



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**LAHORE CAMPUS**

## JOB OPPORTUNITIES

Applications are invited for the Staff posts ON CONTRACT basis in the following discipline for  
**NUML Regional Campus Lahore**

Post	Qualification/Experience Required
<b>Office Assistant (on contract)</b>	Bachelor with minimum 4 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>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>Cashier (Contract)</b>	Graduate with two years experience or Intermediate with three years experience or Matriculation with four years experience in Account Works in a University, Government Department/Organization
<b>Computer Lab Assistant (on contract)</b>	Graduate plus one year diploma in computer science/ IT from any accredited institution. Adequate experience of installing operations systems (i.e. Windows Platform + Linux) and installation of Windows based software.
<b>Sanitary Worker (on contract)</b>	Literate with some experience. (Male and Female)

### **CONDITIONS**

1. Interested candidates may apply on prescribed faculty 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 **Regional Director NUML Lahore Campus, Block-3, 2<sup>nd</sup> Floor, Aiwan-e-Iqbal, Egerton Road, Lahore.**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **Application must reach NUML Lahore by 13-03-2023.**
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

**Regional Director Lahore**  
**Tele: 042-99204588**