



**EXPRESSION OF INTEREST**  
**RECRUITMENT CONSULTANCY & EMPLOYEE SEARCH SERVICES**

National Bank of Pakistan (NBP) is interested in engaging the services of an experienced and reputable Human Resources Consulting firm to submit an Expression of Interest (EOI) for **Recruitment Consultancy & Employee Search Services**, by following the Procurement of Consultancy Services Regulations, 2010.

NBP operates through a network of 37 Regional Offices with a branch network of more than 1500 branches across the country with its Head Office in Karachi. As part of its ongoing organization development / change management initiatives, NBP (Human Resource Management Group) intends to engage the services of a reputable human resource consultancy firm to support its strategic initiatives. Recruiting quality human resources for the Bank is a key element of that effort.

The scope of activities for this recruitment consultancy includes but is not limited to the following:

- Placement of Career Advertisements in newspapers & calling of CVs/Profiles through Portal / Software.
- Sharing & maintaining complete database as per standardized format.
- Screening & shortlisting of applications on the basis of specified criteria including pre-screening interviews.
- Conducting written tests and assessment interviews of the eligible candidates, if required.
- Submitting a detailed report along with a summary to Group Chief HRMG / Management for further processing as per Bank's Policy.
- Background check of the selected candidates (ECIB, NADRA Verisys, reference checks, compliance checks (name screening), educational certificates and antecedents verification).
- Providing shortlisted candidates for final interview to NBP HRMG.

Applications submitted to NBP pertaining to EOI must contain the following details:

- Experience and record of past performance (duly verifiable through clients).
- CVs of Team Leads and Associates for the assessment of professional capabilities to advertise, scrutinize and recruit quality human resources in the Financial / Banking Sector and large scale Government & Private organizations.
- Relevant tax registration certificates and supporting documents.
- History of litigations, if any.
- Any other documents in support of eligibility criteria.

Interested consulting firms must deliver their Expression of Interest (EOI) to the address given below no later than October 14, 2019 (11:00 am). Only short-listed firms will be issued Request for Proposal (RFP) documents for soliciting Technical & Financial Proposals following the procedure laid out in the Procurement of Consultancy Services Regulations, 2010.

NBP reserves the right to accept or reject any or all proposals in the light of PPRA 2004, read with Procurement of Consultancy Services Regulations, 2010 due to lack of requisite formalities.

In case of any query, please feel free to contact Dr. Muhammad Asif, VP on 021-99062793 or 99220374.

This advertisement is also available on NBP and PPRA websites.

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