

F.No.7(39)-HR/2024
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT

CAREER OPPORTUNITIES

The Board of Investment (BOI) invites application for the following positions purely on contract basis for a period of 01 year:

S#	Name of Posts/Scales/Salary	No. of Posts	Quota	Qualification and Experience	Age	Place of posting
1.	Manager Business Facilitation Centre (PPS-8) (PKR.218,750 /- per month Lump Sum Pay Package)	01	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of education) in Business Administration, Public Administration, International Relations, Economics or relevant qualification from a university recognized by HEC. Experience in relevant field will be preferred.	25-35 Years	Islamabad
2	Front Desk Officer (PPS-7) (PKR.157,500/- per month Lump Sum Pay Package)	02	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of education) in Business Administration, Public Administration, Communication or relevant qualification from a university recognized by HEC. Experience in relevant field will be preferred.	22-30 Years	Islamabad
3	Business	04	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of	22-30	Islamabad

	Facilitation Officer (PPS-7) (PKR.157,500/- per month Lump Sum Pay Package)			education) in Business Administration, Public Administration, Economics, International Relations or relevant qualification from a university recognized by HEC. Experience in relevant field will be preferred.	Years	
4	Document Controller (PPS-7) (PKR.157,500/- per month Lump Sum Pay Package)	02	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of education) in Business Administration, Information Management, Library Science or relevant qualification from a university recognized by HEC. Experience in relevant field will be preferred.	22-30 Years	Islamabad
5	IT Support Officer (PPS-7) (PKR.157,500/-per month Lump Sum Pay Package)	02	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of education) in Computer Science, Information Technology, or relevant qualification from a university recognized by HEC. Experience in relevant field will be preferred.	22-30 Years	Islamabad
6	Naib Qasid (PPS-1) (PKR.28,000/- per month Lump Sum Pay Package)	02	Islamabad (local basis)	(i) Primary Pass (ii) Literate	18-25 Years	Islamabad
				(i) Primary Pass		

7	Despatch Rider (PPS-1) (PKR.28,000/- per month Lump Sum Pay Package)	02	Islamabad (local basis)	(ii) Valid Driving License and well-versed in traffic rules	18-25 Years	Islamabad
8	Sweeper (PPS-1) (PKR.28,000/- per month Lump Sum Pay Package)	02	Islamabad	(i) Primary Pass (ii) Literate	18-25 Years	Islamabad

Terms And Conditions

1. Submission of original documents shall be mandatory at the time of interview.
2. Applicant already in Government service should apply through proper channel. In case of selection the applicant will have to resign from Government service before appointment.
3. Information provided in the application forms shall be verified in case of offer of appointment / selection. In case of any false or forged information, Board of Investment reserves the right of cancel candidature at any stage (even after employment, if so discovered later).
4. In case a person, who does not fulfill any of the provisions contained in the Recruitment Rules of that post, the department may cancel his/her candidature and withdraw nomination of the candidate at any stage.
5. The department reserves the right to cancel the recruitment process or whole, increases/ decreases the number of posts as per requirement against any post at any stage without assigning any reasons.
6. Only short-listed applicants will be called for interview. No TA/DA will be admissible for purpose of test/ interview.

How to Apply

1. Interested candidates for the positions from Sr. No. 1 to 5 must visit NTS web site: www.nts.org.pk to apply online within 15 days of publication of advertisement. For

further information/test related queries, please visit www.nts.org.pk or call at 051-8444441.

2. The candidates for the posts at S# 6 to 8 may appear for **walk in interviews** alongwith duly filled in prescribed application form (available at Bol's official website www.invest.gov.pk). Original documents, alongwith one set of photocopies of all testimonials/ documents with two recent passport size photographs shall be required at the time of interview, as per following schedule:

S#	Name of Post	Date	Time	Venue
1.	Despatch Rider (PPS-1)	31.08.2024	0900 hrs To 1100 hrs	Board of Investment, 6th Floor, Kohsar Block, Pak-Secretariat, Islamabad
2.	Naib Qasid (PPS-1)	31.08.2024	1100 hrs To 1300 hrs	
3.	Sweeper (PPS-1)	31.08.2024	1400 hrs To 1500 hrs	

(Lal Dino)
Director Admin
Ph: 051-9206160