



# PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD SITUATION VACANT



Applications are invited for recruitment to the following posts of BPS-06 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	Basic Pay Scale	No. of Posts	Qualification / Experience	Max Age	Domicile							
1.	Assistant IH=01	15	1	➤ Graduation ➤ The selected candidate shall have to undertake 06 week IT basic training Course including MS Office conducted by the (NTTB) within one year.	28 years	01 = Balochistan	29.	ECHO Technician CC=02	9	2	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	01 = Punjab 01 = Sindh-R
2.	Supervisor Admin MCH=01	15	1	➤ 2 <sup>nd</sup> Class Bachelor's Degree from a recognized university ➤ Five years' experience of Administration work in recognized hospitals. Government organization as Assistant and holding Diploma in Administration. Office Management from a recognized Institute. <b>OR</b> ➤ Educational Qualification relaxable i.e. Matric in case of Retired Armed Forces Personnel (JCO only) holding diploma in Administration Office Management from a recognized Institute. ➤ Five years' experience of Administration work in Government including Armed Forces Organizations / recognized hospitals.	25 years	01 = Punjab	30.	Radiographer CC=01	9	1	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	01 = Punjab
3.	Steno typist IH = 04 MCH = 02	14	6	Minimum 2 <sup>nd</sup> Class OR C-Grade in F.A/F.Sc/I.Com with Short Hand/typing 80/40 WPM.	25 years	01 = Punjab (W) 01 = Sindh-R (W) 01 = Sindh-U 01 = KPK 01 = Balochistan 01 = FATA	31.	CSSD Technician CC=01	9	1	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	01 = Punjab
4.	Statistical Assistant CH=01 / IH=01			Minimum 2 <sup>nd</sup> Class OR C-Grade Bachelor's Degree in Statistics / Mathematics/ Economics. ➤ Experience will be preferred	25 years	01 = Punjab (W) 01 = Sindh-R (W) 01 = Sindh-U 01 = KPK	32.	Dispenser CC=01	9	1	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	01 = Punjab
5.	Sub Engineer (Electrical) IH=01	14	1	➤ Matric science with 03 years Diploma in Electrical Engineering from recognized institute. ➤ 03 years experience in the relevant specialty. ➤ Computer knowledge will be preferred.	25 years	01 = Merit	33.	Lower Division Clerk (LDC) IH=08 / CC=01 / CH=01 / CN=01	9	11	➤ Matric with Science ➤ Certificate in the relevant field. ➤ Matric with typing speed 30WPM.	25 years	01 = Merit 01 = Punjab (W) 01 = Sindh-R 01 = Sindh-U 01 = KPK 01 = Balochistan (Agha-e-chaqoq - Balochistan)
6.	Medical Record Keeper. CC=02	14	2	➤ Minimum 2 <sup>nd</sup> Class OR "C" Grade B.A/B.Sc/B.Com ➤ 03 years experience in Health Institution.	25 years	01 = Punjab 01 = Sindh-R	34.	Cashier IH = 01 / CH=01 / CC=01	7	03	➤ F.A./F.Sc./I.Com from recognized Board. ➤ 02 years practical experience in cash and link maintenance of cash book and account work in recognized Hospital.	25 years	01 = Sindh-U 01 = Sindh-R 01 = KPK
7.	Cataloger CC=01	14	1	➤ Graduation ➤ Diploma in Library <b>OR</b> ➤ Bachelor of Library Science preferably with sufficient experience in Medical Library.	25 years	01 = FATA / GB	35.	Auto Electrician IH = 01	7	1	➤ Matric. ➤ One year certificate in the relevant field. ➤ 03 years' experience in the relevant job.	25 years	01 = Sindh (R)
8.	Home Sister (IH)	14	2	Must be at least intermediate or equivalent with knowledge of economics, food and nutrition. With adequate experience in a similar job	28 years	02 = Merit	36.	Motor Mechanic IH=01	7	1	➤ Matric. ➤ One year certificate in the relevant field. ➤ 03 years' experience in the relevant job.	25 years	01 = Sindh (R)
9.	Assistant Librarian CC=01	14	1	➤ Graduation ➤ Diploma in Library <b>OR</b> ➤ Bachelor of Library Science preferably with sufficient experience in Medical Library.	25 years	01 = Balochistan	37.	Store Keeper General IH=02 / CH=01 / CC=01	7	1	➤ Matric. ➤ 03 years' experience in a hospital or a large Industrial Establishment	25 years	01 = Merit 02 = Punjab 01 = Sindh-U 01 = Balochistan 01 = GB/FATA
10.	Draftsman (IH = 01)	14	1	➤ Matric with 03 years Diploma in Draftsman Building	25 years	01 = Merit	38.	Store Keeper Medical CC=01	7	1	➤ Matric. ➤ Diploma in Dispenser ➤ 03 years' experience in a hospital or a large Industrial Establishment	25 years	01 = Punjab
