

Career Opportunities



National Logistics Cell (NLC) invites applications from competent and highly motivated professionals to join against following positions on contract basis:-

No. 1

Position: Assistant Manager Admin & Coordination

Vacancy: 01

Location: Quetta

Selection Criteria:

Qualification & Experience:	<ul style="list-style-type: none"> • Masters with 8-10 years of experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Officer will work under the supervision of Deputy Project Director Baluchistan. • Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed. • Handling day to day administrative activities. • Control on the use of MT of HQ PD Baluchistan and report to Deputy PD in case of any major / minor accident occurs. • Assisting with expense claims checking and processing. • Deal with delegation, arrange travel, accommodations and Official dinners. • Planning and scheduling of office events including meeting & appointments, conferences, and visits of authorities to PD Baluchistan. • Taking notes and minutes in meeting. • Prepare Visits / travelling arrangement of authorities of PD Baluchistan by purchasing tickets and coordinating schedules and travel itineraries. • Schedule in-house and external events.

No. 2**Position:** **Assistant Manager Supply Chain Management****Vacancy:** 01**Location:** Rawalpindi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MBA-IT / MIT / MCS / MSCS with 3 years of experience in Oracle ERP Applications development. • BS Software Engineering / BSCS / BIT with 5 years of experience in Oracle ERP Applications development. • <u>Preferences</u>. International certification in ERP preferable.
Job Responsibilities:	<ul style="list-style-type: none"> • Configurations of JDeveloper, Oracle Forms & report builder, Oracle PLSQL, workflow Builder and Oracle data Integrator (ODI). • Collect and analyze business requirements form the relevant stake holders. • Assist in design, demonstrate, development, testing and implementation of Oracle EBS modules according to the business requirements. • Technical expertise with solid understanding of underlying data flow, table structures and functionality in Oracle EBS modules. • Identify functional gaps and provide corrective actions. • Expert in SQL / PLSQL and Performance tuning. • Data Loading (using Standard API's / Interfaces) for new setups of Oracle ERP modules. • Development of dashboards and forms in Oracle APEX 20.1 or higher version. • Expert in creating Database packages, procedures, functions, and triggers. • Expert in Oracle Reports, BI XML Publisher, AME and Alerts. • Expert in Workflow builder. • Expert in Forms Personalization, Custom Library & Custom Forms under APPS. • Good knowledge in using Java frameworks. • Development and enhancements of customized forms in OAF and ADF. • Integration of custom applications with Oracle ERP. • Technical support for Oracle ERP & custom applications Deliver professional operational support to users, aiding monitoring, alerting and optimization of existing processes to ensure applications are available and performing at the highest levels.

No. 3**Position:** **Assistant Manager Construction (Structure)****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MSc / BSc / BE / B. Tech Civil Engineering. • Minimum 5 years of experience in construction management, with a focus on road structural activities such as bridges, snow shelters, culverts, and retaining structures.
Job Responsibilities:	<ul style="list-style-type: none"> • Oversee the execution of road structural activities such as bridges, snow shelters, culverts, and retaining structures. • Coordinate with contractors, engineers, and other stakeholders to ensure that all aspects of the construction process are running smoothly. • Monitor construction progress and make adjustments as necessary to ensure that projects are completed on time and within budget. • Ensure that all construction work is carried out in accordance with the relevant regulations and standards. • Manage the work of construction teams and ensure that they are working efficiently and effectively. • Ensure that all safety requirements are met on site and that all workers are adhering to safety procedures. • Prepare and submit progress reports to the Project Manager and other stakeholders. • Attend meetings with stakeholders to discuss project progress and provide updates on construction activities. • Ensure that all construction materials are of the required quality and that they are delivered to site on time. • Resolve any issues that arise during construction and take appropriate corrective action.

