

No.F.7-6/2024/(Rect)/Admin-IH
PAKISTAN INSTITUTE OF MEDICAL SCIENCES
ISLAMABAD

SITUATION VACANT

Applications are invited for recruitment to the following posts of **BPS-01 to BPS-15** on temporary/regular basis in Pakistan Institute of Medical Sciences, Islamabad. The requisite qualification, age & domicile are mentioned against each post:-

S. No	Name of Post	BS	No. of Posts	Qualification / Experience	Maximum Age	Domicile
1.	Assistant IH-3/1-IH(Liver)/CH-3/MCH-1	15	7	➤ Graduation. ➤ 06(Six) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period.	18-28	03=ICT 01= Open Merit 01=Sindh-R 01= Sindh-U 01= KPK
2.	Statistical Assistant IH-1	15	1	➤ Graduation with Statistics /Mathematics/ Economics as one of the subject from a recognized University.	18-28	01= Sindh-U
3.	Assistant Librarian CC-1 / MCH-1	14	2	➤ Must be a Graduate from a recognized university with Diploma in Library Science ➤ Must have some in the job training and experience in a Medical Library.	18 - 25	01=ICT 01=Punjab
4.	Data Entry Operator IH(MRI)-2	14	2	➤ Bachelor's Degree in Physics/ Mathematics/ Statistics/ Economics /B.Sc. in Computer Sciences/ B.Sc. in I.T with minimum speed of 10,000 key depressions per hour for data entry. ➤ Experience will be preferred	18 - 25	01=ICT 01=Balochistan
5.	Steno-typist CH-2/2-IH/2-MCH	14	6	(i) Intermediate (ii) Minimum speed of 80/40 WPM in short hand / typing respectively (iii) Must be computer literate	18 - 25	03=ICT 01= Open Merit 01= Sindh-U 01=Balochistan
6.	Supervisor Medical Store MCH-1	14	1	➤ 2nd Class Bachelor's Degree from a recognized University. ➤ Three years practical experience of Store handling i.e. maintenance, stocking issuance and purchase for all kinds of stores including electro-medical equipment in recognized hospital/ Govt. organization	18 - 25	01=ICT
7.	Upper Division Clerk IH-4/2CMT/1-CH	13	7	➤ Intermediate ➤ 03(three) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period.	18 - 25	03=ICT 01= Open Merit 01=Sindh-R 01= Sindh-U 01=Balochistan
8.	Sanitary Inspector IH (CC)-1 IH (Liver)-1	12	2	➤ Matriculation. ➤ Diploma in sanitation (One year Duration) from Punjab Medical Faculty. ➤ 02 years' experience in the relevant job in Govt. /Semi-Govt. Organization.	18 - 25	01=ICT 01=Punjab
9.	Computer Operator CH(BMT)-1	12	1	2nd Class or Grade "C" Bachelor degree in Computer Science / Information Technology or equivalent qualification from HEC recognized University. <u>OR</u> (i) 2nd Class or Grade "C" Bachelor degree in Statistics / Economics / Mathematics / Physics or equivalent qualification from	18 - 25	01=ICT