11.	Lab Technician CC=02	12	2	➤ F.Sc with Diploma in relevant field ➤ 01 year experience	25 years	01 = Punjab 01 = Sindh-R	39.	Telephone Mechanic IH=01	7	1	➤ Matric. ➤ 03 years experience in relevant field.	25 years	01 = Sindh (R)
12.	Sanitary Inspector IH=01 Liver=01 CC = 01	12	3	➤ Matric with Science. ➤ One year certificate in sanitation from Punjab Medical faculty or any other Provincial Medical Faculty, affiliated with any organization / University/Board recognized by HEC/IBCC. ➤ 02 years' experience in the relevant field.	25 years	01 = Punjab 01 = Sindh-U 01 = Balochistan	40.	Telephone Technician IH=01	7	1	➤ Matric. ➤ 03 years experience in relevant field.	25 years	01 = Sindh (R)
13.	Computer Operator CC = 01	12	1	➤ Minimum 2 <sup>nd</sup> Class OR C-Grade in B.A/B.Sc/B.Com. ➤ 01 year Postgraduate Diploma in Computer Science from a recognized Technical Board /University. ➤ Experience will be preferred	25 years	01 = Merit	41.	Power Electrician IH=02	7	2	➤ Matric with Science ➤ One year certificate / Course OR 02 years experience in Electrical power control cable HT&LT circuit breaker transfusion , electric switch gears etc.	25 years	01 = Merit 01 = Sindh (U)
14.	Data Entry Operator IH (MRI) = 04 CH=02	11	6	➤ Minimum 2 <sup>nd</sup> Class OR C-Grade in B.A/B.Sc/B.Com. ➤ 01 year Postgraduate Diploma in Computer Science from a recognized Technical Board /University ➤ Experience will be preferred	25 years	01 = Merit 01 = Punjab 01 = Punjab (W) 01 = Sindh-R 01 = Sindh-U 01 = KPK	42.	Power Technician IH=02	7	2	➤ Matric with Science ➤ One year certificate / Course OR 02 years experience in Electrical power control cable HT&LT circuit breaker transfusion , electric switch gears etc.	25 years	01 = Sindh-U 01 = Sindh-R
15.	Computer Operator BCC = 02	11	2	➤ Minimum 2 <sup>nd</sup> Class OR C-Grade in B.A/B.Sc/B.Com. ➤ 01 year Postgraduate Diploma in Computer Science from a recognized Technical Board /University. ➤ Experience will be preferred	25 years	01 = Sindh-R 01 = Balochistan	43.	Lift Mechanic CH=01	7	1	- Matric. - Certificate as lift Mechanic form polytechnic institute/Vocational School will be preferred having 2 years' experience as lift Mech.	25 years	01 = Merit
16.	MRI Technologist Junior IH=02	11	2	➤ Matric with Science ➤ Certificate in the relevant field	25 years	01 = Punjab 01 = Sindh-R	44.	Upholster CH = 01	7	1	➤ Matric or equivalent. ➤ Must have 02 years' experience and proficiency in the job.	25 years	01 = Punjab
17.	Nuclear Technician IH=01	11	1	F.Sc with diploma in the relevant field. 01 year experience	25 years	01 = Punjab	45.	Welder IH=01	7	1	➤ Matric. ➤ 03 years experience in relevant field.	25 years	01 = Punjab
18.	Junior Technician ICU/Anaesthesia=1 (liver) OT = 1(Liver)	11	2	➤ Matric with Science ➤ Certificate in the relevant field. ➤ 02 Years Experience	25 years	01 = Punjab 01 = Sindh (R)	46.	EMDG Operator IH=01	7	1	➤ Matric. ➤ 03 years experience in a hospital or a large Industrial Establishment	25 years	01 = Punjab
19.	Cath Lab Technician CC=01	11	1	➤ Matric with Science ➤ Certificate in the relevant field. ➤ 02 Years Experience	25 years	01 = Punjab	47.	Mechanic General Services IH=01	7	1	➤ Matric must be certificate holder from recognized Institute OR vocational Centre having 02 years experience in the relevant job	25 years	01 = Merit
20.	Sub Engineer (Civil) IH=01 CH=01	11	2	➤ Matric with 03 years Diploma in Civil Engineering from recognized institute. ➤ 02 years experience in the relevant specialty. ➤ Computer knowledge will be preferred.	25 years	01 = Sindh-U 01 = Sindh-R	48.	Generator Room Operator (BCC=01)	7	1	➤ Matric. ➤ 03 years experience in of Power House, Electrician Sub Station etc	25 years	01 = Merit
21.	Sub Engineer (Electrical)	11	1	➤ Matric with 03 years Diploma in Electrical Engineering from recognized institute. ➤ 02 years experience in the relevant specialty. ➤ Computer knowledge will be preferred.	25 years	01 = Merit	49.	Nurse Aid 02=BMT	6	2	➤ Matric with Science with one year course as Nursing Assistant or Nurse Aid.	25 years	01 = Punjab 01 = Sindh (R)
