



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

SITUATIONS VACANT

National Accountability Bureau invites applications from only Pakistani Nationals against the following temporary posts but likely to continue for its Headquarter at Islamabad:-

S#	Name(s) of posts with BPS	Min. Educational Qualification	Experience	Min age	Max age
1.	Assistant (BPS-15) a. Punjab (Open Merit) (01) b. Sindh (U) (Open Merit) (01) c. KP (Open Merit) (01) Total Posts (03)	2 nd Class or Grade 'C' Bachelor's Degree (14-Years education) from HEC recognized institution / university with a certificate in computer operations.	Experience in computer operations is preferable.	18	30 years (Including 5 years general relaxation)
2.	Steno Typist (BPS-14) a. Merit (01) b. Punjab (08) • Open Merit =06 • Women =01 • Minority =01 c. Sindh (R) (01) • Women =01 d. Sindh (U) (03) • Open Merit =02 • Women =01 e. KP (Open Merit) (01) f. Balochistan (02) • Open Merit = 01 • Women = 01 g. Ex-FATA (Open Merit) (01) h. AJK (Open Merit) (01) Total Posts (18)	2 nd Class or Grade 'C' Intermediate (12-Years education) with shorthand / typing speed of 80/40 w.p.m. and a certificate in computer operations.	Experience in Computer Operations is preferable.	18	30 years (Including 5 years general relaxation)
3.	Data Entry Operator (BPS-12) a. Punjab (02) • Open Merit =01 • Minority =01 b. Balochistan (Open Merit) (01) Total Posts (03)	2 nd Class or Grade 'C' Bachelor's Degree (14-Years education) with Mathematics / Statistics / Physics / Economics from HEC recognized institution with minimum speed of 10,000 Key depression per hour.	Experience in the relevant field and computer operations is preferable	18	30 years (Including 5 years general relaxation)
4.	Upper Division Clerk (BPS-11) a. Punjab (03) • Open Merit =02 • Women =01 b. Balochistan (Open Merit) (01) Total Posts (04)	2 nd Class or Grade 'C' intermediate (12-Years education)	Experience in computer operations is preferable.	18	30 years (Including 5 years general relaxation)

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S#	Name of posts with BPS	Min. Educational Qualification	Experience	Min age	Max age
5.	Lower Division Clerk (BPS-09) a. Punjab (04) • Open Merit =03 • Women =01 b. Sindh (R) (Open Merit) (01) c. Sindh (U) (01) Women =01 d. KP (Open Merit) (01) Total Posts (07)	2 nd Class or Grade 'C' Matriculation with typing speed of 30 w.p.m.	Experience in computer operations is preferable.	18	30 years (Including 5 years general relaxation)
6.	Driver (BS-04) a. Merit (01) b. Punjab (Open Merit) (02) c. Sindh (U) (02) Total Posts (05)	Middle Pass with valid driving license of LTV (Public Service) / HTV	Experience in local area driving is preferable.	18	30 years (Including 5 years general relaxation)
7.	Mess Cook (BPS-01) Open Merit (01) Domicile: Local (Isb/Rwp)	Primary Pass	3x years experience in cooking in any organization is mandatory.	18	30 years (Including 5 years general relaxation)

GENERAL INSTRUCTIONS/ IMPORTANT NOTES

- a. After selection against the following posts, the newly appointed candidates shall also have to qualify the mandatory training mentioned against each from National Information Technology Board (NITB) before completion of their probation period, otherwise, their services shall be terminated:-

S.#	Name of Post	Mandatory training
1.	Assistant (BS-15)	6 weeks Basic IT Training Course (including MS Office) to be conducted by NITB.
2.	UDC (BS-11)	3 weeks Basic IT Training Course (including MS Office) to be conducted by NITB.
3.	LDC (BS-09)	3 weeks Basic IT Training Course (including MS Office) to be conducted by NITB.

