

JOB OPPORTUNITY
NATIONAL DEFENCE UNIVERSITY



Applications are invited for following vacant positions at National Defence University (NDU) Islamabad on contract basis:-

Sr.	Post/ Pay Scale	No. of Posts	Qualification & Experience
1	Director Administration (OG-IV Pay Scale) (Rs.100,000-10,000-300,000)	01	MBA/MPA or M.Com or equivalent relevant qualification with at least 10 years working experience of HRM, procurement, accounts, and administration in an educational institution or government/semi-government organizations. Retired employees may also be considered for the post on contractual basis.
2	Deputy Director (QEC) (OG-III Pay Scale) (Rs.75,000-7,500-225,000)	01	First Class Master's degree from an HEC recognized University with 6 years work experience in the relevant field in a public sector university/educational institution of national/international repute, Government / Semi-Government organizations. Experience in Quality Assurance & Quality Management will be preferred. Higher qualification and expertise in Qualitative/Quantitative data analysis tools in any Public Sector University/institution will also be preferred. Computer proficiency is a prerequisite.
3	Manager Innovation and Commercialization (OG-II Pay Scale) (Rs.50,000-5,000-150,000)	01	Master's Degree having six (6) years of Business/ Industry or relevant experience in a University/ Institution of well repute. Applicants serving in ORIC in a University/ educational institution will be given preference.
4	Research Associate (OG-I Pay Scale) (Rs.40,000-4,000-120,000)	01	M.Sc. in the relevant field from an HEC recognized university with written and communication skills.
5	Web Master (OG-I Pay Scale) (Rs.40,000-4,000-120,000)	01	MCS/BCS/BIT (4 years) from an HEC recognized University with 3 years relevant working experience in a large Government/ Semi Govt./ national/multi-national organization.
6	Departmental Coordinator (SG-VIII Pay Scale) (Rs.20,000-2,000-60,000)	01	Bachelor's Degree with atleast 3 years of experience in handling departmental/Students affairs in a public sector University/Government/ Semi Government organizations /Institutions. Computer Proficiency is a pre-requisite. OR Master's Degree from HEC recognized University/Institution. Computer Proficiency is a pre-requisite.

- Interested candidates must apply ONLINE by visiting NDU Website (www.ndu.edu.pk). Hard copy of Application after applying on NDU website must be submitted to the office of the undersigned through courier along with Attested Copies of (i) CNIC (ii) Domicile (iii) Educational testimonial & experience certificates (iv) 2x recent passport size photographs (v) **Demand Draft/Pay order** of amount **Rs.2,000/-** for (Sr. 1,2), **Rs.1,200/-** for (Sr. No. 3), **Rs.1,000/-** for (Sr. No. 4,5) & **Rs. 500/-** for (Ser 6) as non-refundable application processing fee in favor of NDU, Islamabad.
- All above mentioned posts shall be filled purely on contract basis. Complete details of posts/ ToRs are available on NDU website.
- 2% quota for disabled persons will be considered.
- In Service/ Government employees have to submit NOC/ DPC duly signed by the concerned authorities.
- Applications that are incomplete (in any case) or received after due date shall not be entertained.
- 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.
- Applicants must mention the name of the "Post Applied For" on the right top corner of the envelope.
- Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions of NDU Statutes (where applicable).
- 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.
- NDU is an equal opportunity employer.
- Last date of application submission is **5th April, 2023**.

DY DIRECTOR ADMIN

FCS ADMIN OFFICE, National Defence University – Islamabad
Sector E-9, Islamabad. Phone 051-9262066-8, Ext 8106/8108