

RECRUITMENT

NATIONAL DEFENCE UNIVERSITY

Following posts are vacant at National Defence University (NDU) Islamabad which will be enrolled on regular basis:-

Serial	Designation and BPS of the Post	Number of Posts	Education/Qualification/ Experience	Regional Quota	Age Limit	
					Minimum	Maximum
1.	Video Conference Administrator (BPS-15)	1	BSc with 6 months video conferencing diploma from recognized institute / university and 5 Years video conferencing conduct.	1x Punjab	18 Yrs	25 Yrs
2.	Technical Assistant (BPS-14)	10	DAE (Computer information technology / electronics / electrical) with certificate in computer hardware / software / networking / linux / MS office suite 2007 or above and 3 years experience in related field.	1x Merit 5x Punjab 1x KPK 1x Sind (R) 1xSind (U) 1x Balochistan	18 Yrs	25 Yrs
3.	CCTV Operator (BPS-14)	2	BA/BSc with related field degree / diploma and 5 years experience in relevant field.	1x Punjab 1x KPK	18 Yrs	25 Yrs
4.	Video Editor (BPS-14)	1	BSc Graphics Designer with 6 months video editing diploma from recognized institute and 5 years video editing experience in any institute / media house.	1x Punjab	18 Yrs	25 Yrs
5.	Steno Typist (BPS-14)	3	FA/FSc with shorthand speed 100 words per minute and typing speed 40 words per minute.	1x Merit 1x Punjab 1x Sind (U)	18 Yrs	25 Yrs
6.	Data Entry Operator (BPS-12)	6	BA with Economics, Statistics, Chemistry, Math with 3 years experience as Data Entry Operator.	1x Merit 1x Punjab 1x KPK 1x Sind (R) 1x Sind (U) 1x Balochistan	18 Yrs	25 Yrs

Serial	Designation and BPS of the Post	Number of Posts	Education/Qualification/ Experience	Regional Quota	Age Limit	
					Minimum	Maximum
7.	Press Supervisor (BPS-11)	1	FA/FSc with related field course /diploma and 5 years experience in relevant field.	1x KPK	18 Yrs	25 Yrs
8.	Purchase In-charge (BPS-10)	1	FA/FSc with diploma in hospitality management / computer and 3 years experience in relevant field.	1x Punjab	18 Yrs	25 Yrs
9.	Civil Electrician (BPS-9)	2	Matric / FSc with 5 years of working experience as automobile electrician.	1x Punjab 1x KPK	18 Yrs	25 Yrs
10.	Civil Vehicle Mechanic (BPS-9)	2	Matric with 5 years of experience in repair and supervising the vehicle repair.	1x Punjab 1x KPK	18 Yrs	25 Yrs
11.	Operator Civil (Telephone Operator) (BPS-9)	3	FA/FSc with related field course/diploma and 5 years experience.	1x Merit 2x Punjab	18 Yrs	25 Yrs
12.	Civil Store Keeper (BPS-7)	1	FA/FSc/DAE with certificate in computer hardware / software/MS office or 3 years handling of IT stores equipment preferably ex-serviceman (SMT) strong knowledge of MS office.	1x Punjab	18 Yrs	25 Yrs
13.	Tennis Marker (BPS-7)	1	Matric with physical training / diploma and 1 year experience at Provincial / National level.	1x Punjab	18 Yrs	25 Yrs
14.	Compositor (BPS-6)	2	Matric with 9 months course of MS office, typing, 6-9 months course in graphic designing with 5 years of compositor experience in letter press/off set press.	1x Punjab 1x KPK	18 Yrs	25 Yrs
15.	Civil Driver (BPS-4)	5	Middle with possession of driving license, able to undertake minor repair of vehicles (Preference will be given to ex-serviceman and Staff Car course qualified).	2x Punjab 3x Sind (R)	18 Yrs	25 Yrs
16.	Naib Qasid (BPS-1)	18	Primary	Local	18 Yrs	25 Yrs
17.	Barman (BPS-1)	1	Middle	Local	18 Yrs	25 Yrs

Serial	Designation and BPS of the Post	Number of Posts	Education/Qualification/ Experience	Regional Quota	Age Limit	
					Minimum	Maximum
18.	Labour (Unskilled Manpower) (BPS-1)	6	Literate	Local	18 Yrs	25 Yrs

Note:-

1. Applications must reach within 15 days of this publication of advertisement.
2. 2x return envelopes (affixed with revenue stamps) for call notices duly filled in with address may be attached alongwith application.
3. Applications on prescribed form (attached with advertisement) can be downloaded from NDU website (www.ndu.edu.pk). No document be attached with the application.
4. Original education certificates, domicile, CNIC and experience certificate will be checked at the time of test/interview.
5. Only short listed candidates will be called for test/interview.
6. No TA/DA will be paid to the individuals for test/interview.
7. General age relaxation as per Government policy is applicable for all posts.
8. Age relaxation for Ex-serviceman for all the posts will be 45 years.

Assistant Adjutant & Quartermaster General (Administration)

National Defence University,
Sector E-9, Islamabad