1**)
- iv. Test fee shall be paid in any branch of UBL, MCB, or ABL on prescribed Bank Challan (attached with application form downloaded from NTS website i.e. www.nts.org.pk Incomplete applications or applications carrying incorrect information shall be summarily rejected.
- v. Roll No. Slips containing the information regarding test center, timings and test date shall be separately dispatched directly to candidates by NTS at least one week before the test.
- vi. Candidates can also download their Roll No. Slips from NTS website.
- vii. Application submitted by hand will not be entertained.
- viii. For any information regarding test, candidates may contact to NTS.

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