



NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITIES

Applications are invited from Pakistani Nationals for the following posts on Contract basis for **NUML Main Campus Islamabad.**

Post	Qualification/Experience Required
Assistant Private Secretary	Bachelor's Degree with at least 5 years experience of Personal Assistant (PA). Proficiency in computer handling especially MS Office with minimum 45 words per minutes in typing. Must have good drafting skills. Retired Army NCOs/JCOs may also apply.
Vehicle Mechanic	Literate with 15 years experience as vehicle mechanic in a university or Education Department
Auto Electrician	Literate with 5 years experience as Auto Electrician in a university or Education Department
Tailor	Literate with relevant experience.
Driver	Category: HTV, LTV, Cars • 5 years experience with valid driving license. • Retired Army Persons with staff car driving experience may also apply.
Security Guard (Male & Female)	• Literate with relevant experience. • Physically fit: Not more than 45 years. • Ex-Army person may also apply

CONDITIONS

- Interested candidates may apply on prescribed application form alongwith detailed CV, attested photocopies of all educational documents, professional experience certificates, copy of CNIC and two recent photographs. Application complete in all respects should be sent through courier to **HR Branch, Sector H-9, NUML Islamabad.**
- Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
- The last date of submission of application is 18-10-2024.**
- Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
- Decision of the University shall remain final in all cases and only Shortlisted Candidates will be called for test/interviews.
- No TA/DA is admissible.

Director HR
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