



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**SECTOR H-9, ISLAMABAD**

**JOB OPPORTUNITIES**

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

**Regional Campus MIRPUR, AJK: -**

<b>Post</b>	<b>Qualification/ Experience Required</b>
<b>Assistant Director Academics/ Exams (on contract)</b>	Master's Degree with at least 5 years administrative experience in BPS-16 or equivalent in a University or Education Institution. Preference will be given to :- <ul style="list-style-type: none"><li>• Experience of working in Registrar office/ Exam Cell in University or Education Institution</li><li>• Good Drafting skills</li></ul> Proficiency in computer handling and MS Office
<b>Accountant (on contract)</b>	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"><li>• Experience of handling Accounts and Audit in University/Education Institutes.</li></ul> Proficiency in computer handling.
<b>Office Assistant (on contract)</b>	Bachelor with minimum 2 years relevant experience in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul>
<b>Computer Operator (on contract)</b>	Graduate with one year Certificate/Diploma in atleast one computer language from a Recognized Institute with at least 3 years relevant experience. Preferably has good knowledge of Networking/IT.
<b>UDC (on contract)</b>	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"><li>• Experience of University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul>
<b>LDC (on contract)</b>	Intermediate with typing speed of 30 wpm. Preference will be given:- <ul style="list-style-type: none"><li>• Experience of University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul>
<b>Driver (on contract)</b>	<ul style="list-style-type: none"><li>• Category: HTV,LTV, Cars</li><li>• 5 years experience with valid driving license.</li><li>• Retired Army Persons with staff car driving experience may also apply.</li></ul>
<b>Security Guard (on contract)</b>	<ul style="list-style-type: none"><li>• Minimum Education: Matric</li><li>• Physically fit: 5 Not more than 45 years.</li><li>• Relevant Experience.</li><li>• Ex-Serviceman may also apply.</li></ul>
<b>Naib Qasid (on contract)</b>	Literate with some experience.
<b>Mali (on contract)</b>	Literate with some experience.
<b>Sanitary Worker (on contract)</b>	Literate with some experience.

**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 **HR Branch, Sector H-9, NUML Islamabad.**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>

3. [The last date of submission of application is 26-10-2022.](#)
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.

**Director HR**  
**Tele: 051-9265100 Ext-2312**