



**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 Experts for its Headquarter at Islamabad on monthly fee payment basis under Section 28(f) of NAO-1999 for a period of one year as per criteria given below:-

Sr #	Position(s)	Educational Qualification and Experience	Monthly Fee (in PKR)	Max Age
1.	Junior Expert-1 (Database Administrator)  No. of Position = 01	<p><b>a. Educational Qualification and Experience:-</b></p> <ul style="list-style-type: none"> <li>MCS or equivalent from any HEC recognized University.</li> <li>At least 10 years of experience is required in Linux based MySQL</li> <li>Preference will be given to candidates with notable experience in replication configuration in MySQL</li> </ul> <p><b>b. Area of Expertise and Responsibilities:-</b></p> <ul style="list-style-type: none"> <li>Good knowledge of Oracle/ MySQL/SQL Server database management, backup and recovery and Performance Tuning matter.</li> <li>Hands on experience with Oracle/ MySQL/ SQL Server databases and utilities on Solaris, Linux and Windows Servers.</li> <li>Can demonstrate proficiency in MySQL, Oracle and SQL Server database administration and data modeling.</li> <li>Excellent problem solving and analytical skills and outstanding oral and written communications skills.</li> <li>Ability and willingness to work in a critical systems support team environment is essential.</li> <li>Can analyze existing database for normalization, optimization of DB schemas and table properties.</li> <li>Proven experience in implementing and supporting expertise database systems.</li> <li>Hands on in optimizing, indexing, monitor backups, disaster recovery, and performance tuning, fault detection and resolution processes.</li> <li>Database security checks and audits, including compliance-related reporting &amp; controls.</li> </ul>	<p>Fee = Rs. 120,000/-</p> <p>I.T Allowance = Rs. 25,000/-</p> <p><b>Total = Rs. 145,000/-</b></p>	40 years
2.	Junior Expert-5 (Stenographer)  No. of Position = 01	<p>Minimum graduate with Shorthand/ Typing speed of 80/40 words per minute</p> <p>OR</p> <p>Retired BS-14 to 17 or equivalent official having relevant experience alongwith Shorthand/ Typing speed of 80/40 words per minute.</p> <p><b>Note:-</b> Preference will be given to the candidates having working experience in Lower Courts/ High Courts/ Supreme Court".</p>	Rs. 50,000/-	65 years
3.	Assistant Junior Expert-1  Total Positions = 03	<ul style="list-style-type: none"> <li>Minimum 2nd Class or Grade "C" Intermediate from recognized institution alongwith 2x years experience of clerical work (typing, file / record keeping etc).</li> <li>Minimum typing speed 40 w.p.m</li> <li>Proficiency in Microsoft Office.</li> </ul>	Rs. 35,000/-	35 years
4.	Assistant Junior Expert-2 (Receptionist)  No. of Position(s) = 02	<ul style="list-style-type: none"> <li>Minimum 2nd Class or Grade "C" Intermediate from a recognized institution.</li> <li>Good communication skills as well as proficiency in computer operations (MS Office).</li> </ul>	Rs. 25,000/-	30 years
5.	Assistant Junior Expert-2 (Computer)  No. of Position = 01	<ul style="list-style-type: none"> <li>Minimum 2nd Class or Grade "C" intermediate from a recognized institution.</li> <li>Proficiency in MS Office.</li> <li>Typing speed minimum 40 w.p.m.</li> </ul>	Rs. 25,000/-	30 years
6.	Assistant Junior Expert-2 (Security Guard)  No. of Position = 01	<ul style="list-style-type: none"> <li>Retired NCO and Soldiers from Armed Forces.</li> <li>15 years Military Service.</li> <li>Medical Category-A.</li> <li>No red entry.</li> </ul>	Rs. 25,000/-	48 years

**IMPORTANT NOTES:-**

- a. Experience/ Educational Qualification shall be counted / examined as on the closing date for receipt of applications.
- b. Only shortlisted candidates shall be called for test/ interview, after scrutiny of applications.
- c. Candidates with additional qualification / experience will be preferred.
- d. Hiring will be governed by the terms of services hiring contract.
- e. Candidates possessing dual / foreign nationality are not eligible to apply.
- f. No TA/DA will be admissible for appearing in test/interview.
- g. Final selection will be subject to Security Clearance.
- h. The monthly fee is taxable as per Federal Govt. policy.
- i. The number of positions can be increased/ decreased at the time of final selection.
- j. The services period is extendable as per performance evaluation/ requirement basis.
- k. Applications on given format (**without copies of academic/ experience certificate (s)**) should reach the undersigned through post within 15 days of publication of this advertisement.

*[Handwritten signature]*  
8/05/2020

**(ZAHEER AHMAD)**  
**Deputy Director (Rect & TCS)**  
NAB Headquarters  
Shahrah-e-Jamhuriat, G-5/1,  
Islamabad.

*Nab 135*

**APPLICATION FORM**

Paste your recent Photograph with gum

Position Applied: \_\_\_\_\_

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
1				
2				
3				

**b. Experience / Employment Record**

S#	Organization / Employer Name	Job Title	Job Duration		Remarks (if any)
			From	To	
1.					
2.					
3.					

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

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

Date \_\_\_\_\_