



NATIONAL UNIVERSITY OF MODERN LANGUAGES (NUML)
KHADIM HUSSAIN ROAD, RAWALPINDI

JOB OPPORTUNITIES

National University of Modern Languages, Khadim Hussain Road, Rawalpindi requires the services of the following on regular basis:-

Position	Minimum Qualification and Experience
Assistant Director Academics (BPS-17)	Master's Degree with at least 5 years administrative experience in a responsible position in a University or Education Department or Bachelor's degree with at least 10 years experience as Superintendent in a University or Education Department.
Accountant (BPS-16)	B.Com with five years experience of accounts/audit in University or Education Department.
LDC (BPS-09)	Matriculation with typing speed of 30 w.p.m. preferably with experience in Govt. or Semi Government Organization.

CONDITIONS

1. Applicants are required to the application including detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC, two recent photograph bank draft of Rs.500/- (non-refundable) favoring Rector, NUML Islamabad. Application complete in all respect should be sent through courier to **Administrator, NUML Rawalpindi, Khadim Hussain Road, Lalkurti, Rawalpindi**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. Applicants already working in Government / Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificates issued by their present and former employers, otherwise, their applications will not be entertained.
4. The University reserves the rights to fill any position/withhold the appointment against any advertised position or to accept/reject any application without assigning any reason.
5. **The last date of submission of application is 01-03-2021.**
6. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
7. Decision of the University shall remain binding in all cases.

ADMINISTRATOR
Tele: 051-5522469, 5567125, 5794512