



**OPPORTUNITY TO BECOME A PART OF PCAA'S PROFESSIONAL TEAM
SITUATION VACANT NOTICE NO. 16/2023**

Pakistan Civil Aviation Authority requires services of qualified individuals to fill the following vacant posts on contract basis where selection will be made purely on suitability and merit:-

Post	No. of Seat (s)	Prescribed Qualification	Quota & Pay	Contract Period	Age Limit
Accounts Assistant (SG-05)	Twenty Five (25)	<ul style="list-style-type: none">Minimum B.Com with at least 2nd Division.Minimum five (05) years of post-qualification experience in reputable organization in field of Finance / Accounts.	<ul style="list-style-type: none">Merit – 02, AJK – 01, BAL – 02, Ex-FATA – 01, KPK – 03, Punjab – 13, Sindh (R) – 03Lump Sum Pay Package shall be offered equivalent to Gross Pay of Staff Group – 5 (SG-05).05% increment shall be applicable annually on Lump Sum Pay Package	Three (03) Years <i>(extendable)</i>	Maximum 35 years <i>(including all age relaxations)</i>

Application Procedure:

- Interested candidates are required to fill & submit Online Job Application Form available at www.caapakistan.com.pk within fifteen (15) days from the date of this advertisement.
- Candidates will be required to upload scanned copies of certificate / degree (HEC Verified) of the required qualification, experience certificate as mentioned above and CNIC while applying for the job.
- In case a candidate does not upload the above documents with the online application form, his/her application will be rejected.
- Domicile holders from all Provinces are eligible to apply for selection against seat reserved for Merit.
- All the interested candidates must read the Terms of Reference (TOR) mentioned in the vacancy notice available at CAA's website before applying for the post.

Terms of Reference

- Candidates not fulfilling the above requirements or submitting incomplete applications will not be considered.
- Test / Interviews will be held at Karachi, Lahore, Islamabad, Peshawar and Quetta Airports for which separate notices will be issued (depending on the number of candidates).
- The candidates to be called for the interview have to produce original documents for necessary verification while appearing for the interview.
- No TA / DA is admissible for Test / Interview.
- Candidates using external influence or giving wrong information will be disqualified.
- Appointment will be subject to CAA's standards and medical fitness test.
- Selected candidate may be required to serve anywhere in Pakistan.
- Government servants / employees of autonomous bodies including CAA employees will be required to submit NOC from current employer at the time of interview.

- (i) Application received after due date will not be considered / entertained.**
- (j) In case, any educational document is found fake/bogus at any stage, the services of selected candidate will be terminated immediately and he/she will be blacklisted in future.**
- (k) CAA encourages equal employment opportunity to women and people belonging to minorities.**
- (l) CAA reserves the right to cancel the partial or whole recruitment process at any stage.**

**ADDITIONAL DIRECTOR HUMAN RESOURCE
HEADQUARTERS PAKISTAN CIVIL AVIATION AUTHORITY,
TERMINAL-I, JINNAH INTERNATIONAL AIRPORT, KARACHI
TEL: 021-99072068 – 67**