



# NATIONAL INSTITUTE OF MANAGEMENT

## BEHIND 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	Mess Officer, BS-16	1	<ul style="list-style-type: none"><li>• BA/B. Sc/B. Sc Nutrition/FA/F. Sc with Diploma in Nutrition</li><li>• 5 years experience of managing messes in civil/defense services mess, canteens or large size hotel.</li></ul>	18-33 Years
2	Assistant, BS-15	2	<ul style="list-style-type: none"><li>• BA/FA</li><li>• 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.</li></ul> <p>(candidates having short-hand and experience in record/inventory management will be preferred)</p>	18-30 Years
3	Cashier, BS-11	1	<ul style="list-style-type: none"><li>• B.Com/BA/C.Com/FA</li><li>• 5 years experience in accounting maintenance of account ledgers and acct books in Government/Semi Government/ private organization with computer literacy.</li></ul> <p>(experience in quick books, Peachtree, MS Excel or any other accounting software will be preferred)</p>	18-30 Years
4	Computer Operator, BS-11	7	<ul style="list-style-type: none"><li>• BCS/BCSE /ICS-Computer Science from recognized Institute.</li><li>• 5 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 or any other networking tool will be considered as plus) [Any development (web/software/android) experience and its deployment will be considered as plus] (Candidates having experience in photo editing and video creation/editing or any other photographic/video creation tool will be preferred)</p>	18-30 Years

5	Technician (AC/Electrical/Computer), BS-11	3	<ul style="list-style-type: none"> <li>B.A/F.A/F.Sc/ICS with Diploma in Electrical/Communication/ Computer Programming.</li> <li>5 years practical relevant job experience.</li> </ul>	18-30 Years
6	Lower Division Clerk, BS-09	10	<ul style="list-style-type: none"> <li>FA/Matriculate with typing speed 30 w.p.m.</li> <li>2 years experience of office work with typing speed 30 w.p.m. for direct recruitment should be computer literate.</li> </ul>	18-30 Years
7	Cook, BS-07	3	<ul style="list-style-type: none"> <li>Matriculate.</li> <li>2 years practical experience in civil/defense services mess/ food section of large size private institution/ large size hotel.</li> </ul>	18-30 Years
8	Gas Technician, BS-5	1	<ul style="list-style-type: none"> <li>Matriculate with diploma in welding and gas work as per Sui gas department requirements.</li> <li>2 years practical experience in the relevant filed.</li> </ul>	18-30 Years
9	Electrician, BS-5	1	<ul style="list-style-type: none"> <li>Matriculate with diploma electrician.</li> <li>2 years practical experience in relevant filed.</li> </ul>	18-30 Years
10	Plumber, BS-4	1	<ul style="list-style-type: none"> <li>Matriculate/Diploma in Plumbing.</li> <li>5 years practical experience of the job as plumber.</li> </ul>	18-30 Years
11	Carpenter, BS-4	1	<ul style="list-style-type: none"> <li>Matriculate/Diploma in carpentry.</li> <li>5 years practical experience of the job of carpentry.</li> </ul>	18-30 Years
12	Duplicate Machine Operator, BS-4	1	<ul style="list-style-type: none"> <li>FA/Matriculate.</li> <li>2 years experience of office work, familiar with photocopier machine and an ability to run/maintain and keep it functional. Should be computer literate</li> </ul>	18-30 Years
13	Driver, BS-4	4	<ul style="list-style-type: none"> <li>Motor Driving License with 7 years practical experience as driver in civil/ defense service or private sector.</li> </ul>	18-30 Years
14	Waiter, BS-3	9	<ul style="list-style-type: none"> <li>Primary Education</li> <li>5 years practical experience as waiter, cook or bearer in civil/defense services mess or in a large hotel.</li> </ul>	18-30 Years
15	Oven Man, BS-2	2	<ul style="list-style-type: none"> <li>Primary Education</li> <li>5 years practical experience of work at oven in a civil/defense services mess or in a hotel.</li> </ul>	18-30 Years
16	Mali, BS-1	6	2 years practical experience as Mali in Public or private organization.	18-30 Years
17	Naib Qasid, BS-1	3	<ul style="list-style-type: none"> <li>Primary Education</li> <li>5 years practical experience in office with knowledge of English and Urdu.</li> </ul>	18-30 Years

18	Khakrob, BS-1	4	2 years practical experience as farash/khakroob in a hospital or hotel.	18-30 Years
19	Chowkidar, BS-1	3	2 years practical experience. Ex-Servicemen will be preferred.	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.
- 4) Candidates applying for more than one post shall apply separately for each post with separate envelopes.
- 5) All Contingent/Daily Wages staff, already working in NIM Peshawar shall also apply for relevant post, as per eligibility criteria.
- 6) Contingent/Daily Wage Employees presently serving in NIM, Peshawar will be awarded extra marks for their work experience and the period served here will be excluded for the purpose of determination of upper age limit as per Establishment Division's Office Memorandum No. F. 53/1/2008-SP dated 11.05.2017
- 7) Only short listed eligible candidates shall be called for test/interview.
- 8) No TA/DA will be admissible for test/interview
- 9) Applications complete in all respects should reach this office through post/courier only on or before 13.07.2023.

Directing Staff (Admn)  
NIM, Peshawar