No. 4**Position:** **Assistant Manager Construction (Road)****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MSc / BSc / BE / B. Tech Civil Engineering. • Minimum 5 years of experience in construction management, with a focus on road activities such as earthwork, bases and sub-bases, and ancillary works.
Job Responsibilities:	<ul style="list-style-type: none"> • Oversee the execution of road activities such as earthwork, bases and sub-bases, and ancillary works. • Coordinate with contractors, engineers, and other stakeholders to ensure that all aspects of the construction process are running smoothly. • Monitor construction progress and make adjustments as necessary to ensure that projects are completed on time and within budget. • Ensure that all construction work is carried out in accordance with the relevant regulations and standards. • Manage the work of construction teams and ensure that they are working efficiently and effectively. • Ensure that all safety requirements are met on site and that all workers are adhering to safety procedures. • Prepare and submit progress reports to the Project Manager and other stakeholders. • Attend meetings with stakeholders to discuss project progress and provide updates on construction activities. • Ensure that all construction materials are of the required quality and that they are delivered to site on time. • Resolve any issues that arise during construction and take appropriate corrective action.

No. 5**Position:** **Assistant Manager Material Testing****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MSc / BSc / BE / B. Tech Civil Engineering. • Minimum 5 years of experience in material testing with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • All materials brought from contractors / firms etc. for construction to be checked. • All materials will be checked quality wise, specification wise. • All lab test materials checked. • Materials used at site checked and ensure that materials used is according to specification and as per ration to avoid observation during check request.

No. 6**Position:** **Assistant Manager Quality Assurance & Quality Control****Vacancy:** 01**Location:** Karachi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • BS / BE (Civil) / MSc (Geology). • Minimum 8-10 years of experience in the field of quality assurance / control with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to civil. • Responsible for preparing QA/QC documents of the entire project. • Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes. • Assist employees to ensure knowledge of all quality standards and procedures. • Analyze all products and non-conformance processes and evaluate all documents to ensure the maintenance of optimal quality and prepare monthly reports to evaluate performance. • Manage all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective measures for all processes.

	<ul style="list-style-type: none"> Report to Senior Manager Project and monitor all activities related to quality.
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No. 7**Position:** **Assistant Manager Technical Writing & Quality Assurance****Vacancy:** 01**Location:** Rawalpindi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> MS Software Engineering with minimum 3 years of experience. BS Software Engineering (PEC Registered) or equivalent with minimum 5 years of Software development in a reputable firm.
Job Responsibilities:	<ul style="list-style-type: none"> Complete understanding and implementation of software requirements engineering. Ability to plan, assure and control software quality standards. Ability to implement application security standards. Knowledge of various SDLC methodologies including: - <ul style="list-style-type: none"> Waterfall Model. Agile methodologies. Software design and arch skills including establishment of ERD, UI / UX mocks and application arch. Development and visualization of DB schemas. Programming in Java, PHP, Bootstrap, jQuery, CSS, HTML, Adobe Photoshop for web development. Knowledge and experience on the following DBs: - <ul style="list-style-type: none"> MySQL. Oracle.

No. 8**Position:** **Assistant Manager Performance Evaluation****Vacancy:** 01**Location:** Rawalpindi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> Master / Bachelor Degree in Business Management/ Finance / Economics. Minimum 5 years of qualified experience in the respective field.
Skills / Competencies:	<ul style="list-style-type: none"> Experience in Statistical Data Analysis & ERP Management. Solid grip on Data Management Tools. Ability to perform Descriptive / Predictive / Inferential analysis using historical & sample data.

	<ul style="list-style-type: none"> • Proven leadership & organizational skills. • Time Management skills. • Proficient MS Office skills i.e. MS Power Point, MS Excel. • Interpersonal and presentation Skills.
Job Responsibilities:	<ul style="list-style-type: none"> • Assist in analysis of Key Performance Indicators (KPIs) for all SBUs / Sub SBUs & Divisions for optimized performance. • Facilitate in developing & analyzing Monthly / Quarterly / Yearly Performance reports. • Interpreting business needs based on the trends, data and prospective objectives of the organization. • Act as a liaison between departments and business units to ensure data accuracy and communicate effectively to non-technical teams. • Help, analyze and maintain automated dashboards in order to increase the organization's efficiency and effectiveness. • Gather information from all sources, analyze data, interpret patterns and trends, build models, give recommendations and create automated reports. • Planning, organizing, and coordinating the efforts of Senior Manager / Manager Performance Evaluation.

