No.F.7-6/2026/(Rect)/Admin-IH

PAKISTAN INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

URAAN PAKISTAN

SITUATION VACANT

Applications are invited for recruitment to the following posts of **BS-01 to BS-15** on regular basis in Pakistan Institute of Medical Sciences, Islamabad against **6% Balochistan Quota.** The requisite qualification/criteria, age are mentioned against each post:-

S. No	Name of Post & BS	No. of Posts	Qualification / Experience	Maximum Age
1.	Assistant (BS-15)	1	➢ Graduation. ➢ 06(Six) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period	**18-28** (+05 years General Age Relaxation + 05 years Additional relaxation for candidates from Balochistan)
2.	Stenotypist (BS-14)	1	(I) Intermediate (ii) Minimum speed of 80/40 WPM in shorthand / typing respectively (iii) Must be computer literate	**18 – 25** (+05 years General Age Relaxation + 05 years Additional relaxation for candidates from Balochistan)
3.	Upper Division Clerk (BS-13)	3	➢ Intermediate ➢ 03(three) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period.	
4.	Lower Division Clerk (BS-11)	6	(I) Matric (ii) Minmium Typing speed of 30 w.p.m. (iii) 03(three) week basic I.T training course (including MS Office) conducted by NITB is mandatory after selection before completion of Probation period.	
5.	Midwife (BS-09)	1	➢ Matric with Science ➢ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	
6.	Junior Technician (Radiology) (BS-09)	1	➢ Matric with Science ➢ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	
7.	Junior Technician (OT) (BS-09)	1	➢ Matric with Science ➢ One year certificate/diploma in relevant field from Medical faculty, affiliated with recognized by University/Board.	
8.	Ward Boy (BS-02)	1	➢ Primary Pass	
9.	Chowkidar (BS-01)	1	➢ Primary Pass	
10.	Mali (BS-01)	1	➢ Primary Pass	
11.	Naib Qasid (BS-01)	1	➢ Primary Pass	
12.	Sanitary Worker (BS-01)	3	➢ Primary Pass	
	TOTAL	**21**		

Terms & Condition

1. The subject recruitment shall be made on criteria / mechanism defined by the Establishment Division vide their O.M.No. 2/5/2026-BEFC/001 dated 22.10.2026.
2. For posts up to BS-15 requiring trainable skills, such as typing, shorthand or basic computer proficiency, a one-time relaxation of the requirement to possess the prescribed skill at the time of initial appointment will be allowed in cases where none of the candidates have any certifications at the time of the selection. Their proficiency shall be assessed before confirmation, and failure to acquire it shall be dealt with under the applicable probation and service rules
3. Only shortlisted applicants will be called for walk-in-interview.
4. All candidates shall be entitled to an upper-general age relaxation of five years plus 05 years additional relaxation for candidates from Baluchistan in the maximum age limit for this special exercise.
5. Skill Relaxation for posts of Stenotypist & LDC requiring skills like typing, short hand, there shall be a one-time relaxation of the requirement to possess the prescribed skill at the time of initial appointment. Selected candidates must acquire proficiency through departmental training during the probation period before confirmation.
6. Candidates already in Government Service should apply through proper channel and must provide NOC otherwise application will not be entertained, and they have no right to claim.
7. Incomplete applications, advance copies and those received after due date will not be entertained.
8. 2% Disable Quota, 5% Minorities Quota, 10% Women Quota and Transgender will be observed as per Federal Government Rules.
9. No TA/DA shall be admissible for appearing walk-in-interview.
10. The interested / eligible candidates, who fulfill the above mentioned criteria, shall apply online through National Job Portal (NJP) official website **www.njp.gov.pk** within **fifteen (15) days** of publication of this advertisement.

(EXECUTIVE DIRECTOR, PIMS)

PID(I)4062/26

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