



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

**JOB OPPORTUNITIES**

Applications are invited from Pakistani Nationals for the following posts in this University on  
**Contract basis:-**

Position	Minimum Qualification and Experience
Legal Advisor	<ul style="list-style-type: none"><li>• LLM/LLB from HEC recognized University with atleast 10 years practice of Supreme/High courts of Pakistan</li><li>• Valid practice license</li><li>• Knowledge of Federal/Provincial Govt Service Rules</li><li>• Experience of working with any educational institute</li><li>• Retired Army Officers from JAG Branch may also apply.</li></ul>
Assistant Director Administration	<ul style="list-style-type: none"><li>• Minimum 16 years of education from HEC recognized University with Minimum 5 year of relevant experience in BPS-16 or equivalent in a University/ Educational Institute/ public or private sector organizations</li><li>• Experience of Administrative Job in University or Educational Institutions</li><li>• Good drafting skills</li><li>• Proficiency in computer handling</li><li>• Retired Army Officers of Major rank may also apply.</li></ul>
LDC	<ul style="list-style-type: none"><li>• Minimum Intermediate with typing speed of 30 wpm. Preference will be given to:-</li><li>• Experience of working in University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul>

**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. **The last date of submission of application is 01-04-2024.**
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-2318**