				HEC recognized University. (ii) One year's DIT/ Post-graduate Diploma in Computer Science / IT from recognized Technical Board / University.		
10.	Sub-Engineer (Electrical-1) (HVAC- 1)	11	2	➤ Matric with 03(Three) years Diploma from recognized institute in Electrical having 02 years experience in the relevant field. ➤ Matric with 03(Three) years Diploma from recognized institute in HVAC having 01 year relevant experience.	18 - 25	01=ICT 01= Sindh-R
11.	Supervisor CSSD MCH-1	11	1	➤ Matric must be trained with 05 years experience in sterilization department in a civil or armed force hospital.	18 - 25	01=ICT
12.	Lower Division Clerk IH-25/IH(CC)-1/CH-4/ MCH-1/CMT-1/CN-1	11	33	(i) Matric (ii) Minimum Typing speed of 30 w.p.m. (iii) 03(three) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period.	18 - 25	14=ICT-Merit 01=ICT-Women 01=ICT-Minority 05=Open Merit 04=Sindh-R 01=Sindh-R(W) 03= Sindh-U 03=Balochistan 01=EX-FATA (01 post reserved for disable person)
13.	Junior Technician (OT)	9	8	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	03=ICT-Merit 01=ICT-Women 01= Open Merit 01=Punjab-Merit 01=Punjab-Women 01=KPK
14.	Junior Technician (ECG)	9	1	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT
15.	Junior Technician (ETT)	9	1	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT
16.	Junior Technician (ECHO)	9	1	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT
17.	Junior Technician (Radiology)	9	2	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT 01= Sindh-R
18.	Junior Technician (CSSD)	9	2	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT 01= Punjab
19.	Junior Technician (Dispenser)	9	2	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT 01= Sindh-R
20.	Junior Technician (Laboratory)	9	7	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	03=ICT 01= Open Merit 01=Punjab(Women) 01=Sindh-R 01= Sindh-U
21.	Junior Technician (Dresser)	9	5	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	02=ICT-Merit 01=ICT-Women 01= Open Merit 01=Sindh-R
22.	Junior Technician (Immunization)	9	1	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT

23.	Junior Technician (Oxygen)	9	1	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT
24.	Junior Technician (General)	9	2	➤ Matric with Science ➤ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	18 - 25	01=ICT 01= Sindh-R
25.	Telephone Operator IH-3 / CH-5	9	8	➤ Intermediate. ➤ Two years experience in relevant field.	18 - 25	03=ICT 01=ICT-Women 02=Open Merit 01=Sindh-U 01=Balochistan
26.	Auto Electrician IH-1	7	1	➤ Matric with three years experience of diesel/ petrol engine.	18 - 25	01=Punjab
27.	Emergency Diesel Generator Operator IH-2	7	2	➤ Matric with three years experience of heavy diesel generator of 1000 KV	18 - 25	01=ICT 01= Sindh-R
28.	Instrument Technician IH-1	7	1	➤ Matric with at least three years experience of Nurse call system, clock system, fire alarm system and ups control system etc	18 - 25	01=ICT
29.	Lift Mechanic CH-1	7	1	➤ Matric, certificate as Lift Machine from polytechnic Institute or Vocational School will be preferred, having two years' experience as a lift mechanic in an established institution	18 - 25	01=ICT
30.	Mechanic General Services IH-2	7	2	➤ Matric must be certificate holder from recognized polytechnic Institute or Vocational center, having two years' experience in relevant field.	18 - 25	01=ICT 01= Sindh-R
31.	Meter Reader IH-1	7	1	➤ Matric with three years experience of meter reading /billing	18 - 25	01=ICT
32.	Power Electrician IH-2	7	2	➤ Matric with three years experience in electrical power control cables HT & LT circuit breaker transformer electrical switch gears.	18 - 25	01=ICT 01=KPK
33.	Power Technician IH-2	7	2	➤ Matric with three years experience in power control cables HT & LT circuit breaker transformer electrical switch gears.	18 - 25	01=ICT 01=Punjab
34.	Store Keeper General	7	5	➤ Matric. ➤ 03 years' experience in hospital or a large Industrial Establishment.	18 - 25	02=ICT 01=Open Merit 01=Sindh-U 01=EX-FATA
35.	Sub-Station Operator IH-2	7	2	➤ Matric with at least three years experience of power houses, electric substation etc	18 - 25	01=ICT 01=Sindh-R
36.	Telephone Mechanic IH-2	7	2	➤ Must be at least Matric. ➤ Must have two years experience in the job a hospital / established institute.	18 - 25	01=ICT 01=Punjab
37.	Telephone Technician IH-2	7	2	➤ Matric with three years' experience in electronic exchange (SIEMENS) EM-60/ connection of faults communication system	18 - 25	01=ICT 01=Sindh-R
38.	Upholster CH-1	7	1	➤ Matric or equivalent. ➤ Must have 02 years' experience and proficiency in the job.	18 - 25	01=ICT
39.	AC Unit Operator MCH-1	5	1	➤ Matric with Science ➤ 03 Years' Experience in operation of AC Unit	18 - 25	01=ICT
40.	Electrician CH-2	5	2	➤ Matric ➤ Certificate of electrician / experience from recognized Institute	18 - 25	01=ICT 01=Punjab
41.	Mason CH-1	5	1	➤ Middle ➤ Certificate holder from Trade Vocational School will be preferred	18 - 25	01=ICT
42.	Pump Room Operator IH-2	5	2	➤ Matric with experience in relevant field	18 - 25	01=ICT 01=Punjab

