



## **CAREER OPPORTUNITY**

<b>Designation</b>	<b>Experience</b>	<b>Qualification</b>
Secretary (Department)	Experience: 2 years Ability to have strong communication skills. Proficient in data processing, office correspondence, and Microsoft Office.	Bachelors or Master's degree (16 years of education) from HEC recognized University
Officer (Academics)	Experience: 2 years Ability to manage student affairs independently, along with excellent IT skills, particularly in Microsoft Office.	Bachelors or Master's degree (16 years of education) from HEC recognized University
Assistant	Experience: 1 year Knowledge of managing student's affairs, timetable & maintenance of classes.	Bachelor's Degree (14 years of education) from HEC recognized University
Attendant	Experience: 1-2 years responsible for maintaining offices, classrooms cleanliness, photocopying, scanning, organizing files and providing refreshments to faculty/staff.	Preferably SSC

### **Perks & Benefits**

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

*Only short-listed applicants will be contacted for test/interview.*

Candidates can apply at [www.nu.edu.pk/career](http://www.nu.edu.pk/career)

Last date to Apply: **28<sup>th</sup> September 2025**

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**Human Resource Department**  
**For more information, please contact at [lhr.hr@nu.edu.pk](mailto:lhr.hr@nu.edu.pk)**  
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