



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

## JOB OPPORTUNITIES

Applications are invited from Pakistani Nationals for the following posts **on BPS** basis for **NUML Rawalpindi Branch**.

Position	Minimum Qualification and Experience
<b>Assistant Director Academics (BPS-17)</b>	Master's Degree with at least 5 years administrative and teaching 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 Academic Branch/ Registrar office/ Exam Cell in University or Education Institution</li><li>• Good Drafting skills</li><li>• Proficiency in computer handling and MS Office</li></ul>
<b>Private Secretary (BPS-17)</b>	Master Degree with 3 years experience or B.A degree with 5 years experience in BPS-16 as P.A with speed of 120 wpm in short hand and 50 wpm typing speed.

### **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, two recent photographs and bank draft of Rs.1000/- (non-refundable) favoring Rector, NUML Islamabad 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 30-06-2026.**
4. Applicants already working in the Government / Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit recent NOC issued by their employer, otherwise their applications will not be entertained.
5. The University reserves the rights to fill any position/withhold the appointment against any advertised position or to accept/reject any application without assigning any reason.
6. The candidates applying for the position must enlist the attached documents with signature.
7. Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
8. Decision of the University shall remain final in all cases and only Shortlisted Candidates will be called for test/interviews.
9. No TA/DA is admissible.

**Director HR**  
**Tele: 051-9265100 Ext-2316 & 2318**