



**MAKE A CAREER IN
NATIONAL DEFENCE UNIVERSITY**

Following posts are vacant at Margalla Sports Complex , National Defence University (NDU), Islamabad which will be enrolled on contract basis:-

Ser	Post	Nos of Posts	Job Specification	Job Description
1	Asst Manager (Male)	1	JCO / NCO (Hav) (Retd) / Civs Max Age Limit JCOs - 50 Years NCOs (Hav) - 45 Years Civs - 40 Years Salary Package - 65000	<ul style="list-style-type: none"> ❖ Opening and closing of MSC as per the laid down timings. ❖ Regular maintenance / services, cleanliness and safe custody of all equipment / items and others sports facilities. ❖ Remain present / available inside the MSC building. ❖ Disallow any misuse of the exercise equipment placed in the MSC. ❖ Overview checking membership cards by receptionist of all visiting members not residing within the premises of the NDU. ❖ Switch off all electric lights / gadgets at the end of each session. ❖ Report any irregularity to the MSC Administrator. ❖ Implementation of SOP and orders issued by the administrator or any other member of the Organizing Committee. ❖ Maintain a building inventory / equipment ledger that will be checked by the Administrator MSC on quarterly basis. ❖ To supervise sports supervisors at each sports section. ❖ To maintain discipline, timing and leave records of MSC employees. ❖ To ensure time maint / repair of MSC Eqpt. .
2	Head Clerk (Male)	1	BA/B.Com with Minimum 5 years' experience of relative field Max Age limit JCOs - 50 Years NCOs (Hav) - 45 Years Civs - 40 Years Salary Package - 45000	<ul style="list-style-type: none"> ❖ Up keep of office To strictly adhere to the timings. ❖ He will be responsible for the incoming / outgoing mail and put up to Adm MSC on daily basis. ❖ He will maintain memberships record. ❖ He will maintain the record of staff and their contract agreements. ❖ He would process the membership through interviews / min sheet to GS Branch NDU for approval by President NDU. ❖ He will be responsible for all admin corres of MSC. ❖ He would ensure eqpt (cptrs etc) at all times. ❖ He will supervise fin Clk/ Fin Matters of MSC
3.	Technical Team (Sports)	2	Matric / FA with minimum 3 years experience of relative field. 8 hours duty. Max Age limit NCO / Sldrs (Retd) - 45 Years Civilian - 40 Years Salary package - 37,500 – 40,000/- per month	<ul style="list-style-type: none"> ❖ To strictly adhere to the timings. ❖ Will be resp for maint / func of all sports eqpt, gr etc for tech point of view. ❖ Will ensure timely demand of tech eqpt from Admin through supervisor. ❖ Responsible to maintain sports area. ❖ Responsible to conduct of games in sports zone. ❖ Anything unusual should imed be reported to Admin.

4	Swimming Pool Operator	1	<p>Middle / 10th /FA with minimum 5 years experience of relative field.</p> <p><u>Max Age limits</u></p> <p>NCOs / Sldrs (Retd) - 50 Years</p> <p>Civs - 45 Years</p> <p>Salary package - 50000</p>	<ul style="list-style-type: none"> ❖ He will check and maintain the water cleanliness. ❖ Weekly basic chemicals to be used in water. ❖ Maintain the swimming pool temperature. ❖ To ensure that swimming pool water is totally hygiene. ❖ To ensure maintenance of swimming pool on daily basis. ❖ Any gents / ladies / girls / kids violating SOP may be checked by male & female coach. ❖ Maint / switch off / on steam & sauna baths. ❖ Anything unusual should immediately be reported to Administrator
5.	Life Gds (Male)	1	<p>Middle / 10th /FA with minimum 5 years experience of relative field.</p> <p><u>Max Age limits</u></p> <p>NCOs / Sldrs (Retd) - 45 Years</p> <p>Civs - 40</p> <p>Salary package - 37500</p>	<ul style="list-style-type: none"> ❖ Male Life gd will be standing outside the main swim`ming pool. In case of any emergency they will blow a whistle for three times. ❖ On listening the whistle's blow, both the life gds will rush inside the swimming pool, meanwhile the others members will hurriedly rush towards changing room. ❖ The gds after evac the victim will hand over victim to the N/Asst for first aid / evac and leave the swimming pool. ❖ The N/Asst with the help of other life gds evac the victim to the amb.
6.	Store Man	1	<p>Middle / 10th /FA with minimum 2 years experience of relative field.</p> <p><u>Max Age limits</u></p> <p>NCOs / Sldrs (Retd) - 45 Years</p> <p>Civs - 40</p> <p>Salary package - 37500</p>	<ul style="list-style-type: none"> ❖ To strictly adhere to the timings. ❖ He will keep the complete data of stores on ledgers / registers. ❖ Maint store ledger. ❖ Ensure all disposable eqpt/ assy are being maint and replaced on time. ❖ Report any irregularities / damage caused by any member i.e. gym and sport gadgets, etc. ❖ Anything unusual should imed be reported to Admin

- Applications must reach within 07 days of publication of this advertisement.
- Applications be sent through post and at email admmscisl@gmail.com
- Original education certificates, domicile, CNIC and experience certificate will be checked at the time of test/interview.
- Only short listed candidates will be called for test/interview.
- No TA/DA will be paid to the individuals for test/interview