



# NATIONAL INSTITUTE OF MANAGEMENT

NEAR KHYBER TEACHING HOSPITAL, ACADEMY TOWN, PESHAWAR

## SITUATION VACANT

Applications are invited for the following posts:-

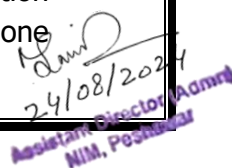
S#	Name of Post with BPS	No. of Vacant Posts to be filled	Qualification/ Experience	Age Limit
1.	Procurement Officer, BS-16	1	<ul style="list-style-type: none"><li>• BA/B.Sc. /FA/F.Sc. with diploma in Inventory Management.</li><li>• 5 years' experience in civil/defense services as procurement/purchase officer</li></ul>	18-33 Years
2.	Transport Officer, BS-16	1	<ul style="list-style-type: none"><li>• BA/B.Sc./F.Sc- Diploma in Mechanical Eng.</li><li>• 5 years practical experience of Managing Mechanical Transport in Civil/defense services or in large size private organization.</li></ul>	18-33 Years
3.	Cataloguer, BS-16	1	<ul style="list-style-type: none"><li>• Masters in Lib Science/MA/BA. B. Ed. from HEC recognized institution.</li><li>• 5 years practical experience in office work/printing work secretariat job, cataloguing and filing system, maintenance and systematic arrangements of lib books/selves and familiar with printing work, computer literacy is mandatory.</li></ul>	18-33 Years
4.	Stenographer, BS-16	1	<ul style="list-style-type: none"><li>• BA/FA with diploma in office work from recognized institute.</li><li>• 5 years practical experience as PA/Stenographer. Shorthand speed of 100 w.p.m. with typing speed of 40 w.p.m. Should have full command on computer as MS. Office, word, excel and power point.</li></ul>	18-33 Years
5.	IT Officer, BS-16	1	<ul style="list-style-type: none"><li>• BCS / BCSE / ICS- Computer Science from recognized institute.</li><li>• 05 years practical experience in the relevant field in public or corporate sector, familiar with LAN, WAN and trouble shooting both in soft and hardware.</li></ul> <p>(Network certification like CCNA, Microsoft, Mikrotik any other networking tool will be considered as plus) [Any development (web/ software/ android) experience and its deployment will be considered as plus]</p>	18-33 Years

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6.	Steno Typist, BS-14	12	<ul style="list-style-type: none"> <li>• BA/FA with diploma in office work from recognized institute.</li> <li>• 5 years practical experience of office work with typing speed of 40 wpm shorthand 80 wpm. Candidate should be computer literate.</li> </ul>	18-30 Years
7.	Electrical Supervisor, BS-11	1	<ul style="list-style-type: none"> <li>• FA/F. Sc. with Diploma in Electrical or a qualification according to PWD requirement.</li> <li>• 02 years practical experience in public or private sector with trade proficiency certificate of electrician with electrician's license have knowledge and understating of electrical drawing.</li> </ul>	18-30 Years
8.	Telephone Operator, BS-9	2	<ul style="list-style-type: none"> <li>• Matriculate/Diploma in signal and communication.</li> <li>• Ex-Service man of signal with 2 years practical experience in the relevant field/in civil telephone exchange.</li> </ul>	18-30 Years
9.	Nursing Staff, BS-7	1	<ul style="list-style-type: none"> <li>• Matriculate with diploma in Nursing from a recognized teaching health care Institution.</li> </ul>	18-30 Years
10	Telephone Technician, BS-5	1	<ul style="list-style-type: none"> <li>• Matriculate/Diploma in signal and communication.</li> <li>• Ex-Service man of signal with 2 years practical experience in the relevant field in civil telephone exchange.</li> </ul>	18-30 Years
11.	Carpenter, BS-4	1	<ul style="list-style-type: none"> <li>• Matriculate/Diploma in carpenter.</li> <li>• 5 years practical experience of the job of carpentry.</li> </ul>	
12.	Painter, BS-4	1	<ul style="list-style-type: none"> <li>• Matriculate/Diploma in painting.</li> <li>• 5 years practical experience of the job of painting and graphics.</li> </ul>	18-30 Years
13.	Dispatch Rider, BS-4	1	<ul style="list-style-type: none"> <li>• Matriculate and familiar with various related offices and areas with 2 years practical experience, having motorcycle license.</li> </ul>	18-30 Years
14.	Dish Washer, BS-1	2	<ul style="list-style-type: none"> <li>• Practical experience of working in civil/defense mess or in hotel.</li> </ul>	18-30 Years

