

**CAPITAL DEVELOPMENT AUTHORITY  
VACANCY ANNOUNCEMENT**

Applications are invited on prescribed Performa including employees of the CDA who are working on **daily wages, D.P.L and contract**, possessing required qualifications, experience and age limit as mentioned against each post in accordance with the regularization policy dated 05-11-2017 as adopted by CDA.

Sr. #	Name of the post	BP S	No of Post	Age + General relaxation	Minimum Qualification, Experience and other conditions
1	2	3	4	5	6
	Assistant Director (Executive)	17	2	30+5=35	A Master's degree in second class. Three years experience in the relevant field under Government or an organization or firm of repute in public or private sector or in local bodies.
	Administrative Officer (Executive)	16	2	28+5=33	BA / B.Sc / B.com / BBA with 03 years experience in the relevant field under Government or an organization or firm of repute in public or private sector or in local bodies.
	Assistant Security Officer	16	1	28+5=33	i. Second class Bachelor degree or equivalent qualification. ii. 02 Years experience in the relevant field in a reasonable position in a Government or an Organization or firm of reputed in public iii. 02 years practical experience in intelligence duties will be preferable <b>Or</b> Retired JCO of the rank of Subedar major.
	Senior Auditor	16	5	28+5=33	B.Com 2 <sup>nd</sup> Division or Grade "C", or B.A/ B.Sc 2 <sup>nd</sup> Division or Grade "C" having qualified foundation course of AAT OR Foundation-I course of ICMAP or ICAP with computer literacy preference will be given to those having experience in the relevant field.
	Data Entry Operator	14	1	25+5=30	Intermediate with computer skills
	System Operator	14	1	25+5=30	Graduation with computer skills and typing speed 50 w.p.m.
	Sub Engineer	14	1	25+5=30	Matric with three years diploma in associate engineering in the relevant field.
	CCTV Operator	11	1	25+5=30	Intermediate and computer diploma at least one year from recognized institute. 06 month experience in the relevant field.
	Junior Technician (Radiographer)	09	1	25+5=30	Matric (Science) with Diploma in Radiography. Preference will be given to those having higher relevant qualification and experience in the relevant field
	Assistant Supervisor	05	1	25+5=30	Middle pass
	Generator Operator	08	2	25+5=30	i) Matric with one year certificate in Electrical. ii) 03 years Experience in Government or an Organization or firm of repute in public or private sector.

	Horticulture Supervisor	08	7	25+5=30	F.Sc with botany having requisite experience
	Sanitary Supervisor	08	1	25+5=30	Intermediate with diploma / certificate in sanitation. Experience preferable
	Work Supervisor	08	1	25+5=30	Intermediate with certificate in civil engineering
	Electrician	07	3	25+5=30	Matric with trade test
	Enquiry Clerk	07	2	25+5=30	Matric, typing speed 30 words P.M.
	First Aid Technician	07	1	25+5=30	Matric with trade test.
	LDC	07	14	25+5=30	Matric, typing speed 30 words P.M.
	Mason	07	1	25+5=30	Primary with trade test
	Plumber	07	3	25+5=30	Primary with trade test
	Store Clerk	07	2	25+5=30	Matric, typing speed 30 words P.M.
	Telephone Operator	07	1	25+5=30	Matric, Five years experience and sound technical knowledge of telephone and exchange installations.
	Welder	07	1	25+5=30	Matric with trade test
	Chiller Operator	05	3	25+5=30	Matric with science, preferably with relevant experience
	Security Guard	05	99	35+5=40	Middle with strong physique and relevant experience
	Daftry	05	1	25+5=30	Matric
	Key Mechanic	05	1	25+5=30	Middle with qualifying trade test
	Store Man	05	1	25+5=30	Matric 2 <sup>nd</sup> division, experience preferably
	Store Munshi	05	1	25+5=30	Matric 2 <sup>nd</sup> division, experience preferably
	Tractor Operator	04	2	35+5=40	Middle with driving license with 5 years relevant experience
	Tube Well Operator	05	11	25+5=30	Matric with relevant experience
	Wildlife Watcher	05	2	25+5=30	Matric with Science
	LTV Driver	04	1	35+5=40	Middle with LTV driving license with 5 years relevant experience
	Moazzan	04	1	25+5=30	hafiz-e-quran, Preferably possessing requisite religious knowledge
	Masalchi	02	2	35+5=40	Primary Passed with experience in the relevant field.
	Ward Boy	02	8	25+5=30	Middle pass preferably with relevant experience
	Attendant	01	4	25+5=30	Middle preferably with relevant experience
	Aya	01	3	25+5=30	Primary
	Beldar	01	4	35+5=40	Primary with strong physique
	Bush Cutter Operator	01	3	25+5=30	Preferably primary
	Cleaner / Khakroob	01	25	35+5=40	Literate
	Cook	01	1	35+5=40	Literate, passing trade test cook class-III, Two years experience in the field in a hostel / hotel or Guest house.
	Frash	01	1	25+5=30	Literate, preferably middle

