NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITIES

Applications are invited from Pakistani nationals for the following post on Contract basis in **NUML Rawalpindi Branch**:-

Post	Minimum Qualification and Experience
System Network Administrator **(on contract)**	Minimum 16 Years of Education in Computer Science/Computer Engineering from HEC recognized Institute. Minimum 3 years of relevant experience in networking and server configuration in public / private sector organizations. Preference will be given to :- • Network Certification • Practically managing Networking in University / Educational Institutions
Office Assistant **(on contract)**	Bachelor with minimum 2 years relevant experience in public or private sector organization. Preference will be given to:- • Experience of University or Educational Institutions. • Proficiency in computer handling especially MS Office. After selection 6 weeks Basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB).

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, two recent photographs should be submitted with application. Application complete in all respect should be sent through courier to **Admn Branch, NUML Rawalpindi, Khadim Hussain Road, Lalkurti, Rawalpindi.**

2. Job Application Form can be downloaded from https://numl.edu.pk/jobs/all

3. **The last date of submission of application is 16-08-2022.**

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.

Administrator NUML Rawalpindi
For Info: 051-5522469
051-5794512