No. 9**Position:** **Assistant Manager HR (Recruitment & Selection)****Vacancy:** 01**Location:** Rawalpindi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MBA / MS (HRM) or higher qualification in same discipline. International Certifications in the discipline will be a plus. • Minimum 05 years post qualification experience in the field of Talent Acquisition / Head Hunting with reputable public & private sector organizations.
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Job Responsibilities:	<ul style="list-style-type: none"> • Assist Manager in all officer recruitment and selection activities and to plan, manage and coordinate work of subordinates, staff and external vendors. • Responsible for longlisting of Officers positions and sharing with concerned SBU / Set up as per the requisition. • Coordinate with department representatives to compile the annual manpower requirements of the organization. • Ensure coordination of Officer interviews as per the recruitment rules and regulations of the organization. • Vetting of all job advertisement before placement in the national newspaper on as and when required basis. • To assist in the selection of suitable candidates as per the rules and regulations of the organization and manage the offer, negotiation and reference checks. • Ensure updation of database of applications for use in filling positions. • Ensure timely updation of record in HRIS. • Coordinate matter related to i-recruitment with the concerned sec.
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No. 10

Position: **Assistant Manager HR (OD)**

Vacancy: 01

Location: Rawalpindi

Selection Criteria:

Qualification & Experience:	<ul style="list-style-type: none"> • MBA / MS (HRM) or higher qualification in same discipline. International Certifications in the discipline will be a plus. • Minimum 05 years of experience in Organizational Development.
Job Responsibilities:	<ul style="list-style-type: none"> • Proficiency in KPI based Performance Management Systems, HR Policies and Procedures Development, Learning & Development, Employee Engagement Activities and working on organization structures and manpower planning.

No. 11

Position: **Assistant Manager Sales**

Vacancy: 01

Location: Karachi

Selection Criteria:

Qualification & Experience:	MBA Marketing / Sales / Masters degree or 16 years education in relevant field with 5 years of experience in Marketing and Sales.
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Job Responsibilities:	<ul style="list-style-type: none"> • Act as bridge between clients and Operations team. • Undertake assign task for smooth client handling. • Monitor and control of HMT Vehicles on business. • Building relationships with prospect customers. • Growing the number of monthly trading accounts. • Improve the customer loyalty. • Represent the brand in accordance with the organization objectives. • Provides customers, the first point of contact for all problems and issues. • Customer satisfaction through effective CRM. • Maintain the accuracy of existing customers' database. • Building up the database for prospect customer base.
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No. 12**Position:** **Senior Quantity Surveyor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MSc / BSc / BE / B. Tech Civil Engineering. • Minimum 5 years of experience as quantity surveying with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • To check documents pertaining to contract with client & sublet. • To work out and technical check of error in BQs of contract. • To technical check of financial effect deviation orders and amendments of contract with client / contract. • Bidding / pricing of tender document and comparison / analysis of sublet / labour rates etc. • Undertaking costs analysis for repair and maintenance project work. • To establish BOQs of sublet contractors as per work allocated • Analyse outcomes and submitting detailed progress reports.

No. 13**Position:** **Chief Surveyor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • Bachelor's degree in civil engineering / 3 years Diploma in Civil, surveying, or a related field with minimum 10 years of experience in surveying.
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Job Responsibilities:	<ul style="list-style-type: none"> • Manage and oversee all survey activities related to the highway construction project, including road works, cross sections, alignment, and structural survey. • Work closely with the project team to ensure that survey work is completed on time and within budget. • Ensure that all survey work is completed accurately and to the highest standards. • Develop and maintain survey schedules and plans, including resource allocation and timelines. • Collaborate with other departments to ensure that all survey work is coordinated with other activities and that it does not cause any delays. • Monitor and control survey expenses, ensuring that costs are kept within budget and that resources are used efficiently. • Ensure that all survey equipment is maintained and calibrated properly. • Maintain accurate records of all survey work, including data collection, analysis, and reporting. • Provide regular progress reports to the project team, highlighting any issues or concerns that may arise.
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No. 14

Position: **Senior HR Officer**

Vacancy: 01

Location: Rawalpindi

Selection Criteria:

Qualification & Experience:	<ul style="list-style-type: none"> • MBA / MS HR or Masters in relevant field. • Minimum 3-5 years of experience in HR and Data analysis. Strong technical knowledge of HR Metrics and HR Dashboards is mandatory. International certifications in the discipline will be added advantage. • Understanding and confidence in using specific systems and programs, including Microsoft excel, PowerPoint, MS Power BI and HRIS.
Job Responsibilities:	<ul style="list-style-type: none"> • Collection and compilation of data / statistics from multiple sources including HRIS and analyze it for trends and patterns with attention to key areas like staffing, retention, turnover, training & development etc and present the same to higher management. • Develops and maintains HR data tools, reports and dashboards to present and explain findings / trends to Snr Mgmt. for informed decision making. • Responds to HR data requests on an ad hoc basis by gathering, analyzing, and reporting relevant data from various sources. • Maintains data glossary and ensure high quality, accurate, insightful data is produced and maintained.