	Helper	01	12	35+5=40	Primary with strong physique
	Labour	01	9	35+5=40	Literate with 05 years Experience as a laborer.
	Mali / OGM	01	328	25+5=30	Literate, preferably primary.
	Naib Qasid	01	17	35+5=40	Middle pass
49.	OT Attendant	01	1	25+5=30	Middle pass preferably with relevant experience
	Room Attendant	01	2	25+5=30	Middle pass
	Sanitary Worker	01	65	35+5=40	Literate, preferably primary.
	Street Performer	01	7	25+5=30	Literate, preferably primary.
	<b>Total</b>		<b>670</b>		

**Instructions: -**

**1. In case of daily wages/DPL/contact/ employees of CDA.**

- i. All the officials / officers working in the CDA on daily wages, DPL and Contract, basis, on or before 21.06.218 are eligible to apply against the post, which they are presently occupying. Their case will be dealt in accordance with Regularization policy issued by Establishment Division, G.o.P vide O.M No. Establishment Division, Government of Pakistan's O.M No. F.53/1/2008-SP, dated 11-5-2017 adopted by CDA vide HRD, CDA's Notification, dated 17-10-2017.
- ii. The application should be submitted to the office of concerned Director within 15 days after appearing advertisement in press along with all the attested copies of educational documents, domicile, CNIC, proof of employment / attendance.
- iii. The concerned Director should submit the application to Director HRD-II within 03 (three) days of closing date of receipt of application along with documents mentioned at ii) – a certificate that employee was on CDA strength on or before cutoff date i.e. 21.06.2018.
- iv. In case of failure to apply in response to this advertisement within due date, the right of appointment on regularization basis of employees working on daily wages, DPL, Contract against regular post shall be forfeited.

**2. In case of General Public:**

- i. Woman, Disable, Minority as well as CDA Employee's son quota will be observed as per instructions of the Government/Authority.
- ii. Relaxation in upper age limit will be admissible as per prevailing Rules.
- iii. No TA / DA shall be admissible for the test /interview.
- iv. The candidates working in Government / public sector departments/organizations should apply online. However they will have to provide NOC at the time of test / interview.
- v. Only eligible candidates will be called for test / interview through SMS, therefore active mobile number should be mentioned on application Form. However CDA will take no responsibility for non-receipt of SMS due to any reason.
- vi. Application can be submitted online through CDA's Website i.e. [www.cda.gov.pk](http://www.cda.gov.pk) within 15 days after appearing advertisement in press. Direct applications will not be entertained
- vii. CDA has reserved the right to accept / reject or cancel any application or recruitment process and reduce, increase or abolish any or all the posts without assigning any reasons.
- viii. For any clarification, please contact on Phone # **051-9252995**.

**(ASIF ALI KHAN)**  
Deputy Director -III (HRD), CDA.