

## Jobs Advertisement

### MAKE A CAREER IN NATIONAL DEFENCE UNIVERSITY, ISLAMABAD

National Defence University, a premier and highest seat of learning in the country invites dynamic, passionate, self-assured, and innovative professional seeking scholarly excellence and research opportunities to become part of proud fraternity of the University. Details of the vacancies are reflected below:-

Sr.	Post/ Pay Scale	No. of Posts	Qualification & Experience
1.	<p style="text-align: center;"><b><u>Advisor/Director- QEC</u></b> (OG-IV: Rs.100,000-10,000-300,000/-) <b>OR</b> (OG-V: Rs.150,000-15,000-450,000/-)</p> <p><i>Pay scale (OG-IV or OG-V) will be decided/ granted by the Selection Board on the basis of qualification &amp; relevant experience.</i></p>	01	<p>PhD/ MPhil / MSc or equivalent from an HEC recognized university with relevant experience respectively in a University, national or international organization as under:-</p> <ol style="list-style-type: none"><li>a. PhD with 15 years</li><li>b. MPhil with 25 years</li><li>c. MSc with 30 years</li></ol> <p>A candidate having experience of QEC and post equal to Professor or above will be given preference. The candidate must have an understanding of drafting, MoUs and agreements with national and international research organizations/ educational institution for collaboration and partnership.</p>
2.	<p style="text-align: center;"><b><u>Superintendent (Admin)</u></b> (SG-VIII: Rs.20,000-2,000-60,000/-)</p>	01	<p>Bachelor's degree with 5 years working experience as an office Assistant in a university/ an educational institution/ Govt./ semi-Govt. organizations. Computer proficiency is a prerequisite.</p>

### TORs/ TERMS & CONDITIONS

- a. Above mentioned posts shall be filled purely on **contract** basis for (Three) 3x years.
- b. Application must be submitted to the office of the undersigned through courier on prescribed **Job Application Form** available at University website: [www.ndu.edu.pk](http://www.ndu.edu.pk) along with attested copies of (i) CNIC (ii) Domicile (iii) Educational testimonials (Degrees and Transcripts) & Experience certificates (if any) (vi) 2 x recent passport size photographs & (vii) Original Demand Draft/Pay order of amount **Rs.2,000/-** for Sr. 1 and **Rs.500** for Sr no. 2 as non-refundable application processing fee in favour of NDU, Islamabad (Only **Bank Draft/ Pay Order** is acceptable).
- c. In Service/ Government employees have to submit NOC duly signed by the concerned authorities.
- d. Applications that are incomplete (in any case) or received after due date shall not be entertained.
- e. Applicants who do not have the prescribed Qualification & Experience should kindly abstain from applying, as their applications will not be considered. Only Short-Listed candidates shall be called for Interview / Test. No TA / DA shall be admissible.
- f. The University reserves the right to increase / decrease the number of posts or cancel any or all of the advertised posts and decision of the University shall remain binding in all cases. Applicants must mention the name of the "**Post Applied For**" on the right top corner of the envelope.
- g. Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions of NDU Statutes. Last date of application submission is **24 April, 2018**.

**Deputy Director (HR & Admin)**  
National Defence University – Islamabad  
Sector E-9, Islamabad. Phone 051-9262066-8, Ext 8106/8112  
([www.ndu.edu.pk](http://www.ndu.edu.pk))