

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

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:

Si.	Name of Posts	urs	Minimum Required Qualification & Experience	No. of Posts	Vec Limit
l.	Reproduction Supervisor	16	1) Masters in Lib Science/MA/BA. B.Ed from HEC recognized institution. 2) 3 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) BAPA 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	18	<ol> <li>BA/BSC with five (05) years experience of secretariat work, familiar to various government organizations and experience of protocol duties with senior executives.</li> </ol>	01	28 years + General age relaxation of five years
E. 2007 S	Documentation Officer	16	BA/BSV/B.Ed from HEC recognized institute.     Syears 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	BA/BSC/BSC Nutrition FA/FSc with diploma in Nutrition.     Syears experience of managing messes in civil/defense services mess, canteens, or large size hotel.	01	28 years + Genera age relaxation of five years
6.	Assistant	15	BAFA     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	BATA     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 + Genera age relaxation of five years
8.	Assistant AVO	15	BCS/BSSP/ICS Computer Science from HEC recognize institute.     Syears 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.	0)	25 years + Genera age relaxation of five years
9.	Steno typist	14	1) BAFA 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 + Generation of five years
10.	Computer Operator	11,	BOS/BSSE/CS     S 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.	OI CO	25 years + General age relaxation of five years
11.	Store Keeper	J 11 V	BA/FA with diploma in inventory management.     Years practical experience of managing the stores and ledgers.     Familiar with stock taking and accounting.	01	25 years + Gener age relaxation o five years
12.	Upper Division Clerk (UDC)	, 11	1) FA/FSc/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 + Gener age relaxation o five years
13.	Lower Division Clerk (LDC)	09	FA/Matriculate.     Years experience of office work with typing speed of 30 w.p.m. and experience of office work and computer literacy.	02	25 years + Generation of age relaxation of five years
14.	Cook CHALLINGE	07.07	Matriculate     S years practical experience in civil/defence services mess/food section of the large size private institution/large size hotel.	01	25 years + Generage relaxation of five years
15.	Electrician Y 1110	44.05	Matriculate with diploma in electrician.     2) 2 years practical experience in the relevant filed.	01	25 years + Generage relaxation of the years
16.	Duplicating Machine Operator (DMO)	04	PA/Matriculate     2) 2 years experience of office work, familiar with photocopier machine and ability to run/maintain and keep it functional.	01	age relaxation of
17.	Driver	04	1) Primary Education and Motor driving license. 2) 7 years experience as driver in civil/defence service or private sector. Must be valid license holders, LTV/FITV.	), II	25 years + Generago relaxation of five years
18.	Mess Waiter	00.03 08	Primary Education.     Syears experience as waiter, cook, bearer in civil/defence services mess or in large hotel.	02	25 years + Generage relaxation of five years
19.	Dish Washer	01	Primary Education.     Practical experience of working in civil/defense mess or in hotel.	02	25 years + Gener age relaxation o five years
20.	Naib Qasid	01	Primary Education.     S years practical experience in office with basic knowledge of English and Urdu.	13	25 years + Generage relaxation of five years
21.	Sweeper/Khakroob	01	Primary Education.     2) 2 years practical experience as Frash/Khakroob in a hospital or hotel.	02	25 years + Generation of five years
22.	Security Staff/Chowkidar	01	Primary Education.     2) 2 years practical experience. Ex. Servicemen will be preferred.	05	25 years + Generage relaxation of five years

S. No.	Category of Candidates	Age relaxation admissible
Egilian Maria	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 Baloshictan 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.
W.O. 670	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.
iy.	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

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.53/1/2006-SP dated 11.05.2017, contingent paid and daily wager staff presently serving in NIM, Islamabed 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 caudidates 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).



## Government of Pakistan NATIONAL SCHOOL OF PUBLIC POLICY

## National Institute of Management, Islamabad NCRD Campus, Chak Shahzad, Park Road, Islamabad Ph: 051-9255682 Fax: 051-9255115

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