



OPPORTUNITY TO BECOME A PART OF PCAA'S PROFESSIONAL TEAM
SITUATION VACANT NOTICE NO. 05 /2025

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

Sr#	Post	No. of Position	Prescribed Qualification & Experience	Quota & Pay Scale	Age Limit
1.	Medical Assistant (1-Female /1-Male) (SG-05)	Two (02)	<p>Intermediate in Science with at least 1st Division.</p> <p>Diploma in Nursing from HEC Recognized University / Institute.</p> <p>Two (02) years' experience of working for a reputable organization in health / medical field will be preferred.</p> <p>Should be computer literate.</p> <p>Must have good know how of all medical processes.</p>	<ul style="list-style-type: none"> Merit – 02 Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age Relaxation as per Federal Govt Rules will be allowed)</p>
2.	Aerodrome & Airspace Regulations Assistant (SG-05)	Two (02)	<p>Minimum Intermediate in Science with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working for a reputable organization in aviation industry will be preferred.</p>	<ul style="list-style-type: none"> Merit – 02 Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
3.	State Safety Program (SSP) Assistant (SG-05)	Two (02)	<p>Minimum Intermediate in Science with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working for a reputable organization in aviation industry in field of Safety Management will be preferred.</p>	<ul style="list-style-type: none"> Merit – 02 Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
4.	Secretariat Assistant (SG-05)	Three (03)	<p>Minimum Intermediate with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working for a reputable organization in aviation industry in a Secretarial role will be preferred.</p>	<ul style="list-style-type: none"> Merit – 01 Punjab – 01 KPK – 01 Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
5.	Legal Assistant (SG-05)	Three (03)	<p>Minimum Intermediate with at least 1st Division.</p>	<ul style="list-style-type: none"> Merit – 01 Punjab – 01 	<p>Maximum 25 years</p>

			<p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working in a legal department of the Federal or Provincial Government, Semi-Government, Autonomous Body, Corporation established by law or law firm will be given preference.</p>	<ul style="list-style-type: none"> ▪ KPK – 01 ▪ Pay Scale: 23,330-2330-69,930 	(Age relaxation as per Federal Government Rules will be applicable)
6.	HR Assistant (SG-05)	Six (06)	<p>Minimum Intermediate with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working in HR of a reputable organization will be preferred.</p>	<ul style="list-style-type: none"> ▪ Merit – 01 ▪ Punjab – 03 ▪ KPK – 01 ▪ Sindh (R) – 01 ▪ Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
7.	IT Help Desk & Support (SG-05)	Two (02)	<p>Minimum Intermediate in Computer Science with at least 1st Division.</p> <p>Certification / training in IT domain will be preferred.</p> <p>Management and troubleshooting of PC/workstation/ Printer/ network infrastructure.</p> <p>Management and troubleshooting of wireless communication, voice and video network.</p> <p>Able to Install, configure and maintain operating systems, software and management tools.</p> <p>Able to perform Installation, maintenance and troubleshooting of telecom infrastructure.</p> <p>3 to 5 years of Experience in workstation, network, system and telecom infrastructure will be preferred.</p>	<ul style="list-style-type: none"> ▪ Merit – 02 Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
8.	Internal Audit & Quality Management System Assistant (SG-05)	Two (02)	<p>Minimum Intermediate in Science or Commerce with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>Two (02) years' experience of working for a reputable organization in aviation industry in field of Audit / Quality</p>	<ul style="list-style-type: none"> ▪ Merit – 02 ▪ Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>

			Management System will be preferred.		
9.	Finance Assistant (SG-05)	Five (05)	<p>Minimum Intermediate in Commerce with at least 1st Division.</p> <p>Preference will be given to candidates having hands on experience of ERP.</p> <p>Two (02) years' experience of working for a reputable organization in field of Accounts / Finance will be preferred.</p>	<ul style="list-style-type: none"> ▪ Merit – 01 ▪ Punjab – 02 ▪ KPK – 01 ▪ Sindh (R) – 01 ▪ Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
10.	Admin Assistant (SG-05) MT Section	Two (02)	<p>Minimum Intermediate with at least 1st Division.</p> <p>Must have MS Office Certificate</p> <p>At least Two (02) years of experience as mechanic, workshop administration, driving and knowledge of spare parts & procurement will be preferred</p>	<ul style="list-style-type: none"> ▪ Merit – 02 ▪ Pay Scale: 23,330-2330-69,930 	<p>Maximum 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>
11.	Motor Transport Driver (SG-01)	Five (05)	<ul style="list-style-type: none"> ▪ Matriculation from Recognized Board ▪ Must Possess valid LTV License 	<ul style="list-style-type: none"> ▪ Merit – 01 ▪ Punjab – 02 ▪ KPK – 01 ▪ Sindh (R) – 01 ▪ Pay Scale: 13,160-1,320-39,560 	<p>Maximum: 25 years</p> <p>(Age relaxation as per Federal Government Rules will be applicable)</p>

Application Procedure:

- (a) Interested candidates are required to fill & submit Online Job Application Form available at www.pcaa.gov.pk within fifteen days from the date of this advertisement.
- (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.

Terms of Reference

- i) Candidates not fulfilling the above requirements or submitting incomplete application shall not be considered.
- ii) Test / Interview will be conducted at Karachi, Lahore, Islamabad, Peshawar and Quetta for which separate notices will be issued (depending on the number of candidates).
- iii) The candidates to be called for the interview have to produce original documents for necessary verification while appearing for the interview.
- iv) No TA / DA is admissible for test / interview.
- v) Appointment will be subject to CAA's medical fitness standards.
- vi) Selected candidates will be required to serve anywhere in Pakistan as per requirement of PCAA

- vii) Government servants / employees of autonomous bodies / corporations will be required to submit NOC from current employer before interview.
- viii) Application received after due date will not be considered / entertained.
- ix) Misinformation 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.
- x) 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.
- xi) PCAA encourages equal employment opportunity to women and people belonging to minorities.
- xii) PCAA reserves the right to cancel the partial or whole recruitment process at any stage.

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