



**OPPORTUNITY TO BECOME A PART  
OF CAA'S PROFESSIONAL TEAM  
SITUATION VACANT NOTICE NO. 11/2019**

Pakistan Civil Aviation Authority requires services of qualified individuals to fill the following posts:-

<b>Sr. No 1</b>	<b>Aerodrome Fire Fighter (SG-05) (20 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-2, Punjab-09, Sindh (U)-2, Sindh (R)-2, Bal-1, GB-FATA-1, KPK-2 , AJK-1)</b>
<b>Qualification</b>	▪ F.Sc (Pre-Engineering) with at least 2 <sup>nd</sup> Division
<b>Age</b>	▪ Maximum 28 years
<b>Height</b>	▪ Minimum 5 ft 4 inches
<b>Sr. No 2</b>	<b>Accounts Assistant (SG-05) (25 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-2, Punjab-11, Sindh (U)-2, Sindh (R)-3, Bal-2, GB-FATA-1, KPK-3 , AJK-1)</b>
<b>Qualification</b>	▪ B.Com with at least 2 <sup>nd</sup> Division with Diploma in Finance & Accounting or Internship in Financial Institutes
<b>Age</b>	▪ Maximum 28 years
<b>Sr. No 3</b>	<b>E/M Technician (SG-05) (25 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-2, Punjab-11, Sindh (U)-2, Sindh (R)-3, Bal-2, GB-FATA-1, KPK-3 , AJK-1)</b>
<b>Qualification</b>	▪ F.Sc (Pre-Engineering) with at least 2 <sup>nd</sup> Division with Certificate Course in Electrical / Mechanical from recognized Technical Training institute
<b>Age</b>	▪ Maximum 28 years
<b>Sr. No 4</b>	<b>APS Assistant (SG-05) (45 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-4, Punjab-22, Sindh (U)-3, Sindh (R)-5, Bal-3, GB-FATA-2, KPK-5 , AJK-1)</b>
<b>Qualification</b>	▪ Intermediate with 2 <sup>nd</sup> Division with Diploma in Hospitality Management will be encouraged.
<b>Age</b>	▪ Maximum 28 years
<b>Sr. No 5</b>	<b>Electronics Assistant (SG-05) (15 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-1, Punjab-07, Sindh (U)-1, Sindh (R)-1, Bal-1, GB-FATA-1, KPK-2 , AJK-1)</b>
<b>Qualification</b>	▪ F.Sc (Pre-Engineering) with at least 2 <sup>nd</sup> Division with Certificate Course in Electronics / Telecom / Electrical from recognized Technical Training institute
<b>Age</b>	▪ Maximum 28 years
<b>Sr. No 6</b>	<b>IT Assistant (SG-05) (10 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-1, Punjab-03, Sindh (U)-1, Sindh (R)-1, Bal-1, GB-FATA-1, KPK-1 , AJK-1)</b>
<b>Qualification</b>	▪ Inter-Computer Science with at least 2 <sup>nd</sup> Division (ICS) ▪ Certifications in IT Hardware / Software / Networks
<b>Age</b>	▪ Maximum 28 years
<b>Sr. No 7</b>	<b>Communication Assistant (SG-05) (12 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-1, Punjab-05, Sindh (U)-1, Sindh (R)-1, Bal-1, GB-FATA-1, KPK-1 , AJK-1)</b>
<b>Qualification</b>	▪ F.Sc (Pre-Engineering) with at least 2 <sup>nd</sup> Division with Certificate Course in Electronics / Telecom / Electrical from recognized Technical Training institute
<b>Age</b>	▪ Maximum 28 years

