



# National Internship Program (NIP)

Ministry of Inter Provincial Coordination  
Government of Pakistan



## CAREER OPPORTUNITIES

The National Internship Program office (NIP) under Ministry of Inter Provincial Coordination, intends to fill up the following positions of officers and staff on contract basis, for a period of one years extendable as per approved PC-1 of the Prime Minister's Youth Training Scheme 2015-2018

S. No.	Title of Position	Qualification	Experience	Max Age	Positions	Key Responsibilities	Salary
1-	Program Officer	Minimum 16 years Qualification from HEC Recognized University with a degree in Project Management or Human Resource, Business Administration, Public Administration or related field.	• Minimum 5 years and should have training Projects implementation experience.	35 Years	04	<ul style="list-style-type: none"><li>• Assist Project Managers with day to day activities.</li><li>• Good Communication skills.</li><li>• Prepare necessary documents</li></ul>	Rs. 100,000/- Per Month
2-	Legal Consultant	Minimum 16 years Qualification from Recognized Board.	<ul style="list-style-type: none"><li>• Minimum 20 years experience as legal consultants for public and private organizations of similar schemes on social issues of education, training and employment.</li><li>• Experience of 15 years in contract management, coordination/collaboration for public private partnership.</li></ul>	55 Years	01	<ul style="list-style-type: none"><li>• Contract Management</li><li>• Legal Advice</li><li>• Coordination/ Collaboration</li><li>• Court Proceedings if any</li><li>• All Legal Matters</li></ul>	Rs. 200,000/- Per Month
3-	Database Implementation Manager	Minimum 16 years Qualification from HEC Recognized University with a degree in software Engineering, System Engineering, Computer Sciences or related field.	• Minimum 5 years experience and should have database designing, management and implementation experience.	35 Years	01	<ul style="list-style-type: none"><li>• Assistant Project Manager with day to day activities</li><li>• Database Designing, Implementation and Management</li><li>• Good Communication skills</li><li>• Prepare necessary documentation</li></ul>	Rs. 100,000/- Per Month
4-	Database Implementation Officer	Minimum 16 years Qualification from HEC Recognized University with a degree in Software Engineering, System Engineering, Computer Science or related field.	• Minimum 2 years experience and should have database designing, management and implementation experience.	35 Years	01	<ul style="list-style-type: none"><li>• Assist Database Implementation Manager with assigned Responsibilities</li></ul>	Rs. 80,000/- Per Month
5-	Application Developer	Minimum 16 years Qualification from HEC Recognized University with a degree in Software Engineering, Computer Sciences or related field.	• Minimum 2 years experience and should have Database/Software/App Designing, Management and Implementation experience.	35 Years	01	<ul style="list-style-type: none"><li>• Assist Project Managers with day to day activities</li><li>• Designing, Implementation and Administration of Software, website and database</li></ul>	Rs. 80,000/- Per Month
6-	Assistant Application Developer	Minimum 16 years Qualification from HEC Recognized University with a degree in Software Engineering, Computer Sciences or related field.	• Minimum 2 years experience of application designing	35 Years	05	<ul style="list-style-type: none"><li>• Assist Application Developer with assigned responsibilities</li></ul>	Rs. 60,000/- Per Month
7-	Graphic Designer	Diploma in Graphic Design from recognized awarding authority or Bachelors in Computer Science	• Minimum 2 Years experience in graphic designing for websites, newsletters, content and imagery.	35 Years	01	<ul style="list-style-type: none"><li>• Design and Develop required Graphics for Scheme</li><li>• Work with a wide range of media related to the scheme, including photography.</li></ul>	Rs. 60,000/- Per Month

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8-	<b>Database Administrator</b>	Minimum 16 Years Qualification from HEC Recognized University with a degree in Software Engineering, Computer Sciences or related field.	•Minimum 5 Years' experience and should have administration and management experience of multiple online databases.	35 Years	01	<ul style="list-style-type: none"> <li>• Devising possible solutions to anticipated problems in the applications implemented in the IT Infrastructure of the scheme.</li> <li>• Testing sample data-sets to check that output from the application works as intended.</li> <li>• Reacting to problems and correcting the applications as necessary.</li> <li>• PMYTS Database Management</li> </ul>	Rs. 80,000/- Per Month
9-	<b>Computer Programmer</b>	Minimum 16 Years Qualification from HEC Recognized University with a degree in Software Engineering, Computer Sciences or related field.	•Minimum 2 Years' experience and should have Software/Apps programming, management, and implementation experience with database integration.	35 Years	01	<ul style="list-style-type: none"> <li>• Assist Application Developer with Day to Day activities</li> <li>• Designing, Implementation and Administration of software, website and database.</li> </ul>	Rs. 80,000/- Per Month
10-	<b>Receptionist</b>	Minimum 12 Years Qualification from Recognized Board	Minimum 5 years' experience.	30 Years	04	<ul style="list-style-type: none"> <li>• Manage Call and Visitor Log</li> <li>• Attend Telephones</li> <li>• Prepare necessary Documentation</li> <li>• Manage Visitors</li> <li>• Maintain In and Out Register</li> <li>• Must be female</li> </ul>	Rs. 25,000/- Per Month
11-	<b>Driver</b>	Minimum Qualification Middle with valid LTV/HTV driving license	Minimum 2 years experience as driver.	28 Years	06	<ul style="list-style-type: none"> <li>• Driving of official vehicles and their maintenance/upkeep</li> </ul>	Rs. 25,000/- Per Month

**General Conditions:**

1. All the candidates applying for above-mentioned posts shall be entitled to an upper age relaxation as per Federal Government Rules. Age will be counted upto closing date fixed for receipt of applications.
2. Selected candidates will be posted anywhere in Pakistan as per the requirement of organization.
3. In service government employee should apply through proper channel. Advance copies applications shall not be entertained.
4. In case of applying for more than one post, separate application form must be used for each post.
5. The candidates are required to mention post applying for on the right top corner of the envelope.
6. The competent authority reserves the right to cancel recruitment process, increase or decrease the number of post as per requirement against any post at any stage without assigning any reason.
7. No TA/DA will be admissible for written test/interview.
8. All positions are Merit Based.
9. For the Post of Receptionist and Driver serial No. 10 & 11, candidates will not pay test fee and submit only application form to below given address. (Download application for the post of receptionist and driver from [www.nip.org.pk](http://www.nip.org.pk)).
10. Candidates for the post of receptionist and driver will have to qualify the skill test.
11. Candidates those are applying for Post, Serial No. 1 to Serial No. 9 will apply as per following instruction/criteria.

**How to Apply:**

- Please download the Application Form and the Deposit Slip from NTS website: [www.nts.org.pk](http://www.nts.org.pk), fill up both properly, pay the prescribed test fee in any of the country-wide online branch of ABL, UBL, HBL or MCB, and get receipt from the bank.
- Send the filled-up Application Form along with the original paid-up copy of the Deposit Slip, to: NTS Headquarters, 1-E, Street No. 46, Sector I-8/2, J-8, within 15 days from date of advertisement.
- Application Forms improperly filled-up, incomplete, without paid copy of deposit slip, and submitted by hand will NOT BE ENTERTAINED.
- For further information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call 051-8444441.

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