



Special Investment Facilitation Council Division BOARD OF INVESTMENT



CAREER OPPORTUNITIES

The Board of Investment (BOI) invites application for the following positions for Business Facilitation Center (BFC), Islamabad, purely on contract basis:

S#	Name of Posts/Scales	No. of Posts	Quota	Qualification and Experience	Age	Place of posting
1.	Manager Business Facilitation Centre (PPS-8)	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.	Business Facilitation Officer (PPS-7)	02	Open Merit	Second Class or Grade 'C' Master's Degree (16 years of 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.	22-30 Years	Islamabad
3.	Front Desk Officer (PPS-7)	01	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

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 appointment of the applicant shall be dealt in accordance with the relevant rules/policy in vogue.
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. Details including required TORs/job description, conditions to apply, etc. are available on BOI official website www.invest.gov.pk and National Job Portal (NJP).
2. Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of this advertisement.
3. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.

**MANAGER
BUSINESS FACILITATION CENTER (BFC)**



22cm x 4col