



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


**SERVICES REQUIRED**

National Accountability Bureau invites applications from only Pakistani Nationals for hiring of Services of **Junior Expert-1 (Finance)** under Section 28(f) of National Accountability Ordinance-1999, for its Headquarters at Islamabad on monthly fee payment basis for a period of one year as per criteria given below:-

<b>Educational Qualification and Experience</b>	<b>Responsibilities</b>	<b>Monthly Fee (in PKR)</b>	<b>Max Age</b>
Minimum graduate with relevant experience of 10 years in any Government Organization.  <b>OR</b>  Retired BS-17 to 19/ equivalent officer with relevant experience in any Government organization.	<ul style="list-style-type: none"><li>• Preparation of annual budget for HQ and Regional Offices.</li><li>• Processing of cases of budgetary/ supplementary grants etc.</li><li>• Monitoring of budget utilization of HQ and its regional offices.</li><li>• Internal audit of the Bureau and post audit assignments relating to settlement of internal audit reports/ observations.</li><li>• External audit assignments, preparation of replies to audit observations and of the audit inspection reports.</li><li>• Preparation of material/ working paper for the meetings of the Public Accounts Committee (PAC) of the Parliament and for the meetings of the Departmental Accounts Committee (DAC).</li></ul>	Rs. 120,000/-	65 years

**IMPORTANT NOTES:-**

- Experience/ Educational Qualification shall be counted / examined as on the closing date for receipt of applications.
- Only shortlisted candidates shall be called for test/ interview, after scrutiny of applications.
- Candidates with additional qualification / experience will be preferred.
- Hiring will be governed by the terms of services hiring contract.
- Candidates possessing dual / foreign nationality are not eligible to apply.
- No TA/DA will be admissible for appearing in test/interview.
- Final selection will be subject to Security Clearance.
- Monthly fee is taxable as per Federal Govt. policy.
- The services period is extendable as per performance evaluation/ requirement basis.
- Applications on given format (**without copies of academic/ experience certificate(s)**) should reach the undersigned through post by **07 December, 2021** before closing hours.

  
**(MUHAMMAD ZEESHAN HAIDER)**  
Deputy Director (Rect & TCS)  
NAB HQ, Shahrah-e-Jamhuriat,  
Sector G-5/1, Islamabad

1 nab 23/11/21. post

**APPLICATION FORM**

Paste your  
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Position Applied: JUNIOR EXPERT-1 (FINANCE)

1. Name of Applicant: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. CNIC No: \_\_\_\_\_ Date of Birth : \_\_\_\_\_ Age: \_\_\_\_\_
4. Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Domicile: \_\_\_\_\_
6. Contact No.(Line/mobile): \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Are you Dual / Foreign National: YES  NO

9. Details:-

**a. Academic Qualification**

S#	Degree/Certificates/Courses	Division/Grade /CGPA	Year of Passing	Name of Board/ University/Institute

**b. Experience / Employment Record**

S#	Organization / Employer Name	Job Title	Job Duration		Remarks (if any)
			From	To	

10. Total experience as on closing date of applications: Day  Month  Year

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

