



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU
SHAHRAH-E-JAMHURIAT, G-5/1
ISLAMABAD

SERVICES REQUIRED

National Accountability Bureau invites applications from Pakistani Nationals for hiring of Services of Experts under Section 28(b) of National Accountability Ordinance-1999, for its Headquarters at Islamabad, on monthly fee payment basis for a period of one year as per criteria given below:-

S.No.	Name & No. of Position(s)	Educational Qualification and Experience	Monthly Fee	Max. Age Limit
1.	Assistant Junior Expert-1 No. of Position = 01	<ul style="list-style-type: none">• Matric (minimum 2nd Class).• Preferably retired JCO Clerk from Armed Forces.• 10 years experience in the field of Office Management, and Office Procedures. <u>Job Responsibilities:</u> <ul style="list-style-type: none">• To attend telephone and to keep record of trunk calls• To screen callers and telephone calls• To arrange engagements and maintain an engagement diary• To prepare papers for meeting and interviews• To see the matter requiring the officer's attention are brought to his notice in good time and in complete and proper form• Handling of classified papers in accordance with general or special orders• To receive and conduct visitors• To receive and arrange and, where necessary, register the officer's paper and correspondence including secret and top secret papers• To attend to work concerned with the officer's tours etc.	Rs. 65,000/-	60 Years
2.	Assistant Junior Expert-3 (Cook) No. of Positions = 02	Primary Pass with 3x years relevant experience in any organization.		
3.	Assistant Junior Expert-3 (Waiter) No. of Positions = 02	Primary Pass with 3x years relevant experience in any organization.		
4.	Assistant Junior Expert-3 (Dish Washer) No. of Position = 01	Primary pass		
5.	Assistant Junior Expert-3 (Sanitary Worker) No. of Positions = 06	Primary Pass	Rs. 40,000/-	50 Years

IMPORTANT NOTES:-

- Experience/ Educational qualification shall be counted / examined as on the closing date for receipt of applications.
- Only shortlisted candidates shall be called for test (and / or) interview, after scrutiny of applications.
- Candidates with additional qualification / experience may be preferred.
- Hiring will be governed by the terms of services of hiring contract.
- Candidates possessing dual / foreign nationality are not eligible to apply.
- No TA/DA will be admissible for appearance.
- Final selection will be subject to Security Clearance.
- The monthly fee is taxable as per Federal Govt. policy.

AA

- i) The services period is extendable as per performance evaluation/ requirement basis.
- j) If a candidate is interested to apply for more than one post, a separate application form is required to be submitted.
- k) Name of the post applied for should be written boldly on the top right corner of envelope.
- l) Applications on given format (without copies of academic/ experience certificates) should reach the undersigned through post by **03rd November, 2023** before closing hours.
- m) Application form can also be downloaded from NAB's website i.e. <http://nab.gov.pk/jobs.asp>



(ADNAN NADEEM)
Dy. Director (Rect & TCS)
NAB Headquarters
Shahrah-e-Jamhuriat, G-5/1,
Islamabad