43.	Receptionist (Female) MRI	5	1	➤ Matric ➤ 01 Year Experience in relevant field	18 - 25	01=ICT
44.	Driver IH-12 /IH(CC)-1 CH-4/MCH-1	4	18	➤ Middle with HTV/PSV License and three years relevant experience	18 - 30	08=ICT (Open Merit) 01=ICT (NM) 01= Open Merit 04=Punjab 01=Sindh-R 01= Sindh-U 01=KPK 01=Balochistan
45.	Dispatch Rider IH-2	4	2	➤ Primary Pass ➤ Valid driving License holder and well verses in traffic rules	18 - 30	01=ICT 01=Punjab
46.	Lift Operator IH-1/CH-1	4	2	➤ Middle with two years relevant experience	18 - 25	01=ICT 01=Punjab
47.	Plumber (CH-1)	3	1	➤ Primary Pass	18 - 25	01=ICT
48.	Painter (CH-1)	3	1	➤ Middle Pass with relevant experience	18 - 25	01=ICT
49.	Attendant IH-22/IH(MRI)-4/8-CH	2	34	➤ Primary Pass	18 - 25	14=ICT-Merit 02=ICT-Women 01=ICT-Minority 01= Open Merit 07=Punjab-Merit 01=Punjab- Women 01=Punjab- Minority 02=Sindh-R 01=Sindh -U 02=KPK 01=Balochistan 01=Ex-FATA (02 post reserved for disable person)
50.	Aya 8-IH/10-CH/7-MCH/2-CN	2	27	➤ Primary Pass	18 - 25	11=ICT-Merit 01=ICT-Women 01=ICT-Minority 01= Open Merit 06=Punjab-Merit 01=Punjab-Women 02=Sindh-R 01=Sindh -U 01=KPK 01=Balochistan 01=Ex-FATA (01 post reserved for disable person)
51.	Cook IH-4 /MCH-2	2	6	➤ Primary Pass ➤ Experience in relevant field essential	18 - 25	03=ICT 02=Punjab 01=Sindh -R
52.	Lab. Attendant IH-2 / CMT-4	2	6	➤ Primary Pass	18 - 25	03=ICT 02=Punjab 01=Sindh -R
53.	Press Man (IH-2)	2	2	➤ Primary Pass	18 - 25	01=ICT 01=Punjab
54.	Ward Attendant CH(BMT)-1/ IH(CC)-1	2	2	➤ Primary Pass	18 - 25	01=ICT 01=Punjab
55.	Ward Boy 36-IH/1-IH(CC)/3-IH (Liver)/7-CH/2-MCH/1-BCC	2	50	➤ Primary Pass	18 - 25	23=ICT-Merit 02=ICT-Minority 02= Open Merit 11=Punjab-Merit 01=Punjab- Minority 03=Sindh-R 02=Sindh -U 03=KPK 01=Balochistan 01=Ex-FATA 01=AJK (02 post reserved for disable person)
56.	Bearer IH-1/CN-1	1	2	➤ Primary Pass	18 - 25	01=ICT 01=Punjab
57.	Chowkidar / Security Guard IH-6/CH-5/MCH-1/ CN-1	1	13	➤ Primary Pass	18 - 25	06=ICT-Merit 01=ICT-Women 01= Open Merit 03=Punjab-Merit 01=Sindh-R 01=KPK

