



Government of Pakistan

National Council for Homoeopathy

SITUATIONS VACANT

Applications are invited from Pakistani Nationals (Male/Female) possessing the requisite qualification, experience and domicile as mentioned against each post, for appointment against the following vacant posts on regular basis (non-pensionable / Contributory Provident Fund basis) in the National Council for Homoeopathy(NCH), a Body Corporate established under Section 3 of the Unani, Ayurvedic and Homoeopathic Practitioners Act, 1965 (II of 1965), in accordance with the NCH Staff Service Regulations, 1987.

Sr. No	Name of Post with BPS	No. of Posts	Age Limit	Required Qualification & Experience	Domicile / Quota
01.	Assistant* (BPS-15)	01	18-25 years + 05 years general relaxation	Graduate from a recognized University with knowledge of Computer(Including MS Office)	Open Merit (All Pakistan)
02.	Steno typist ** (BPS-14)	01	18-25 years + 05 years general relaxation	Intermediate, Shorthand 80 w.p.m & Typing 40 w.p.m. Must be computer literate	Open Merit (All Pakistan)
03.	Lower Division Clerk*** (LDC) (BPS-11)	01	18-25 years + 05 years general relaxation	Matric, Typing speed 30 w.p.m, Computer knowledge	Open Merit (All Pakistan)
04.	Machine Operator (BPS-05)	01	18-25 years + 05 years general relaxation	Knowledge of operating duplicating machine/Photo Copier essential	Open Merit
05	Driver (BPS-04)	01	18-25 years + 05 years general relaxation	Qualified Driver, holding valid light transport vehicle driving license.	Punjab

Terms & Conditions:

- Appointments will be made on regular basis in accordance with NCH Staff Service Regulations-1987.
- Age will be calculated on closing date. 05 years general relaxation is already included. Further relaxation as per Federal Government rules.
- Government servants should apply Through Proper Channel with NOC.
- Post applied must be mentioned clearly on the top of right corner of the envelope.
- Applicants are required to apply on prescribed Application Form which can be downloaded from the official website of the Council i.e. www.nchpakistan.gov.pk
- Duly filled prescribed Application Form along-with detailed CV, attested copies of CNIC, Domicile Certificate, Educational Testimonials, Experience Certificates, Valid Driving License (for the post of Driver) and two (02) recent passport size photographs should reach the office of the undersigned within fifteen (15) days from the date of publication of this advertisement. Original documents shall be produced at the time of test/interview. Incomplete applications and those received after due date shall not be entertained.
- Only shortlisted candidates will be called for test / interview. Skill test will be conducted where required.
- No TA/DA will be admissible.
- The Competent Authority reserves the right to increase / decrease posts or Change/cancel /postpone recruitment process at any stage. Omissions/Commissions in this are regretted.
- */**/** Successful candidates against the posts mentioned at S.No. 1,2 and 3 shall complete mandatory NITB course during one year of probation period.

Aamir Nadeem Ramay, Secretary/Registrar National Council for Homoeopathy

Fazal Town (Phase-I), Airport Link Road, Rawalpindi

Phone No. 051/5409045-5409003

APPLICATION FORM

Name of Post: _____

BPS: _____

Photo 1" x1"

1. Name (in capital letters)_____

2. Father's/*Husband's Name _____
(*For female married candidates)

3. Date of Birth: _____ 4.CNIC No: _____

4. Domicile (District):_____Province:_____

5. Postal address: _____

6. Permanent address: _____

7. Contact No. Office _____Residence _____Mobile_____

8. Educational Qualifications:-

Qualification	Passing Year	Division/Grade/%age of Marks	School/ Board / University

9. Experience: _____

10. Computer knowledge: _____

Declaration: I, hereby undertake that information provided by me is correct to the best of my knowledge. I am also aware that any false information will lead to disqualification of my candidature.

Dated: _____

Signature of Applicant: _____