	<ul style="list-style-type: none"> • Responsible for addressing a high volume of system-related activities in a timely fashion while maintaining a high level of quality and internal customer satisfaction • Identification of discrepancies in data entries by HRIS team and ensures amendments are made accordingly. • Support HR processes with data and statistics for trends and patterns.
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No. 15**Position:** **SDO (Building & Road)****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • B. Tech (Hons) / DAE (Civil) with minimum 10-15 years of relevant experience with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • A Sub-Divisional Engineer has technical and responsibility for Sub-Division under his supervision. • The Sub-Divisional Engineer is required to report on all issues concerning his Sub-Division to the Executive Engineer / Project Manager of his Project / Division. • Individual will ensure that all reports and other information required from the Sub-Division are completed accurately in the required formats and are submitted to the Executive Engineer / Project Manager within the due time. • The Sub-Divisional Engineer will work under the supervision and direction of the Project Manager / Executive Engineer of his Division and shall exercise the extent of authority delegated to him by the Executive Engineer. • The Sub-Divisional Engineer will supervise the progress of works under his Sub-Division and will ensure that all operations are consistent with the annual work program. Individual will highlight any shortcomings and deficiencies and bring these to the immediate attention of the concerned officers and staff. • He responsible of checking of BOQ of Sub Contractors and tech check, RAR payments, Bidding process for new Projects, Preparations of contracts (MOU), Preparation of IPCs etc.

No. 16**Position:** **Quantity Surveyor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • DAE Civil (B-Tech Honors), BSc (Civil) with minimum 10-15 years of experience with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • To check documents pertaining to contract with client & sublet. • To work out and technical check of error in BQs of contract. • Technical check of financial effect deviation orders and amendments of contract with client / contract. • Pricing of tender document. • Comparison / analysis of sublet / labour rates etc. • To work as technical advisor of works section. • Undertaking costs analysis for repair and maintenance project work • Allocating work to subcontractors. • Analyzing outcomes and writing detailed progress reports.

No. 17**Position:** **Site Engineer (Structure)****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • BSc / BE / B. Tech Civil Engineering. • Minimum 3 years of experience with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • Submission of check request to client for approval of work. • Site management and liaison with contractor. • Quality Control and supervision of works. • To assist PM in monitoring of work. • Will be understudy to PM of the project. • Will manage site work, org of activities and supervision. • Will ensure that all documentary requirements for construction activities have been initiated/completed. • Will carry out detailed S analysis of construction drawings and documents with reference to execution and quantities and will intimate his observations to PM. • Will intimate PM daily update of progress and schedule of planned activities for next 24 hours (with timings)

	<ul style="list-style-type: none"> • Will maintain a close liaison with Client and Consultant staff present at the site for smooth functioning of the project. • Will ensure that necessary safety precautions have been implemented on the work site before commencement of any construction activity. • Will remain abreast with all rules regulations and specification about the work and ensure quality of work being executed is according to design/general specifications.
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No. 18**Position:** **Senior Surveyor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • B. Tech / DAE Civil Engineering. • Minimum 15-20 years of experience with reputable engineering / construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • Overseeing the professional supervision and management of the survey and survey mapping project. • Preparation of maps, easement description, and estimates of survey needs. • Conducting boundary and topographic survey, primarily as support for the project. • Plan preparation and construction layout; scheduling fields crew and ensuring projects deadlines are met. • Developing and maintain close relationship between clients and contractor.

No. 19**Position:** **Site Supervisor (Structure)****Vacancy:** 03**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Graduation / Diploma (3 Years) with minimum 3 years experience with reputable construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • To look after construction work at sites. • To ensure that approved material is being used for construction. • To ensure correct ratio of material is being used. • To report daily progress of works to OIC (Works) through SDO. • To report daily strength of masons and laborers working at sites.