58.	Dish Washer IH-4/CN-1	1	5	➤ Primary Pass	18 - 25	02=ICT-Merit 01=ICT-Women 01=Punjab 01=Sindh -R
59.	Dhobi (IH-1)	1	1	➤ Primary Pass	18 - 25	01=ICT
60.	Helper CH-2	1	2	➤ Primary Pass	18 - 25	01=ICT 01=Punjab
61.	HVAC Helper (CH-1)	1	1	➤ Primary Pass	18 - 25	01=ICT
62.	Kitchen Staff (BCC-1)	1	1	➤ Primary Pass	18 - 25	01=ICT
63.	Lasker IH-4	1	4	➤ Primary Pass	18 - 25	02=ICT-Merit 01=Punjab 01=Sindh -R
64.	Mali/ Gardner IH-15/CMT-5	1	20	➤ Primary Pass	18 - 25	09=ICT-Merit 01=ICT-Minority 01= Open Merit 05=Punjab-Merit 01=Sindh-R 01=Sindh -U 01=KPK 01=Balochistan
65.	Masalchi CMT-2/CN-1/IH-2	1	5	➤ Primary Pass	18 - 25	02=ICT-Merit 01=ICT-Women 01=Punjab 01=Sindh -R
66.	Mason (CH-1)	1	1	➤ Primary Pass	18 - 25	01=ICT
67.	Naib Qasid IH-4/CH-3/MCH-2/ CMT-2	1	11	➤ Primary Pass	18 - 25	05=ICT-Merit 01=ICT-Women 03=Punjab-Merit 01=Sindh-R 01=KPK
68.	Stretcher Bearer (IH-1)	1	2	➤ Primary Pass	18 - 25	01=ICT 01=Punjab
69.	Sanitary Worker (Cleaner/ Sweeper) IH-28/IH(EAC)-1/CH- 10/MCH-9	1	48	➤ Primary Pass	18 - 25	21=ICT-Merit 02=ICT-Women 01=ICT-Minority 02= Open Merit 10=Punjab-Merit 01= Punjab-Women 01= Punjab-Minority 03=Sindh-R 02=Sindh -U 03=KPK 01=Balochistan 01=Ex-FATA (03 post reserved for disable person)
	TOTAL		404			

Terms & Condition

1. The interested / eligible candidates, who fulfill the above mentioned criteria, shall apply online through National Job Portal (NJP) official website www.njp.gov.pk within **(15) fifteen days** of publication of this advertisement.
2. Candidates are advised to fill the entire application form carefully, particularly ensure correct entries of personal particulars, name of posts, domicile, educational qualification, religion, gender, nature of disability (for disable persons) driving license (Driver & Dispatch Rider) and date of birth etc.
3. Incomplete application, application received after closing date, applications submitted through postal/courier service or by hand will **not be entertained**.
4. Information claimed in on-line applications will be treated as final.
5. Applicants who are already in service (Government Servants) should apply **“through proper channel”** and **NOC** shall be provided at the time of interview.
6. All recruitments shall be made in line with the directions of Establishment Division's Recruitment Policy.
7. Age relaxation will be admissible as per prevailing Federal Government Rules.
8. 2% Disable Quota, 5% Minorities Quota, 10% Women Quota and Transgender will be observed as per Federal Government Rules.
9. Eligible/short listed candidates shall be called for test/ interview.

10. The relevant / required documents (in original) should be submitted /shown at the time of interview. Photo Copies of the documents will not be entertained.
11. Requisite skill test for the posts of DEO, Steno-typist, LDC, Cook, Driver & other Technical staff will be conducted.
12. The authority reserves the right to cancel the recruitment process at any stage without assigning any reason.
13. No TA/DA will be admissible for test/interview.

(EXECUTIVE DIRECTOR, PIMS)