



NATIONAL UNIVERSITY OF MODERN LANGUAGES
MIRPUR CAMPUS

JOB OPPORTUNITIES

Applications are invited from Pakistani Nationals for the staff posts **ON CONTRACT** for NUML

Regional Campus MIRPUR, AJK: -

Post	Qualification/ Experience Required
Accountant	Minimum B.Com/BS Accounting & Finance/ BS Economics from recognized University with minimum 5 years experience of handling accounts/audit in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none">• Experience of handling Accounts and Audit in University/Education Institutes.• Proficiency in computer handling.
Assistant Network Administrator	Master's/BS Degree in the field of Computer Science/IT from HEC recognized University/ Institute with minimum 4 to 5 years relevant experience of Network Administration in a reputed organization.
Office Assistant	16 years of education with minimum 2 years relevant experience in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none">• Experience of University or Educational Institutions.• Proficiency in computer handling especially MS Office.• Must have good drafting skills• Retired Army personnel's with relevant experience may also apply.
UDC	Bachelor with minimum 2 years relevant office experience in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none">• Experience of University or Educational Institutions.• Proficiency in computer handling especially MS Office.
Medical Assistant	F.Sc (Pre-Medical) and Medical Diploma with experience in the relevant field.

CONDITIONS

1. Interested candidates may apply on prescribed application form alongwith detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC and two recent photographs. Application complete in all respect should be sent through courier to **Regional Director NUML Mirpur Campus, New Mirpur City, Mirpur Azad Jammu and Kashmir.**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **The last date of submission of application is 06-05-2024.**
4. Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
5. Decision of the University shall remain final in all cases and only Shortlisted Candidates will be called for test/interviews.
6. No TA/DA is admissible.

Regional Director Mirpur
Tel: (05827) 940512-4