NATIONAL UNIVERSITY OF MODERN LANGUAGES
KARACHI CAMPUS

JOB OPPORTUNITIES

Applications are invited for the Staff posts **ON CONTRACT** basis in following disciplines for **NUML University, Karachi Campus**: -

Position	Minimum Qualification and Experience
Office Assistant	16 years of education 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. • Must have good drafting skills
LDC	Minimum Intermediate with typing speed of 30 wpm. Preference will be given to:- • Experience of working in University or Educational Institutions. • Proficiency in computer handling especially MS Office.
Computer Lab Assistant	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.

CONDITIONS

1. Interested candidates may apply on prescribed application form along with detailed CV, 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 Karachi Campus, Street # 3, Block – K, North Nazimabad, Karachi.**

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

3. **Application must reach NUML Karachi Campus by 14-10-2024.**

4. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.

5. **NO TA/DA** is admissible

6. Decision of the University shall remain final in all cases and only Shortlisted candidates will be called for test/interviews.

Regional Director Karachi
Tele: 021-36721027