



NATIONAL SKILLS UNIVERSITY ISLAMABAD

Job Opportunities

S. No	Name of the Position	Age Limit	Domicile	Qualification & Experience
1.	Assistant (BPS-16) [6]	21-35	Punjab (4) KPK (2)	i. Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. five years experience in Microsoft Office.
2.	Assistant Accounts (BPS-16) [1]	21-35	Punjab	i. Master's degree or BS (second division) in Commerce or Management Sciences or Accounting and Finance or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. five years of experience in handling accounts or audit matters.
3.	Security Officer (BPS-16) [1]	30-45	Punjab	i. Ex-serviceman: (a) Not below the rank of Subedar Major or equivalent rank from forces with exemplary service record; or (b) Subedar or equivalent rank officer from forces with two years experience as Security Officer in any Security Department ii. Not be retired from forces on medical grounds or disciplinary grounds; and Two years are not passed after retirement.
4.	Data Processor (BPS-16) [2]	21-35	Punjab (2)	i. Master's degree or BS (second division) in Computer Science or Software Engineering or Information Technology or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. Five years experience in Microsoft Office, web development or graphic designing, or data processing.
5.	Teaching Assistant (Biotechnology) (BPS-16) [1]	21-35	Sindh-R	i. Master's degree or BS (second division) or equivalent qualification (relevant field) from an Institute or university recognized by Higher Education Commission.
6.	Supervisor Horticulture & Landscaping (BPS-14) [1]	21-30	Merit	Master's degree or BS (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.
7.	Senior Storekeeper (BPS-14) [1]	18-30	Sindh (U)	i. Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. Three years experience in storekeeping.
8.	Sub Engineer Electrical (BPS-14) [1]	18-30	Ex-FATA	Diploma of Associate Engineering in Electrical Engineering from a recognized institute.
9.	Sub Engineer Civil (BPS-14) [1]	18-30	Merit	Diploma of Associate Engineering in Civil Engineering from a recognized institute.
10.	Engineering Lab Assistant, Information	18-30	Punjab (01) ICT (01)	i. Higher Secondary School Certificate or DAE (three years) in the relevant field from a recognized institute; and

	Engineering Technology, (BPS-14) [2]			ii. three years post-qualification experience in the relevant field.
11.	Engineering Lab Assistant, Electrical Engineering Technology, (BPS-14) [3]	18-30	Punjab (02) KPK (01)	i. Higher Secondary School Certificate or DAE (three years) in the relevant field from a recognized institute; and ii. three years post-qualification experience in the relevant field.
12.	Engineering Lab Assistant, Civil Engineering Technology, (BPS-14) [3]	18-30	KPK (01) AJK (01) Punjab (01)	i. Higher Secondary School Certificate or DAE (three years) in the relevant field from a recognized institute; and ii. three years post-qualification experience in the relevant field.
13.	Engineering Lab Assistant, Mechanical Engineering Technology, (BPS-14) [4]	18-30	Punjab (03) KPK (01)	i. Higher Secondary School Certificate or DAE (three years) in the relevant field from a recognized institute; and ii. three years post-qualification experience in the relevant field.
14.	Engineering Lab Assistant, Medical Laboratory Technology (BPS-14) [2]	18-30	Merit (01) Baluchistan (1)	i. Higher Secondary School Certificate or DAE (three years) in the relevant field from a recognized institute; and ii. three years post-qualification experience in the relevant field.
15.	Junior Computer Operator (BPS-12) [8]	18-30	Punjab (2) Sindh-R (2) KPK (1) Baluchistan (1) Sindh-U (1) ICT (1)	i. (a) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board with computer training course or diploma (three months) in MS Office from a recognized institute; or (b) ICS (second division) or equivalent qualification from a recognized Board; and ii. Speed of forty words per minute of typing on a computer in English.
16.	Dispenser (BPS-09) [1]	18-30	Punjab	i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. diploma in a relevant field from a recognized institute.
17.	Cook (BPS-5) [1] Contract	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Two years experience in the relevant field.
18.	Lineman (BPS-5) [2]	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Two years experience in the relevant field.
19.	Carpenter (BPS-4) [1]	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from a recognized institute.
20.	Plumber (BPS-4) [1]	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from a recognized institute.
21.	Driver LTV (BPS-4) [2]	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board. ii. Valid Light Transport Vehicle driving license and Public Service Vehicle driving license; and iii. Five years experience in the relevant field.

22.	Driver (Bus) (BPS-4) [1]	30-45	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board. ii. Valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and iii. Five years experience in the relevant field.
23.	Dispatch Rider (BPS-4) [1]	18-30	Local/Merit	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Valid motorcycle driving license.
24.	Helper Cook (BPS-1) [3] Contract	18-25	Local/Merit	Literate.
25.	Bus Conductor (BPS-1) [4]	18-25	Local/Merit	Literate.
26.	Naib Qasid (BPS-1) [20]	18-25	Local/Merit	Secondary School Certificate (second division) or equivalent qualification from a recognized board.

Eligibility Criteria:

The eligibility Criteria for the above position can be seen at <https://nsu.edu.pk/jobs>

Note:

- i. Foreign-qualified candidates must attach equivalence certificates from the Higher Education Commission (HEC).
- ii. The quota for minorities and persons with disabilities will be strictly followed where applicable.
- iii. All educational degrees/certificates/diplomas shall be from accredited institutes and other relevant bodies.
- iv. All engineering/technology degrees/diplomas shall be from institutions accredited with the National Technology Council Pakistan/PEC/Technical Boards and other relevant bodies in the concerned disciplines.
- v. The NSU is an equal-opportunity employer.

How to Apply:

- i. The candidates applying for the positions of BPS-12 to 16 are required to apply online on the NSU website: <https://nsu.edu.pk/jobs>. Take a print of the online application form and attach all required documents (attested copies of degrees, certificates, CNIC, two photographs, paid challan, etc.).
- ii. The candidates applying for positions of BPS-01 to 09 are required to submit a complete set of applications on the prescribed form (can be downloaded from the NSU website <https://nsu.edu.pk/jobs>) bearing attested copies of degrees, certificates, CNIC, two photographs, paid challan, etc.
- iii. The complete application (along with all documents) must be reached at the address below on or before **13-06-2023**. The applications received after **13-06-2023** will not be entertained.
- iv. The processing fee on the challan form (available at <https://nsu.edu.pk/jobs>) can be deposited in any branch of Habib Bank Limited. The university copy of the challan must be attached to the application as per the following:
 - a. BPS 12-16 Rs. 500/-
 - b. BPS 01 to 11 Rs. 250/-

- v. Candidates applying for more than one position must submit a separate application form along with a separate processing fee and documents.
- vi. In-service candidates of public sector organizations should apply through the proper channels and submit NOC along with the application. No application will be entertained without NOC.
- vii. Only those candidates who fulfill the prescribed eligibility criteria should apply.
- viii. The applicant must mention the post's name on the envelope's left corner.
- ix. Part-time, honorary, apprentice, and internee experience will not be considered.
- x. Age relaxation as per Government rules.
- xi. No TA/DA will be admissible for appearing in the test/interview.
- xii. The University reserves the rights:
 - a. Not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
 - b. Shortlist the candidates based on academic qualification/test as determined by the university. Only eligible/shortlisted candidates will be called for a test/interview.
 - c. To increase/decrease the number of vacancies as per the availability of funds.

Registrar

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