

VACANCY ANNOUNCEMENT

NTS requires services for the following posts:

Sr .#	Post	Number of Posts	Eligibility Criteria
1	Assistant Manager Procurement	1	<ul style="list-style-type: none"> • A person holding 16-year degree or equivalent from a university recognized by the Higher Education Commission. • At least 7 years' relevant post-qualification experience in managing procurement process. • Should have thorough knowledge of PPRA Rules & Regulation. • Should be proficient in supplier management, vendor sourcing, inventory management, cost analysis, risk assessment, contract administration and bidding / tendering. • Institutional membership related to procurement and certifications shall be preferred. • Maximum age limit 45 years.
2	Coordinator	1	<ul style="list-style-type: none"> • A person holding 16-year degree or equivalent from a university recognized by the Higher Education Commission. However, higher degree will be preferred. • At least 3 years' experience of working environment. • Good communication skills and liaison with content developers for content development. • High proficiency of Microsoft Office. • Maximum age limit 35 years.
3	Accountant	1	<ul style="list-style-type: none"> • A person holding at least B. Com or equivalent finance degree from a university recognized by the Higher Education Commission however, higher degree will be preferred. • At least 5 years' relevant post-qualification experience in large scale corporate/commercial finance having expertise in handling Accounting/ Bookkeeping matters, Receivable/payable management and taxation matters. • Proficient in MS Excel and MS Word • Maximum age limit 35 years.
4	Assistant Finance	1	<ul style="list-style-type: none"> • A person holding a B. Com or equivalent finance degree from a university recognized by the Higher Education Commission however, a higher degree will be preferred. • At least 2 years relevant post-qualification experience in large-scale corporate/commercial finance having expertise in handling Accounting/ Bookkeeping matters, Receivable/payable management, and taxation matters. • Proficient in MS Excel and MS Word • Maximum age limit 30 years.

- Please submit your application online at www.nts.org.pk within 15 days of this advertisement. Only online applications will be entertained.
- The recruitment will be made initially on a renewable one-year contract.
- Applications will not be acknowledged. Only shortlisted candidates who fulfill the criteria and secure 50% marks of recruitment test will be called for the interview. The test will be conducted only in Islamabad.
- Incomplete applications and after-due-date applications will not be entertained.
- The organization reserves the right to reject any application without disclosing any reason to the applicants.
- If during the recruitment/service career, any academic / experience document of a candidate is found forged / fake, his candidacy/service shall be terminated.

- In-service employees may send their applications with NOCs from their present employer.
- No TA/DA will be admissible for the interview/test.
- Selected candidates will be offered the freedom to work and grow in the company.
- Competitive remuneration and attractive benefits will be offered.
- **Rs. 250/-** will be charged as a fee from each applicant payable as part of application submission.

NATIONAL TESTING SERVICE - PAKISTAN

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