



**NATIONAL SCHOOL OF PUBLIC POLICY
GOVERNMENT OF PAKISTAN**

STAFF REQUIRED

The National School of Public Policy require Staff on regular basis for the following positions as per existent Rules:

Sr.	Name of Posts	BS	Required Qualification & Experience	No. of Posts	Age limit
1.	Stenotypist	14	1) BA/FA with diploma in office work, 2) Typing speed of 40 wpm shorthand 80 wpm. In case of direct recruitment computer literacy is mandatory.	4	25+5= 30 years
2.	Computer Operator	11	1) BCS/BCSE/ICS-Computer Science from recognised institute. 2) 5 year practical experience in the relevant field in public or corporate sector, familiar with LAN, WAN and trouble shooting both in soft and hardware.	1	25+5= 30 years
3.	UDC	11	1) FA/FSc/Metric with diploma in office work. 2) Typing speed of 30 w.p.m. and experience of office work and computer literate in case of direct recruitment.	8	25+5= 30 years
4.	LDC	09	1) FA/Matriculate with typing speed 30 w.p.m. 2) For direct recruitment should be computer literate.	7	25+5= 30 years
5.	Cook	07	1) Matriculate. 2) 5 years practical experience in civil/ defence services mess/ food section of large size private institution/ large size hotel.	1	25+5= 30 years
6.	Electrician	05	1) Matriculate with diploma in electrician. 2) 2 years practical experience in relevant field.	2	25+5= 30 years
7.	Gas Technician	05	1) Matriculate with diploma in welding and gas work as per Sul gas department requirements. 2) 2 years practical experience in the relevant field.	1	25+5= 30 years
8.	Driver	04	Motor Driving Licence with 7 years practical experience as driver in civil/ defence service or private sector.	3	25+5= 30 years
9.	Mess Waiter	03	1) Primary Education 2) Five years practical experience as waiter, cook or bearer in civil/defence services mess or in a large hotel.	2	25+5= 30 years
10.	Telephone Technician	03	Matriculate/Diploma in communication 5 years practical experience in relevant field/ex-signalman of civil/defence services.	1	25+5= 30 years
11.	Naib Qasid	01	1) Primary education 2) 5 years practical experience in office with basic knowledge of English and Urdu.	29	25+5= 30 years
12.	Dish Washer	01	Practical experience of working in civil/ defence mess or in hotel.	1	25+5= 30 years
13.	Frash	01	2 years practical experience as Frash/Khakrobn in a hospital or hotel.	1	25+5= 30 years
14.	Chowkidar	01	2 years practical experience. Ex-Servicemen will be preferred.	1	25+5= 30 years

• Following relaxations in upper age limit will be admissible to the following category of the candidates:

Sl. No.	Category of Candidates	Age relaxation admissible
(i)	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government	3 years
	(b) Candidates belonging to Sindh (R) and Balochistan for post in BPS-15 and below under the Federal Government	3 years
(ii)	Released or retired officers/personnel of the Armed Forces of Pakistan	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less
(iii)	Government Servant and contract employee who have complete 02 years continuous government service on the closing date for receipt of application	10 years, upto the age of 55 years
(iv)	Disable persons for appointment to post in BPS-15 and below	10 years
(v)	Widow, son or daughter of a deceased civil servant who die during service	5 years
Note: Where a candidate is entitled to age relaxation under more than one categories specified above, he shall be allowed relaxation in age only in one category.		

- Written application with working experience certificate/passport size 2 recent photographs and Photocopy of CNIC.
- As per Establishment Division's Office Memorandum No. F.53/1/2008-SP dated 11.05.2017, appropriate extra marks will be awarded for work experience and the period served as contract/contingent paid/daily wage/project employee, shall be excluded for the purpose of determination of upper age limit in addition to relaxation of upper age limit as per existing rules.
- One application form can be used to apply for one post only. If you wish to apply for more than one posts, please use separate forms.
- 06 (six) hard copies of signed application form are required to be provided to the HR Wing of NSPP.
- Applicants already working in Government/Semi-Government/Autonomous Bodies are requested to apply through proper channel.
- Only shortlisted candidates will be called for interview. No TADA will be admissible.
- NSPP reserves the right to increase, decrease the number of posts or cancel any of the advertised post(s).
- After employment incumbent may be posted anywhere in the Institute of the School in Pakistan.
- Last date of application submission is 01 month from date of advertisement.

PIDL-2186

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