



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:-

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. Job Responsibilities: <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.	Rs. 40,000/-	50 Years
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		

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

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

PID(1)2362/23

APPLICATION FORM

Paste your 1x recent
Photograph
with gum

Position Applied: _____
(as per advertisement)

- Name of Applicant: _____
- Father's Name: _____
- CNIC No: _____ Date of Birth : _____ Age: _____
- Postal Address: _____

- Domicile: _____
- Contact No.(Line/mobile): _____
- Email Address: _____

8. Are you Dual / Foreign National: YES NO

9. Details:-

a. Academic Qualification

S#	Qualification / Certificate(s)	Division	Year of Passing	Name of Board/Institute

b. Experience / Employment Record

S#	Organization / Employer Name	Job Title	Job Duration		Remarks (if any)
			From	To	

10. Total experience as on closing date of applications: Day Month Year

Signature of Applicant _____

Date _____