



WE'RE HIRING!

CAREER OPPORTUNITY

The University is seeking diverse and talented professionals for the following positions at Chiniot-Faisalabad Campus.

| Designation | Requirement | Qualification |
|-----------------------------------|--|---|
| Deputy Manager (HR) | 3-5 years of relevant experience Candidate must have experience in HR operations, including recruitment, employee records, leave management, PF processes, and ensuring HR policy implementation with effective departmental coordination. | Master's Degree (16/18 years of qualification) |
| Secretary (Director) | 3-5 years of relevant experience Experience in managing schedules, drafting letters, & handling office correspondence and meetings & admin related work. | Master's Degree/MBA (16 years of qualification) |
| Assistant Manager (Admin) | 3-5 years of relevant experience Candidate must demonstrate managerial skills, strong command over written and spoken English, proficiency in MS Office applications. | MBA/MA (16 years of qualification) |
| Assistant Manager (Academics) | 3-5 years of relevant experience Experience of managing student registration, timetable, academic records and classroom management. | Bachelor's Degree (16 years of qualification) |
| Officer (Admin) / Female (Sports) | 2-3 years of relevant experience. Only females are eligible to apply. The candidate should be able to manage sports activities effectively and have good communication skills to coordinate with students and staff. | Master's Degree in physical education (16 years of qualification) |
| Officer (IT& Networks) | 2-3 years of relevant experience. Candidates must have strong IT and troubleshooting skills to manage campus infrastructure, networks, user support, and digital systems of the campus. | BS in Computing or equivalent (14/16 years of qualification) |
| Officer Admin Female (Hostel) | 2-3 years of relevant experience. Only females are eligible to apply Must be able to manage administrative and mess affairs, cleanliness & maintenance, discipline, and conflict resolution effectively. This role requires 24/7 availability & residence within hostel premises. | Bachelor's Degree (14/16 years of qualification) |
| Officer (Security) | 2-3 years of experience/ minimum JCO Ex-service men experience will be preferred Candidate should have experience in supervising security staff, monitoring premises, & ensuring safety compliance. | Matric |



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| DESIGNATION | REQUIREMENT | QUALIFICATION |
|------------------------------|---|--|
| Supervisor (Hostel) | 2-3 years of experience Candidate should have ability to manage administrative and mess affairs effectively. This role requires 24/7 availability and residence within hostel premises. | Master's Degree/MBA (16 years of qualification) |
| Assistant Officer (Accounts) | 2-3 years of relevant experience Having experience in bank reconciliation, accounts receivables /payable management, tax at source deduction & statement filing. | B. Com (14 years of qualification) |
| Assistant Officer (Admin) | 2-3 years of relevant experience Must have organizational, communication, and student record management skills. | Bachelor's Degree (14/16 years of qualification) |
| Assistant (Admin) | 1 year of relevant experience. Ability to handle daily office tasks, records, correspondence, and routine administrative/secretarial duties. | Bachelor's Degree (14 years of qualification) |
| Attendant | The candidate must have the ability to read and write, assist in daily tasks, maintain cleanliness, and support staff needs. | Primary/Middle or preferably Matric |
| Security Guard | 2 or more years of experience Ex-service men experience will be preferred Age not above 45 years. | Primary/Middle or preferably Matric |
| Operator | 1-2 years of relevant experience Candidates must have experience/understanding of masonry. | Primary/Middle or preferably Matric |

PERKS & BENEFITS

- Market Competitive Salary
- Hospitalization Insurance
- Group Life Insurance
- Employee Provident Fund
- In-House Medical & Day Care Centre
- EOBI

Only short-listed applicants will be called for the test / interview.

Apply online at:
www.nu.edu.pk/jobs

Deadline:
March 31, 2026

Human Resource Department

FAST-NUCES, FAST Chowk, (9.5 KM from Motorway Exit), Loonaywala, Chiniot
Phone: (041) 111-128-128 x 121 Email: cfid.hr@nu.edu.pk