

CAREER OPPORTUNITIES

Public Notice No. 06/2023

A progressive organization invites applications from Pakistan National against the following posts on contract basis. The posts are temporary and likely to continue for an indefinite period. (Quota shall be allocated on the basis of S.R.O No. 747(1)/2020 Merit 7.5%, Punjab (including ICT) 50%, Sindh (U/R) 19%, Khyber Pakhtunkhwa 11.5%, Balochistan 6% Ex FATA 3%, Gilgit Baltistan 1% and Azad Kashmir 2%.)

Sr. #	Position	Posts	Eligibility Criteria & Experience	Age Limit
01	Assistant Director (BPS-17) (Revenue)	49	Master's Degree (16 years of education) in any discipline from HEC recognized University. Preference shall be given to those who have relevant experience	45 Years
02	Assistant Director (BPS-17) (HRD)	02	BBA, MBA with specialization in Human Resource Management (HRM) from HEC recognized University	45 Years
03	Assistant Director (BPS-17) (Procurement)	02	BBA, MBA, MPA, MPM, M.Com or Engineering degree from HEC recognized University with 1 year relevant experience.	45 Years
04	Assistant Director (BPS-17) (Admin)	04	16 years of education in Management /Administrative /Social Sciences from HEC recognized University.	45 Years
05	MIS Officer (BPS-17)	02	Sixteen years of education in Computer Science, IT, Software Engineering or Computer Engineering. Three years experience in IT Sector.	45 Years
06	Inquiry Officer (BPS-17)	116	Sixteen years of education in Management / Computer/Social Sciences, or Engineering.	38 Years
07	Inspector (BPS-16) (Monitoring)	231	Sixteen years of education in Management / Computer/Social Sciences, or Engineering. Three years experience in Social Sector.	35 Years
08	Law Associate (BPS-16)	26	LLB or Graduation in Criminology/Criminal Justice from a HEC Recognized University	38 Years
09	MIS Assistant (BPS-16)	08	Sixteen years of education in Computer Science, IT, Software Engineering or Computer Engineering.	35 Years
10	Assistant (BPS-16)	05	BA/BSc/BS or equivalent to other admin related qualification as per HEC Standards.	35 Years
11	Junior Clerk (BPS-11)	03	FA/F.Sc or DAE from recognised board/institute with 30 wpm typing speed	35 Years
12	Driver (BPS-05)	33	Middle Pass Valid LTV driving licence	47 Years

For detailed job description and information please visit www.nimin.pk. Interested candidates having above qualifications may apply at www.nimin.pk as well as send their applications through postal services addressed to the undersigned latest by 12th June, 2023 along with hard copies of CVs, one passport size photograph and CNIC.

Assistant Director HR

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