

**GOVT OF PAKISTAN, MINISTRY OF DEFENCE,  
MILITARY LANDS&CANTONMENTS DEPARTMENT, RAWALPINDI**

**SITUATIONS VACANT**

Applications are invited from eligible candidates to fill up vacant posts in Military Lands & Cantonments Department, Ministry of Defence, Rawalpindi.

Sr. No.	Name of Post	Total No. of Posts	Detail of region wise quota.			Qualification / Experience	Age Limit
			Province-wise Quota	No of post mentioned against each Quota			
01	Assistant (BS-15)	09	Open merit	-	01	<ul style="list-style-type: none"> <li>Bonafide citizens of Pakistan</li> <li><b>Graduate 2<sup>nd</sup> Division</b> from a University recognized by HEC</li> <li>Minimum 02 years' experience</li> <li>Proficiency in MS Office including MS Project, MS Access, MS Word, Excel &amp; Power Point / Typing Speed 40 w.p.m will be tested on competitive basis</li> </ul>	18 to 28 years plus 05 years general age relaxation as admissible under the rules for all candidates
			Punjab	General	04		
			Sindh ( R )		01		
			KPK		02		
			FATA		01		
02	Stenotypist (BS-14)	15	Open merit	-	01	<ul style="list-style-type: none"> <li>Bonafide citizens of Pakistan</li> <li><b>Intermediate</b></li> <li>Proficiency in MS Office including MS Word, Excel &amp; Power Point / Typing Speed 40 w.p.m &amp; shorthand 80 w.p.m will be tested on competitive basis.</li> </ul>	
			Punjab	General	10		
				Women	01		
			Sindh (U)	General	01		
Sindh ( R )	General	02					
03	UDC (BS-13)	08	Punjab	General	04	<ul style="list-style-type: none"> <li>Bonafide citizens of Pakistan</li> <li><b>Intermediate 2<sup>nd</sup> division</b> from a recognized University or Board</li> <li>Proficiency in MS Office including MS Word, Excel &amp; Power Point / Typing Speed 40 w.p.m will be tested on competitive basis.</li> </ul>	18 to 25 years plus 05 years general age relaxation as admissible under the rules for all candidates
				Women	01		
			Sindh (U)	General	01		
			Sindh (R)	General	01		
04	S/D Man (BS-11)	02	Sindh (U) Balochistan	General	01	<ul style="list-style-type: none"> <li>Bonafide citizens of Pakistan</li> <li><b>Matric</b> with 03 years Diploma in Surveying and Draftsmanship from any Govt recognized institution or three years diploma in Civil Engineering from any Govt recognized institution.</li> <li>Proficiency in MS Office including MS Word, Excel &amp; Power Point will be tested on competitive basis.</li> </ul>	
				General	01		
<b>Total</b>		<b>34</b>					

## **TERMS AND CONDITIONS:**

1. Appointments on all posts will be made under Civil Servant Act, 1973 (As amended time to time) and rules made thereunder.
2. Appointments for the above said posts are transferrable throughout Pakistan
3. Applications must be submitted through career portal at [careers.mlc.gov.pk](http://careers.mlc.gov.pk) within 15 days after the publication of this advertisement.
4. Instructions regarding how to apply can also be downloaded from [careers.mlc.gov.pk](http://careers.mlc.gov.pk).
5. Candidates already in government service must apply through proper channel and shall provide NOC at the time of interview.
6. Original educational certificates must be presented for verification at the time of interview.
7. All vacancies are on regular basis and selected candidates will be appointed on probation period of one year under the rules.
8. Written test shall be conducted in order to evaluate the analytical, quantitative and psychological abilities, IT skills, English Language Proficiency and General Knowledge of the candidate.
9. Candidate who qualify the written test shall be required to undergo an IT test to assess their computer literacy including proficiency in MS Office.
10. Incomplete applications submitted without following proper procedure or after deadline shall not be entertained.
11. All applicants shall submit attested copies of CNIC, FRC and verified degrees from HEC or other relevant department.
12. At the time of interview, the shortlisted candidates shall bring Police verification Certificate.
13. At the time of interview, the shortlisted candidates shall bring medical fitness certificate from nearest Cantonment General Hospital (CGH) or in case CGH is not available in the vicinity, from nearest government hospital.
14. No TA/DA will be paid for appearing in test / interview.
15. Incomplete applications or applications submitted without following proper procedure after last date will not be entertained.
16. Male and Female both candidates are eligible to apply.
17. Military Lands and Cantonments Deptt, Ministry of Defence reserves the right to postpone or cancel the process of appointment for any or all advertised posts at any stage without assigning any reasons.
18. Upper age shall be calculated from the closing date of application. Relaxation in Upper Age limit will be allowed as admissible under the Government Rules.

### **ASSISTANT DIRECTOR GENERAL (HR-GOVT SECTION)**

Military Lands and Cantonment Department, Min of Defence, Pak  
Secretariat-II, Opposite Health Ways, Murree Road Saddar, Rawalpindi Cantt.  
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