



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**RAWALPINDI BRANCH**

**JOB OPPORTUNITIES**

Applications are invited from Pakistani nationals for the following post on Contract basis in  
**NUML Rawalpindi Branch:-**

<b>Post</b>	<b>Minimum Qualification and Experience</b>
<b>Assistant Director Administration  (on contract)</b>	Minimum 16 years of education from HEC recognized University with 5 years of relevant experience in BPS-16 or equivalent in public or private sector organizations. Preference will be given to :- <ul style="list-style-type: none"><li>• Experience of Administrative Job in University or Educational Institutions</li><li>• Good drafting skills</li><li>• Proficiency in computer handling</li></ul> Army Officers Lt Col/Major may also apply.

**CONDITIONS**

1. Interested candidates may apply on prescribed faculty application form alongwith detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC and two recent photograph must be accompanied with application. Application complete in all respect should be sent through courier to **Assistant Director Academics, NUML Rawalpindi Branch, Khadim Hussain Road, Lalkurti, Rawalpindi.**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **Application must reach NUML Rawalpindi by 29-09-2022.**
4. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
5. Decision of the University shall remain final in all cases and only Shortlisted candidates will be called for test/interviews.

**NUML Rawalpindi**  
**For Info: 051-5794512**  
**051-5522463**