



## **NATIONAL UNIVERSITY OF MODERN LANGUAGES** **MIRPUR CAMPUS**

### **JOB OPPORTUNITIES**

Applications are invited from Pakistani Nationals for the staff posts **ON CONTRACT** for **NUML Regional Campus MIRPUR, AJK: -**

<b>Post</b>	<b>Qualification/ Experience Required</b>
<b>Office Assistant</b>	16 years of education with minimum 2 years relevant experience in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li><li>• Must have good drafting skills.</li></ul> Retired JCO may also apply.
<b>UDC</b>	Bachelor with minimum 2 years relevant office experience in public or private sector organization. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul> Retired Hav may also apply.
<b>LDC</b>	Minimum Intermediate with typing speed of 30 wpm. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of working in University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</li></ul> Retired Hav may also apply.
<b>Computer Lab Assistant</b>	Graduate plus one year diploma in computer science/ IT from any accredited institution. Adequate experience of installing operations systems (i.e. Windows Platform + Linux) and installation of Windows based software.
<b>Library Attendant</b>	Minimum Matric with some experience in the relevant field.
<b>Driver</b>	<ul style="list-style-type: none"><li>• Category: HTV, LTV, Cars</li><li>• 5 years experience with valid driving license.</li><li>• Retired Army Persons with staff car driving experience may also apply.</li></ul>

<b>Security Guard</b>	<ul style="list-style-type: none"> <li>• Literate with relevant experience.</li> <li>• Physically fit: Age Not more than 45 years.</li> <li>• Retired Armed Forces personal may also apply</li> </ul>
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## **CONDITIONS**

1. Interested candidates may apply on prescribed application form alongwith detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC and two recent photographs. Application complete in all respect should be sent through courier to **Regional Director NUML Mirpur Campus, New Mirpur City, Mirpur Azad Jammu and Kashmir.**
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **The last date of submission of application is 22-01-2026.**
4. Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
5. Decision of the University shall remain final in all cases and only Shortlisted Candidates will be called for test/interviews.
6. No TA/DA is admissible.

**Regional Director Mirpur**  
**Tel: (05827) 940512-4**