



## ADVERTISEMENT

Applications are invited for recruitment to the following vacant posts in the National Institute of Rehabilitation Medicine (NIRM), Islamabad from the candidates fulfilling the condition of eligibility for the post mentioned against each category:-

S#	Name of post & BS	No of vacant post	Regional / provincial Quota	Age limit	Required Qualification/experience
01	Statistical Assistant (BPS-15)	01	Islamabad Capital Territory (ICT)	18-25	B.A. with Statistics.
02	Steno typist (BPS-14)	02	ICT (01) KPK (01)	18-25	i) Matric. ii) Shorthand Speed 80-W.P.M. Typing speed 40.W.P.M.
03	Receptionist (BPS-07)	02	ICT (01) Punjab (01)	18-25	i) F.A/ FSC. ii) Fluent in Urdu and English.
04	Ward Master (BPS-07)	02	ICT (01) Punjab (01)	18-25	i) Matric. ii) Two Years' Experience in the relevant field as Junior Ward Master.
05	Electrician (BPS-05)	01	ICT	18-25	i) Matric. ii) Diploma/ Certificate in relevant field from the recognized institution.
06	Ward Boy / Aya / Attendant (BPS-2)	04	(02)-ICT (01)-Sindh (R) (01)-KPK	18-25	i) Primary pass ii) Experience in the relevant field is essential.
07	Dhobi (BPS-02)	01	ICT	18-25	i) Primary pass ii) Experience in the relevant field is essential.
8	Cook (BPS-02)	01	ICT	18-25	i) Primary pass ii) Experience in the relevant field is essential.
9	Masalchi (BPS-02)	01	ICT	18-25	i) Primary pass ii) Experience in the relevant field is essential.
10	Mali (BPS-01)	02	(01)-ICT (01)-Sindh (R)	18-25	i) Primary pass ii) Experience in the relevant field is essential.
11	Naib Qasid (BPS-01)	01	ICT	18-25	Primary Pass.
12	Security Guard (BPS-01)	01	ICT	18-25	i) Primary pass ii) Ex- Service men preferable.
13	Sanitary Worker (BPS-01)	02	(01)-ICT (01)-Punjab	18-25	i) Primary pass ii) Experience in the relevant field is essential.

### Terms & Conditions:

- The interested / eligible candidates, who fulfill the above mentioned criteria, shall apply online through National Job Portal (NJP) official website [www.njp.gov.pk](http://www.njp.gov.pk) within **(15) fifteen days** of publication of this advertisement.
- Candidates are advised to fill the entire application form carefully, particularly ensure correct entries of personal particulars, name of posts, domicile, educational qualification, gender, nature of disability (for disable persons) and date of birth etc.
- Incomplete application, application received after closing date, applications submitted through postal/courier service or by hand will **not be entertained**.
- Information claimed in on-line applications will be treated as final.
- Applicants who are already in service (Government Servants) should apply **"through proper channel"** and **NOC** shall be provided at the time of interview.
- All recruitments shall be made in line with the directions of Establishment Division's Recruitment Policy.
- Age relaxation will be admissible as per prevailing Federal Government Rules.
- 2% Disable Quota, 5% Minorities Quota, 10% Women Quota and Transgender will be observed as per Federal Government Rules.
- Only Eligible/short listed candidates shall be called for test/ interview.
- The relevant / required documents (in original) should be submitted /shown at the time of interview. Photo Copies of the documents will not be entertained.
- Requisite skill test for the posts of Steno-typist, Electrician, Cook, Masalchi, will be conducted.
- The authority reserves the right to cancel the recruitment process at any stage without assigning any reason/notice.
- No TA/DA will be admissible for test/interview.

**(DR. SHAISTA HABIBULLAH)**

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PID (I) No.1051/24