

Government of Pakistan  
Ministry of Interior  
National Forensic Science Agency Project  
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**SITUATIONS VACANT**

Applications are invited from suitable candidates for appointment against the following posts in National Forensic Science Agency (NFSA) project on contract basis, initially for one year and extendable for further period with qualification & experience as shown against each post:-

S #	Name of post in	No. of Post	Minimum qualification & experience	Maximum Age limit
1.	Dy. Director (Admn/Finance) (Eq. to BPS-18) Merit: 01	1	MS (Accounting/Finance) / MBA (Finance) / M.Com from the institution recognized by HEC with 05 years experience of Admin/Finance. Strong communication, interpersonal skills & demonstrated ability to perform his duties.	35 yrs
2.	Accounts Officer (Eq. to BPS-17) Merit: 01	1	M.Com / MBA (Finance) from HEC recognized university with 5 years of relevant professional experience in the field and working in a organization dealing with budgeting and accounting, financial disbursement, budget preparation, expenditure records, knowledge of financial procedures, including procurement is preferable, prepare the draft annual budget and control the proper utilization of the petty cash account.	35 yrs.
3	Scientific Officer (Pathology) (Eq. to BPS-17) Sindh (U): 01	1	MBBS with postgraduate diploma in Pathology like DCP (Diploma in Clinical Pathology) or M.Phil in Histopathology, FCPS in Histopathology, Diplomate with Fellowship in American Board of Forensic Pathology or any other equivalent qualification from any accredited University.	35 yrs.
4.	Accountant (Eq. to BPS-16) Merit: 01	1	i. B.Com / BBA (Finance) / or equivalent from HEC recognized university. The candidate should be computer literate. ii. 3-years experience. Preference will be given to applicant well conversant with government financial management / activities, particularly of development projects. iii. Experience in Cash/ Work Plan, Cash Book, Expenditure Statement, Payment Vouchers, and AGPR related issues is preferable.	35 yrs
5.	Scientific Assistant (Questioned Documents) (Eq. to BPS-14) Punjab: 01	1	Science Graduate with Chemistry/B-Pharmacy with 02-yrs experience in related lab environment. Individuals having experience of forensic case work would be preferred.	35 yrs
6.	Computer Operator (Eq. to BPS-14) Sindh (R): 01	1	Graduate with 6 months diploma in computer (MS office/ Operating System). 2-years experience as Computer Operator. Typing speed/skill test will be taken.	35 yrs
7.	Lab Attendant (Eq. to BPS-5) KPK: 01	1	Matric with Science. 2 years experience in Scientific Laboratory work.	30 yrs
8.	Driver (Eq. to BPS-5) Punjab: 03 Sindh (U): 01 Balochistan: 01	5	Matric with excellent driving skills and valid LTV/ HTV License with knowledge of traffic rules.	30 yrs
9.	Despatch Rider (Eq. to BPS-4) Local: 01	1	Middle pass – having valid LTV + Motorcycle Driving License and well versed with traffic rules.	30 yrs
10.	Naib Qasid (Eq. to BPS-1) Local: 01	1	Primary / Middle with experience of office work. Preference for candidates with additional skills / experience.	30 yrs
11.	Chowkidar/ Security Guard (Eq. to BPS-1) Local: 03	3	Primary Pass - Able to read and write	30 yrs

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1. Regional quota will be observed.
2. All applications on prescribed format (available on OTS website: [www.ots.org.pk](http://www.ots.org.pk)) shall reach within 15 days after publication of advertisement. Title of post applied for should be mentioned on the envelope.
3. Over qualified person will not be entertained.
4. Incomplete applications or applications received after due date will not be considered.
5. Candidates already in Government service or autonomous bodies should apply through proper channel.
6. Only short-listed candidates will be called for written test / interview.
7. No TA/DA will be admissible for appearing in written test / interview.

**HOW TO APPLY:**

1. Application form and online deposit slips are available on Open Testing Services (OTS) website [www.ots.org.pk](http://www.ots.org.pk)
2. For posts at serial No. 8 to 11, download application form from [www.ots.org.pk](http://www.ots.org.pk) free of cost and send filled form to Project Director, National Forensic Science Agency, Islamabad , Plot No. 1,2,27 & 28, Opposite Police Lines HQs, Sector H-11/4, Islamabad.
3. For posts at serial No. 1 to 7 download application form along with deposit slip of Rs.75/- (Seventy-Five only) from [www.ots.org.pk](http://www.ots.org.pk) and submit your test fee through prescribed deposit slip in any of the country wide online branch of designated bank and send it to Manager Operation(OTS), Office No.01, Central Avenue Road, Bahria Town, Phase 6, Islamabad. UAN# 051-111-687222

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