<b>Sr. No 8</b>	<b>Logistics Assistant (SG-05) (20 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-2, Punjab-09, Sindh (U)-2, Sindh (R)-2, Bal-1, GB-FATA-1, KPK-2 , AJK-1)</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ Intermediate with at least 2<sup>nd</sup> Division</li> <li>▪ Working experience of warehouse / distribution in a reputable firm will be preferred.</li> <li>▪ Certification with hands-on experience in MS Office</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>▪ Maximum 28 years</li> </ul>
<b>Sr. No 9</b>	<b>HR Assistant (SG-05) (45 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-4, Punjab-22, Sindh (U)-3, Sindh (R)-5, Bal-3, GB-FATA-2, KPK-5 , AJK-1)</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ Intermediate with at least 2<sup>nd</sup> Division</li> <li>▪ Certification with hands-on experience in MS Office</li> <li>▪ Two years of working experience as Secretarial Assistant in reputable public or private organization.</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>▪ Maximum 28 years</li> </ul>
<b>Sr. No 10</b>	<b>Medical Assistant (SG-05) (45 Positions)</b> <b>Pay Scale: 16,965 – 1, 697 – 50,895</b> <b>(Merit-4, Punjab-22, Sindh (U)-3, Sindh (R)-5, Bal-3, GB-FATA-2, KPK-5 , AJK-1)</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ Three (03) years Diploma in General Nursing from recognized Institute with at least 2<sup>nd</sup> Division.</li> <li>▪ Registered with Pakistan Nursing Council</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>▪ Maximum 28 years</li> </ul>

#### **Application Procedure:**

- (a) Interested candidates are required to fill & submit Online Job Application Form available at [www.caapakistan.com.pk](http://www.caapakistan.com.pk) by or before 15th July, 2019.
- (b) Candidates will be required to upload scanned copies of certificate / degree of the required qualification only of the concerned post as mentioned above and CNIC while applying for the job.
- (c) In case a candidate does not upload the above documents with the online application form, his/her application will be rejected.
- (d) All the interested candidates must read the Terms of Reference (TOR) mentioned in this advertisement before applying for the post.

#### **Terms of Reference**

- i) Age Relaxation will be allowed to the applicants as per Federal Govt. rules. The same is available at CAA Website.
- ii) Written test through third party will be conducted. In this regard, the shortlisted candidates will have to pay Rs. 250/- i.e. 50% of the testing charges for the written test for which intimation will be given beforehand.
- iii) Candidates not fulfilling the above requirements or submitting **incomplete application shall not be considered.**
- iv) Test / Interview will be conducted at Karachi, Lahore, Islamabad, Peshawar and Quetta (or any other city) for which separate notices will be issued (**depending on the number of candidates**).
- v) The candidates to be called for the interview have to produce original documents for necessary verification while appearing for the interview.
- vi) No TA / DA is admissible for test / interview.
- vii) Appointment will be subject to CAA's medical fitness standards.

- viii) Selected candidates will be required to serve anywhere in Pakistan as per requirement of CAA.
- ix) Government servants / employees of autonomous bodies / corporations will be required to submit **NOC from current employer before interview.**
- x) Selected candidates for the posts of Aerodrome Fire Fighter, Electronics Assistant & Communication Assistant will undergo basic training at Civil Aviation Training Institute, Hyderabad and during training they will get fixed stipend. Their appointment will be subject to successful completion of training. Selected candidates shall also be required to execute a standard Surety Bond for a sum of Rs.500,000/- (Five Hundred Thousand) for serving CAA at least 10 years.
- xi) Incorrect information and any attempt to influence the selection process will be considered as a definite disqualification for current as well as future recruitment in CAA, even if the candidate is otherwise qualified.
- xii) In case, any educational documents or any other document provided by the applicants is found incorrect / fake / bogus at any stage, the services of selected candidate will be terminated immediately and he / she will not be for any job in future in CAA.

**SR. ADDITIONAL DIRECTOR HR (TM)**  
**HEADQUARTERS CIVIL AVIATION AUTHORITY,**  
**TERMINAL-I, JINNAH INTERNATIONAL AIRPORT, KARACHI**  
**TEL: 021-99072068**