No. 20**Position:** **Site Supervisor (Road)****Vacancy:** 06**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Graduation / Diploma (3 Years) with minimum 3 years experience with reputable construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • To look after construction work at sites. • To ensure that approved material is being used for construction. • To ensure correct ratio of material is being used. • To report daily progress of works to OIC (Works) through SDO. • To report daily strength of masons and laborers working at sites.

No. 21**Position:** **Assistant Quantity Surveyor****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	DAE (Civil) with minimum 3 years experience with reputable construction organization.
Job Responsibilities:	<ul style="list-style-type: none"> • To assist Quantity Surveyor. • To prepare drawing / sketches plan. • To prepare structure working drawings. • To maintain the record of all types of X Sections. • Will prepare and maintain RAR and MBs.

No. 22**Position:** **Junior HR Officer****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	MBA (HRM) Fresh / MBA (HRM) with 1 year of experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Engage in recruitment and selection of candidates. • Handling day to day HR activities. • Working in ORACLE 12 HR Module. • Drafting letters and maintenance of recruitment files.

No. 23**Position:** **Store Supervisor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired NCO or Civilian having Graduation / Diploma (3 Years) with minimum 3 years of experience with reputable construction organization.
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No. 24**Position:** **Plant In-charge****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired NCO or Civilian having Graduation / Diploma (3 Years) with minimum 3 years of experience with reputable construction organization.
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No. 25**Position:** **Material Collector****Vacancy:** 04**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired NCO or Civilian having Graduation / Diploma (3 Years) with minimum 3 years of experience with reputable construction organization.
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No. 26**Position:** **HSE Engineer / Supervisor****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Graduation / Diploma (3 Years) with minimum 3 years of experience with reputable construction organization.
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No. 27**Position:** **Nursing Assistant****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired Soldier or Civilian having Intermediate with minimum 3 years of Experience.
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No. 28**Position:** **Assistant Accountant****Vacancy:** 01**Location:** Karachi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • MBA Finance / M.Com Fresh. • B.Com / BBA (Hons) (Finance) or 16 years education in relevant field with 3 years' experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Keeps purchase Invoice registration and making entries into appropriate ledger. • Responsible for timely dispatch of all invoices and review them for correct information. • Keep ledger of all pending and received payments and update it regularly. • Performs constant follow up to recover payments from all pending accounts. • Deals with all purchase invoice queries and take actions for timely resolution of these queries. • Ensure input of supplier payments to system, Allocation of supplier accounts. • Reconciliation of supplier statements and Authorization of supplier payments. • Ensure inputting all bank transactions to system and Production of banking summary information as requested by Senior Manager Finance. • Assisting with expense claims checking and processing.

No. 29**Position:** **Upper Division Clerk****Vacancy:** 01**Location:** Lahore**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • <u>Military.</u> Retired NCO (Clerk), Intermediate qualification with computer literacy, 20 years service.
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	<ul style="list-style-type: none"> • Civilian. BA / BSc with NITB certification, 3 years' experience, FA / FSc with NITB certification, 5 years' experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Prepare /maintain all types of official correspondence. • Prepare report & return of Accounts / Finance and submit on due date. • To maintain accounts / books / files / register of Dry port as per instructions / SOP of NLC. • To keep up - to date record of DSOP / DSP Fund of officer /JCOs / Soldiers of Dry Port. • To ensure that annual stock taking/ audit of CFS is carried out by the board / audit auth and prepare their replies as required. • Maintain record of RV/PV accts of Dry Port. • To ensure collection of rent bill from contractor & Mobile / Land Line Bills / Electric bills deposit into the bank on due date. • Maintain accounts documents, Ledger, Register as per instructions / SOP of NLC. • Keep record of Cheque / Cheque Books of Dry Port. • To prepare, payment of TADA claims of employees.

No. 30**Position:** **Telephone Operator / Receptionist****Vacancy:** 01**Location:** Karachi**Selection Criteria:**

Qualification & Experience:	<ul style="list-style-type: none"> • Military. Retired Soldier, 18 years' service. • Civilian. Intermediate, 3 years' experience.
Job Responsibilities:	<ul style="list-style-type: none"> • To make sure proper working of telephone lines and telephone sets. • Rectify technical faults regarding telephone and exchange in the area of responsibility. • Attend telephone calls and transfer to respective office. • Ensure smooth functioning of telephone communication.

