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National University of Modern Languages Jobs | NUML Jobs | Islamabad Jobs | Teaching Jobs | Assistant Jobs

Description

National University of Modern Languages Invites applications from Pakistani Nationals for the following Positions.

Responsibilities

- Assistant
- Cashier
- LDC
- Driver
- Naib Qasid
- Chowkidar
- Sanitary Worker

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **January 17, 2022**. 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

Education / Teaching

Job Location

Sector H-9, Islamabad, ICT, Pakistan

Date posted

January 3, 2022

Valid through

17.01.2022



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 Regional Campus Lahore

| Post | Qualification/Experience Required |
|----------------------------------|--|
| Assistant (on contract) | Graduate with 2 years experience as UDC or Intermediate with 5 years experience as UDC or Matriculation with 8 years experience as UDC in a Government Department/Educational Institute. After selection 6 weeks Basic IT Training Course (including MS Office) conducted by National Information Technology Board (NTB). |
| Cashier (on contract) | Graduate with two years experience or Intermediate with three years experience or Matriculation with four years experience in Account Works in a University, Government Department/Organization |
| LDC (on contract) | 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. |
| Driver (on contract) | ▪ Category: HTV/LTV Cars ▪ Experience: Five years experience with valid driving license. Retired Army Persons with staff car driving experience may also apply. |
| Najib Qasid (on contract) | Literate with some experience. |
| Chowkidar (on contract) | Literate with some experience. |
| Sanitary Worker (on contract) | Literate with some experience. |

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 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 17-01-2022.
4. Females are encouraged to apply.
5. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
6. Decision of the University shall remain final in all cases

Director Administration
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