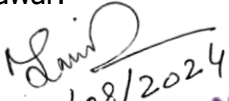
**GENERAL INSTRUCTIONS:-**

- 1) Government servants should apply through proper channel.
- 2) Age relaxation will be considered as per Federal Government Rules.
- 3) Suitable candidates should send their applications on the prescribed format downloadable from NIM's website ([www.nim.gov.pk](http://www.nim.gov.pk)) along-with 01 passport size photograph and attested copy of CNIC. Hard copies of educational documents are not required with the application form, however, shortlisted candidates will provide original documents along-with one attested set at the time of interview.


  
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- 4) Candidates applying for more than one post shall apply separately for each post with separate envelopes.
- 5) Only short listed eligible candidates shall be called for test/interview.
- 6) No TA/DA will be admissible for test/interview
- 7) The Institute reserves the rights to increase/decrease or delete number of posts advertised.
- 8) Applications complete in all respect should reach the office of the undersigned through post/courier only, within 15 days of publication of this advertisement.
- 9) Applications received after due date will not be entertained.
- 10) Provincial, regional and other quota will be observed strictly as per rules.
- 11) The Institute also reserves the rights to cancel/postpone the advertisement, partially or fully.
- 12) Written Test and Demo will also be part of selection process where deem necessary.

Directing Staff (Admn)  
National Institute of Management,  
Government of Pakistan,  
Opposite UNHCR, Near KTH Casualty Gate,  
University Town, Peshawar.

  
24/08/2024  
Assistant Director (Admn)  
NIM, Peshawar



# NATIONAL INSTITUTE OF MANAGEMENT Peshawar

## Application form

<p style="text-align: center;"><b>Name of Post &amp; BPS Applied for</b></p> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div>	<p style="text-align: center;">Paste Recent Photograph</p>
<p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>Use capital letters</li> <li>Use extra sheet where necessary</li> </ul>	

<b>Personal Information:</b>			
1. Name (in Capital Letters):	2. Father Name:		
3. CNIC No:	4. Gender: <input type="checkbox"/> Male	5. Domicile (Indicate District):	
	<input type="checkbox"/> Female		
6. Date of Birth (DD/MM/YY):	7. Age: <u>    </u> Year <u>    </u> Month <u>    </u> Day		
8. Religion:	9. Marital Status:		
10. Permanent Address:	11. Present Address:		
12. Contacts No:		12. Contacts No:	
a) Phone No: (Area Code – Number):		b) Mobile No:	

<b>13. Educational Qualification (Starting from Last Degree Held)</b>				
Name of Degree/Certificate	Year Awarded	Field of Study/Subject	Division/Grade/CGPA	Institution

<b>14. Details of Training / Courses:</b>			
Course/Diploma/Certificate	Field of Study	Duration From/To	Institution

<b>15. Employment History (Starting from present position)</b>						
Name of Institution/Department	Designation	BPS	Govt/Semi Govt/Private etc.	Period of Service		Total Service
				From	To	

<b>16. Mode of Application:</b> <input type="checkbox"/> Through Proper Channel <input type="checkbox"/> Direct
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Declaration: I -----do hereby affirm that the information provided above are correct to the best of my knowledge and organization is authorized to verify the same, if required.

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

**Signature:** \_\_\_\_\_