



Government of Pakistan
National School of Public Policy
National Institute of Public Administration



STAFF REQUIRED

Applications are invited for the following posts for recruitment on regular basis, in the National Institute of Public Administration (NIPA), Lahore:

Sr. No.	Name of Post with BPS	Minimum required qualification and experience for recruitment	No. of Posts	Age limit
1.	Audio Visual Officer (BPS-16)	1) BCS/BCSE/ICS Computer Science from HEC recognized Institute. 2) 5 year practical experience in the relevant filed in public or corporate sector, with an ability to develop and maintain the LAN/WAN and troubleshooting both in soft and hardware	1	18-25 years
2.	Stenographer (BPS-16)	1) BA/FA from HEC recognized Institute. 2) Diploma in office work from Government recognized Institute. 3) 5 year practical experience as PA/Stenographer. Shorthand speed of 100 w.p.m. Typing speed 40 w.p.m. on Computer. In Individual cases competent authority can recruit suitable candidates upto 90 w.p.m. speed with relaxation in age / qualification. Should have full command on computer as MS Office (word, excel and power point).	2	18-25 years
3.	Computer Operator (BPS-16)	1) BCS/BCSE/ICS-Computer Science from HEC recognized Institute 2) 5 year practical experience in the relevant field in Public or Corporate Sector familiar with LAN, WAN and troubleshooting both in soft and hardware	8	18-25 years
4.	Assistant (BPS-15)	1) BA/FA from HEC recognized Institute. 2) 3 year practical experience in relevant field, with knowledge of accounting and ledgers maintenance. Typing speed of 40 w.p.m. on Computer with an ability of drafting and computer literacy for direct recruitment	3	18-25 years
5.	Stenotypist (BPS-14)	1) BA/FA from HEC recognized Institute. 2) Diploma in office work from Government recognized Institute. 3) 5 year practical experience of office work with typing speed of 40 w.p.m. on Computer and shorthand speed 80 w.p.m. For direct recruitment candidate should be computer literate.	10	18-25 years
6.	Technician (Computer) (BPS-11)	1) BA/FA/F.Sc/ICS with diploma in Computer Programming from HEC recognized Institute. 2) 5 year Practical experience of networking i.e. LAN/WAN, in public or Private Sector.	3	18-25 years
7.	Electrical Supervisor (BPS-11)	1) FA/FSc from HEC recognized Institute/Board. 2) Diploma in Electrical from Government recognized Institute or a qualification according to PWD requirement. 3) 2 year practical experience in public or private sector with trade proficiency certificate of electrician with electrician's licence, have knowledge and understanding of electrical drawings	1	18-25 years
8.	Telephone Supervisor (BPS-11)	1) FA/F.Sc. from recognized Board. 2) Diploma in Tele-communication 3) 2 year practical experience in similar job or ex-signalman of civil/ defence services	1	18-25 years
9.	Cashier (BPS-11)	1) B.Com/BA/D.Com./FA from HEC recognized Institute. 2) 5 year experience in accounting maintenance of account ledgers and accounts books in Government/ Semi Government/ Private organization with computer literacy	1	18-25 years
10.	LDC (BPS-11)	1) FA/Matriculate from recognized Board with typing speed 30 w.p.m. on Computer 2) 2 year experience of office work. 3) For direct recruitment should be computer literate	11	18-25 years
11.	Telephone Operator (BPS-9)	1) Matriculate/ Diploma in signal and Tele-communication from Government recognized Institute 2) Ex service man of signal with 2 year practical experience in the relevant field/ in civil telephone exchange.	2	18-25 years
12.	Cook (BPS-7)	1) Matriculate from recognized Board. 2) 5 year practical experience in civil/defence services mess/food section of large size private Institution/large size hotel	2	18-25 years
13.	Electrician (BPS-5)	1) Matriculate from recognized Board. 2) Diploma in Electrician from Government recognized Institute 3) 2 years practical experience in relevant field	1	18-25 years
14.	Duplicating Machine Operator (BPS-4)	1) FA/Matriculate from recognized Board 2) 2 year experience of office work, familiar with photocopier machine and an ability to run/maintain and keep it functional. For direct recruitment should be computer literate	2	18-25 years
15.	Driver (BPS-4)	1) Motor Driving License 2) 7 year practical experience as driver in civil/defence service or private sector	2	18-25 years
16.	Carpenter (BPS-4)	1) Matriculate from recognized Board. 2) Diploma in carpenter from recognized Government Institute. 3) 5 year practical experience of the job of carpentry.	1	18-25 years
17.	Painter (BPS-4)	1) Matriculate from recognized Board. 2) Diploma in Painting from recognized Government Institute. 3) 5 year practical experience of the job of painting and graphics.	1	18-25 years
18.	Mess Waiter (BPS-3)	1) Primary Education 2) 5 year practical experience as waiter, cook or bearer in civil/defence services mess or in a large hotel	7	18-25 years
19.	Oven Man (BPS-2)	1) Primary Education 2) 5 year practical experience of work at oven in a civil/defence services mess or in a hotel	1	18-25 years
20.	Mali (BPS-1)	2 year practical experience as Mali in Public or Private organization	3	18-25 years
21.	Naib Qasid (BPS-1)	1) Primary Education 2) 5 year practical experience in office with knowledge of English and Urdu	6	18-25 years
22.	Chowkidar (BPS-1)	2 year practical experience. Ex-Servicemen will be preferred	5	18-25 years
23.	Dish Washer (BPS-1)	Practical experience of working in civil/defence mess or in hotel	2	18-25 years
24.	Khakroob (BPS-1)	2 year practical experience as frash/khakroob in a hospital or hotel.	4	18-25 years

- Relaxation in upper age limit will be admissible to the following category of the candidates:

S.#	Category of Candidates	Age relaxation admissible
(i)	General age relaxation of 5 years will be applicable to all the candidates as per Government Rules.	---
(ii)	(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
	(c) 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
	(d) Government Servant and contract employee who have completed 02 years continuous government service on the closing date for receipt of application	10 years, upto the age of 55 years
	(e) Disabled persons for appointment to post in BPS-15 and below	10 years
	(f) 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.

- 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 employees of the institute shall be excluded for the purpose of determination of upper age limit in addition to relaxation of upper age limit, as per existing rules.
- Apply on the prescribed proforma, which can be downloaded from the website of the Institute.
- An applicant can apply against one post only.
- Hard copy of signed application form alongwith complete attested testimonials, domicile, experience certificate, copy of CNIC and passport size 2 recent photographs are to be sent through Courier Service / Registered Post only. In person submission of application will not be entertained. The post applied for must be mentioned in the right corner of the envelope.
- Applicants already working in Government/Semi-Government/Autonomous Bodies are requested to apply through proper channel.
- Only shortlisted candidates will be called for test/interview. No TA/DA will be admissible.
- NIPA, Lahore reserves the right to increase, decrease the number of posts or cancel all or any of the advertised post(s).
- After employment incumbent may be posted anywhere in the office under the administrative control of the Institute.
- Application should reach in the office of the undersigned within 15 days from the date of advertisement before the close of office hours.
- Successful candidates against the posts mentioned at Sr.No.4&10 have to complete mandatory NITB course during first year of probation period.
- Quota as per government policy will be observed (Disabled, Minority, Provincial, etc.)
- Vacancies in BS-1 to BS-5 & equivalent shall ordinarily be filled on local basis (District Lahore) as per Establishment Division’s O.M. No.F.53/1/2008-SP dated 13-03-2020.

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