



**Government of Pakistan**  
**National School of Public Policy**  
**National Institute of Management (NIM), Islamabad.**

# STAFF REQUIRED

The National Institute of Management (NIM), Islamabad a constituent unit of the National School of Public Policy (NSPP), requires staff on regular basis against the following positions a per existing Rules:

Sr. No.	Name of Posts	BPS	Minimum Required Qualification & Experience	No. of Posts	Age Limit
1.	Reproduction Supervisor	16	1) Masters in Lib Science/MA/BA. B.Ed from HEC recognized institution. 2) 5 years practical experience of office work/printing work, secretarial job, filing system and familiar with printing work, computer literacy is mandatory.	01	28 years + General age relaxation of five years
2.	Stenographer/APS	16	1) BA/PA with diploma in office work from recognized institute. 2) Shorthand speed of 100 w.p.m with typing speed of 40 w.p.m. Rector can recruit suitable candidates with shorthand speed up to 90 w.p.m with relaxation in age/qualification. Should have full command on computer as MS Office, word, excel and power point.	09	28 years + General age relaxation of five years
3.	Protocol Officer	16	1) BA/BSC with five (05) years experience of secretariat work, familiar to various government organizations and experience of protocol duties with senior executives.	01	28 years + General age relaxation of five years
4.	Documentation Officer	16	1) BA/BSc/B.Ed from HEC recognized institute. 2) 5 years practical experience in office work/printing work secretarial job and familiar with filing system, computer literacy will be mandatory.	01	28 years + General age relaxation of five years
5.	Mess In charge	16	1) BA/BSC/BSC Nutrition FA/FSsc with diploma in Nutrition. 2) 5 years experience of managing messes in civil/defense services mess, canteens, or large size hotel.	01	28 years + General age relaxation of five years
6.	Assistant	15	1) BA/FA 2) 3 years practical experience in relevant field, with knowledge of accounting and ledgers maintenance. Typing speed of 40 w.p.m. with an ability of drafting and computer literacy.	03	25 years + General age relaxation of five years
7.	Assistant Accounts	15	1) BA/FA 2) 3 years practical experience in relevant field, with knowledge of accounting and ledgers maintenance. Typing speed of 40 w.p.m. with an ability of drafting and computer literacy.	01	25 years + General age relaxation of five years
8.	Assistant AVO	15	1) BCS/BSE/ICS Computer Science from HEC recognize institute. 2) 5 years practical experience in relevant filed with expertise in the field of IT. Familiar with LAN and WAN. Knowledge of trouble shooting both in soft and hardware.	01	25 years + General age relaxation of five years
9.	Steno typist	14	1) BA/FA with diploma in office work. 2) 5 years experience of office work with typing speed of 40 w.p.m. shorthand 80 w.p.m. and computer literacy.	04	25 years + General age relaxation of five years
10.	Computer Operator	11	1) BCS/BSE/ICS 2) 5 years practical experience in relevant filed with expertise in the field of IT. Familiar with LAN and WAN. Knowledge of trouble shooting both in soft and hardware.	01	25 years + General age relaxation of five years
11.	Store Keeper	11	1) BA/FA with diploma in inventory management. 2) 2 years practical experience of managing the stores and ledgers. Familiar with stock taking and accounting.	01	25 years + General age relaxation of five years
12.	Upper Division Clerk (UDC)	11	1) FA/FSsc/Matriculate with diploma in office work. 2) 2 years experience of office work with typing speed of 30 w.p.m. and filing system work and computer literacy.	05	25 years + General age relaxation of five years
13.	Lower Division Clerk (LDC)	09	1) FA/Matriculate. 2) 2 years experience of office work with typing speed of 30 w.p.m. and experience of office work and computer literacy.	02	25 years + General age relaxation of five years
14.	Cook	07	1) Matriculate 2) 5 years practical experience in civil/defense services mess/food section of the large size private institution/large size hotel.	01	25 years + General age relaxation of five years
15.	Electrician	05	1) Matriculate with diploma in electrician. 2) 2 years practical experience in the relevant filed.	01	25 years + General age relaxation of five years
16.	Duplicating Machine Operator (DMO)	04	1) FA/Matriculate 2) 2 years experience of office work, familiar with photocopier machine and ability to run/maintain and keep it functional.	01	25 years + General age relaxation of five years
17.	Driver	04	1) Primary Education and Motor driving license. 2) 7 years experience as driver in civil/defense service or private sector. Must be valid license holders, LTV/HTV.	11	25 years + General age relaxation of five years
18.	Mess Waiter	03	1) Primary Education. 2) 5 years experience as waiter, cook, bearer in civil/defense services mess or in large hotel.	02	25 years + General age relaxation of five years
19.	Dish Washer	01	1) Primary Education. 2) Practical experience of working in civil/defense mess or in hotel.	02	25 years + General age relaxation of five years
20.	Naib Qasid	01	1) Primary Education. 2) 5 years practical experience in office with basic knowledge of English and Urdu.	13	25 years + General age relaxation of five years
21.	Sweeper/Khakroob	01	1) Primary Education. 2) 2 years practical experience as Frash/Khakroob in a hospital or hotel.	02	25 years + General age relaxation of five years
22.	Security Staff/Chowkidar	01	1) Primary Education. 2) 2 years practical experience. Ex. Servicemen will be preferred.	05	25 years + General age relaxation of five years

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

S. 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. b) Candidates belonging to Sindh (R) and Balochistan for post in BPS-16 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, up to the age of 55 years.
iv.	Disable persons for appointment to posts in BPS-16 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 category specified above, he/she shall be allowed relaxation in age only in one category.

- Application may be submitted on the prescribed format with passport size recent photograph and photocopy of CNIC.
- As per Establishment Division's Office Memorandum No. F.53/1/1006-SP dated 11.05.2017, contingent paid and daily wage staff presently serving in NIM, Islamabad will be awarded appropriate extra marks for their work experience and the period served here will be excluded for the purpose 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.
- Applicants are requested to write down the name of each post on the left corner of the sealed envelope.
- 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 TA/DA will be admissible.
- NIM Islamabad reserves the right to increase, decrease the number of posts or cancel any of the advertised post (s).





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## APPLICATION FORM

Affix a recent  
Photograph  
(Passport size)

Name of Post & BPS applied for: \_\_\_\_\_

1. Name \_\_\_\_\_  
(Write in capital letters)

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. CNIC No: \_\_\_\_\_

5. Domicile (District): \_\_\_\_\_  
(Mention specifically the Region)

6. Gender: \_\_\_\_\_

7. Religion: \_\_\_\_\_

8. Marital Status: \_\_\_\_\_

9. Postal Address (for communication): \_\_\_\_\_

10. Educational Qualification:

Qualification	Passing Year	Subject	University/Board	Division/Grade/CGPA

11. Experience/ Technical Education

Organization/ Department	Designation	BPS	Govt/ Semi Govt/ Private	From	To	Total years

12. Contact Number(s) Office \_\_\_\_\_ Res. \_\_\_\_\_ Mobile. \_\_\_\_\_

Declaration: I certify that the statement made by me in this application is true, complete and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_