



NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITIES

Applications are invited from Pakistani Nationals for the following posts on Contract basis for **NUML Main Campus Islamabad**.

Post	Qualification/Experience Required
Accountant (Contract)	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 (Contract)	Bachelor 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 working in HR Department of University or Educational Institutions.• Proficiency in computer handling especially MS Office.
UDC (Contract)	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 working in HR Department of University or Educational Institutions.• Proficiency in computer handling especially MS Office.
LDC (Contract)	Intermediate with typing speed of 30 wpm. Preference will be given:- <ul style="list-style-type: none">• Experience of working in HR Department of University or Educational Institutions.• Proficiency in computer handling especially MS Office.

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 should be submitted with application. Application complete in all respect should be sent through courier to **HR Branch, Sector H-9, NUML Islamabad**.
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **Females are encouraged to apply in all categories.**
4. 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.
5. 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.
6. **Applications must reach NUML Islamabad by 29-07-2022.**
7. Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
8. Decision of the University shall remain final in all cases and only Shortlisted candidates will be called for test/interviews.

Director HR
Tele: 051-9265100 Ext-2312