



NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITIES

National University of Modern Languages, Islamabad requires the services of the following on contract basis:-

| Post | Eligibility |
|----------------------------|--|
| Personal Assistant | Bachelor's Degree with at least 5 years experience of Stenographic/Secretarial and administrative work with a speed of 100 words per minute in shorthand and 45 words per minutes in typing. |
| LDC | Matric Certificate with computer typing speed of 30 w.p.m. preferably with two years experience in any Govt. / Semi Govt. Department. |
| Photo Copy Operator | Literate with sufficient experience in handling Photocopy Machine |

CONDITIONS

1. Applicants required to submit application alongwith detailed CV till **30-09-2019** to the Administration Branch, H-9, NUML, Islamabad.
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. Applications that are incomplete (in any case) or received after due date shall not be entertained by any means.
4. Decision of the University shall remain binding in all cases.

Director Administration
Tele: 051-9265075