No. 31**Position:** **Lab Technician****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Intermediate with minimum 3 years of Experience.
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No. 32**Position:** **Telephone Operator****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired Soldier or Civilian having Intermediate with minimum 3 years of Experience.
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No. 33**Position:** **Plant Operator (Loader, Grader, Roller)****Vacancy:** 09**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired Soldier or Civilian having Intermediate with minimum 3 years of Experience.
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No. 34**Position:** **Vehicle Mechanic****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired Soldier or Civilian having Intermediate with minimum 3 years of Experience.
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No. 35

Position: **Plumber**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Intermediate with minimum 3 years of Experience.
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No. 36

Position: **Dispatch Rider**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Retired NCO / Soldier or Civilian having Matric / Middle with relevant field experience.
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No. 37

Position: **Driver LTV / HTV**
Vacancy: 07
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Retired NCO / Soldier or Civilian having Matric / Middle in relevant field experience with valid driving license.
Job Responsibilities:	<ul style="list-style-type: none"> • Responsible for the security of the vehicle. • To ensure maintenance of the vehicle, battery etc. • On completion of specified running he is to ensure the oil change. • Individual will also ensure the fitness of the vehicle. • Individual must be in possession of vehicle documents and own driving license while proceeding on duty. • Before proceeding on duty, he will ensure that vehicle must in road worth condition.

No. 38**Position:** **Vehicle Mechanic Helper****Vacancy:** 02**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Retired Soldier or Civilian having Matric / Middle with relevant field experience.
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No. 39**Position:** **Lab Helper****Vacancy:** 01**Location:** Gilgit Baltistan**Selection Criteria:**

Qualification & Experience:	Matric / Middle with relevant field experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Provide assistance to Engineers in rising of check request. • Maintain the record of check request for Engineers NLC. • Raised check request submit to consultant. • Preparation of shop drawings, typical cross sections and progress charts. • Work as Auto CAD Operator since the resign of first one.

No. 40

Position: **Cook**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Retired Soldier or Civilian having Matric / Middle with relevant field experience.
Job Responsibilities:	<ul style="list-style-type: none"> • Responsible for cooking of good meal. • To ensure that the eatable being cooked are clean and in good condition. • To ensure that the utensils are properly cleaned at every time. • To ensure his self-cleanliness. • To ensure hygiene and sanitation with in his working limits.

No. 41

Position: **Chowkidar**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Matric / Middle with relevant field experience.
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No. 42

Position: **Mess Waiter**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Retired Soldier or Civilian having Matric / Middle with relevant field experience.
Job Responsibilities:	<ul style="list-style-type: none"> • To serve food and tea.

No. 43

Position: **Cook Helper**
Vacancy: 02
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Matric / Middle with relevant field experience.
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No. 44

Position: **Sanitary Worker**
Vacancy: 01
Location: Gilgit Baltistan

Selection Criteria:

Qualification & Experience:	Matric / Middle with relevant field experience.
Job Responsibilities:	<ul style="list-style-type: none"> • To clean washrooms and offices. • Look after sanitary problems.

Note: -

- NLC offers attractive package and fringe benefits as per qualification and experience of the individuals.
- Only shortlisted individuals will be called for test / interview for which No TA / DA will be admissible.
- Detailed procedure regarding submission of applications, job specifications and other terms & conditions of employment are available on our website i.e. <https://nlc.com.pk>
- NLC reserves the right to withdraw / amend the acquiring process at any stage without assigning any reason. Age limit up to 55 years.
- Last date for submission of applications **26 March 2023**.

Procedure

- ❖ Candidates applying for the positions from Serial **1-32** should apply through our online portal i.e. <https://nlc.com.pk/careers>
- ❖ Candidates applying for the positions from Serial **33-44** should send their application on prescribed form (NLCAF-2022 available at NLC website) along with attested photocopies of educational documents, diplomas,

experience certificates, CNIC, 2 x passport size photographs and copy of discharge book (In case of Soldiers / NCOs / JCOs) to **Human Resource Section, Headquarters Project Directorate North (NLC) Sowan Camp, Rawalpindi.**