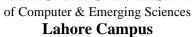


## NATIONAL UNIVERSITY





## **CAREER OPPORTUNITY**

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

## **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

Last date to Apply: 28th September 2025

Human Resource Department For more information, please contact at lhr.hr@nu.edu.pk FAST-NUCES, 852, Block-B, Faisal Town, Lahore

UAN: (042) 111-128-128 x 333