22.	Projectionist CH=01	11	01	➤ F.Sc. ➤ 02 years experience in multimedia from a reputed private organization	25 years	01 = Sindh (R)	50.	Store Keeper BCC=1	6	1	➤ Matric. ➤ 03 years experience in a hospital or a large Industrial Establishment	25 years	01 = Balochistan
23.	Reception Officer CH=01	11	1	➤ Minimum 2 <sup>nd</sup> Class OR "C" Grade Bachelor Degree. ➤ Experience will be preferred	25 years	01 = Balochistan		<b>TOTAL</b>		<b>138</b>			
24.	Receptionist Liver=01	11	1	➤ Minimum 2 <sup>nd</sup> Class OR "C" Grade Bachelor Degree. ➤ Experience will be preferred	25 years	01 = Merit	<b>Terms &amp; Conditions:-</b>						
25.	Telephone Operator IH=04 CH=04 MCH=01 CC=01	9	10	➤ Intermediate. ➤ 02 years experience in relevant field.	25 years	02 = Merit 01 = Punjab 01 = Sindh-R 01 = Sindh-U 01 = KPK 01 = Balochistan 01 = GB/FATA	1.	Government Servants should apply through proper channel, who have completed two years continuous service on closing date.					
26.	Junior Technician Dresser = 12 Dispenser = 05 ECG = 04 X-Ray = 05 Lab Tech=5 Anesthesia =4 Dental = 01	9	36	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	03 = Merit 15 = Punjab 01 = Punjab 05 = Sindh-R 03 = Sindh-U 04 = KPK 02 = Balochistan 01 = GB/FATA 01 = AJK 01 = Disable Quota	2.	The General Age relaxation for a period of 05 years in upper age limit would be granted as provided in the Federal Government Rules. Whereas further age relaxation in upper age limit shall be granted on the basis as follow:- i) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government. ii) Candidates belonging to Sindh (R) and Baluchistan for posts in BPS-15 and below under the Federal Government. (03 Years) iii) Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications. (10 years) iv) Disabled persons for appointment to posts in BPS-15 and below. (10 years) v) Widow, son or daughter of a deceased civil servant who dies during service. (05 years)					
27.	OT Technician CC=03	9	3	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	02 = Punjab 01 = Sindh-R	3.	Minorities, Women & 2% disable quota will be observed as per Federal Government Rules.					
28.	ETT Technician CC=02	9	2	➤ Matric with Science ➤ Certificate in the relevant field.	25 years	01 = Punjab 01 = Sindh-R	4.	Serial#03 will qualify short hand/ typing test and Serial#33 will qualify typing test.					
							5.	Serial # 27 applicants must write discipline in profoma of OTS.					
							6.	Call letters to eligible/ short listed candidates will be issued for skill test/ interview.					
							7.	No TA/DA will be admissible for test / interview.					
							8.	The candidates will have to bring / present the original documents and one attested copy of each document, at the time of interview.					
							9.	The authority reserves the right to cancel the recruitment process at any stage without assigning any reason.					
							<b>How to Apply</b>						
							10.	Application Forms and online Deposit slips are available on Open Testing Service (OTS) website www.ots.org.pk					
							11.	OTS will not be responsible for late receipt of application sent through post or by any other courier service.					
							12.	In case candidates apply for more than one post, separate envelope and application form along with deposit slip should be used for each posts.					
							13.	Please deposit your test fee through prescribed deposit slip on any online branch of Bank Alfalah.					
							14.	Test fee is non refundable / non transferable					
							15.	Last date for submission of application form is 15 days from the date of publication of this advertisement					
							16.	Candidates are required to send their prescribed application forms along with online deposit slip (in original) to : Manager Operation, Open Testing Services (OTS) Pakistan, Office #01, Central Avenue Bahria Town, Phase VI, Islamabad (Ph: 051- 2375081) / UAN #051-111-687-222 www.ots.org.pk. Email. infor@ots.org.pk					

**Executive Director, PIMS**

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