- b. Eligible candidates fulfilling above mentioned criteria for respective posts, will be shortlisted for initial screening test (Objective type) on the basis of information/ data provided in the application form.
- c. The candidates who qualify the initial screening test, will be called for interview on the basis of merit and in accordance with the Federal Government Policy. However, a candidate has to qualify shorthand and typing tests for the post of Stenotypist (BS-14), Key Depression test for the post of Data Entry Operator (BS-12) and typing test for the post of LDC (BS-09) before calling for interview.
- d. For the post of Driver (BS-04), shortlisted candidates will be called for Driving & Technical test(s) and candidates qualifying this test(s) will be called for interview.
- e. Government Servants/Autonomous/ Semi Autonomous/ Corporation employees can only apply through proper channel otherwise their candidature will not be accepted.
- f. Maximum age limit is mentioned above, however, under mentioned categories will be admissible for further age relaxation:-
- 3 years to the candidates belonging to scheduled castes, Buddhist community, recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas.
 - 3 years to the candidates belonging to Sindh(R) and Balochistan.
 - 15 years (or) the number of years actually served in the Armed Forces of Pakistan whichever is less to the released or retired personnel of the Armed Forces of Pakistan.
 - 10 years to Government servants who have completed 2 years of continuous government service on the closing date of receipt of applications.
 - 10 years to disabled persons.
 - 5 years to widow, son or daughter of deceased Govt. servant who died during service.

- g. Where a candidate is entitled to age relaxation under more than one category specified above, he/she will be allowed age relaxation in one category only favourable to him/her.
- h. Various quotas have been calculated in accordance with Federal Govt. policy.
- i. Result awaited candidates on closing date are not eligible to apply.
- j. Foreign degree holders must provide a certificate of equivalence from IBCC or Higher Education Commission as the case may be.
- k. The above posts will be governed by NAB Employees Terms and Conditions of Services (TCS)-2002 and MAQ-2015 and amendments made from time to time.
- l. Dual Nationality holders are not eligible to apply for appointment against these posts.
- m. Age, Qualification and Experience shall be counted/ examined as on the closing date for receipt of applications.
- n. NAB has right to alter/ cancel the test, post and distribution of advertised vacancies.
- o. Incomplete applications and applications received after closing date will not be entertained.
- p. No TA/DA will be paid for appearing in any test/interview.
- q. If a candidate is interested to apply for more than one post, a separate application is required to be submitted.
- r. Interested candidates who fulfill above said criteria may forward their applications **without any copy of documents** by post as per given format to the undersigned within 15 days of publication of this advertisement.
- s. Application form is also available on NAB's website www.nab.gov.pk



(**ZAHEER AHMAD**)
Deputy Director (Rect & TCS)
NAB (Headquarters),
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APPLICATION FORM

Post Applied For:- _____
(As per advertisement)



1. Name of Applicant: _____
(IN BLOCK LETTER)

2. Father's Name: _____

3. CNIC No: _____ 4. Date of Birth: _____

Please (✓) the relevant box below:-

5. Gender: Male Female 6. Religion Muslim Non Muslim

7. Domicile: Punjab/ Islamabad Sindh (R) Sindh (U) KP
 Balochistan Ex-FATA GB AJK
 Local (Isb/ Rwp Distt)

8. Postal Address:- _____

9. Are you a Disabled Person? Yes No 10. Are you Dual / Foreign National? Yes No

11. Are you spouse of a Foreign National? Yes No

12. Current Occupation: Government Servant Private Service If jobless If Ex-Serviceman

13. Contact No.(Line/Mobile) (1) _____ (2) _____

14. Driving License type: (a) LTV (b) LTV (Public Service) (c) HTV
(Please attach copy of valid driving license with application form)

15. License No _____ Expiry date _____
(Fields mentioned at Sr. No. 14 & 15 to be filled by the candidates applying for the post of Driver (BS-04))

16. Academic Qualification

Certificate/ Degree Title	Major Subject(s)	Year of Passing	Obtained Marks	Division & Percentage	Name of Board/ University / Institute
Matriculation					
Intermediate					
Bachelors (14 years)					
Bachelor (Hons)/ Master (16 years)					
Any other					