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National University of Modern Languages, Islamabad Jobs | NUML Jobs | Teaching Jobs | Web Designer | Graphic Designer Office Jobs

Description

National University of Modern Languages NUML Invites applications from Pakistani Nationals for the following positions

Responsibilities

- Assistant Director Academics (BPS-17)
- Accountant (BPS-16)
- Computer Operator (BPS-11)
- UDC (BPS-11)
- LDC (BPS-09)
- Naib Qasid (BPS-01)
- Sanitary Workers (BPS-01)

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **December 15, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts

Hiring organization

National University of Modern Languages

Employment Type

Full-time

Industry

Islamabad National University

Job Location

Sector H-9, 1, Islamabad, Punjab, Pakistan

Date posted

December 1, 2021

Valid through

31.12.2021



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 Regional Campuses.

Campus	Post	Qualification / Experience Required
Karachi Peshawar Multan Quetta Hyderabad	Assistant Director Academics (BPS-17)	Master's Degree with at least 5 years administrative experience in a responsible position in a University or Education Department or Bachelor's Degree with at least 10 years experience as Superintendent in University or Education Department.
Lahore Karachi Faisalabad Quetta Hyderabad	Accountant (BPS-16)	B.Com with five years experience of accounts/audit in a University or Education Department.
Lahore Karachi Faisalabad Peshawar Quetta Hyderabad	Computer Operator (BPS-11)	Intermediate and at least one year Cert/Dip in any one computer language from a Recognized Institute with at least three years experience in handling of computer.
Lahore Karachi Faisalabad Quetta	UDC (BPS-11)	Intermediate with two years experience or Matriculate with at least four years experience as Clerk in a Government or Semi Government Organization. 3 weeks Basic IT Training Course (including MS Office) from Government Institute.
Karachi Faisalabad Quetta	LDC (BPS-09)	Matriculate with typing speed of 30 w.p.m preferably with experience in Government or Semi Government Organization. 3 weeks Basic IT Training Course (including MS Office) from Government Institute.
Lahore Quetta	Naib Qasid (BPS-01)	Literate with some experience.
Lahore Quetta	Sanitary Worker (BPS-01)	Literate with some experience.

CONDITIONS

1. Applicants are required to submit the application including detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC, two recent photographs and bank draft of Rs.500/- (non-refundable) favoring Rector, NUML Islamabad. 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 numl.edu.pk/Careers.aspx.
3. Applicants already working in Government / Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificates issued by their present and former employers, otherwise, their applications will not be entertained.
4. 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.
5. **The last date of submission of application is 15-12-2021.**
6. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
7. The candidates applying for the position must enlist the attached documents with signature.
8. Decision of the University shall remain binding in all cases.

Director HR
Tele: 051-9265100 Ext-2303

