

NUST

National University of Sciences & Technology

| SER | POSITION / LOCATION | AGE (YEARS) | QUALIFICATION | EXPERIENCE | ADDITIONAL REQUIREMENTS |
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| 1. | DEPUTY DIRECTOR ADM & COORD | 30-55 | <ul style="list-style-type: none"> Master Degree from HEC recognized local / foreign university / institute. Retired Armed Forces Personnel (Lt Col or equivalent) with requisite experience are also eligible to apply. | <ul style="list-style-type: none"> Seven (07) years of experience of assisting senior executives / Officers. | <ul style="list-style-type: none"> Good Management & administrative skills. Working knowledge of computer. Excellent IT Skills. |
| 2. | ASSISTANT DIRECTOR ADM & COORD | 25-45 | <ul style="list-style-type: none"> Master Degree from a HEC recognized university. Retired Armed Forces Personnel (Major or equivalent) with requisite experience are also eligible to apply. | <ul style="list-style-type: none"> Seven (07) years of experience of assisting senior executives / Officers. | <ul style="list-style-type: none"> Good Management & administrative skills. Good communication, interpersonal and presentation skills. Excellent IT Skills. |
| 3. | ASSISTANT DIRECTOR EXAM | 25-45 | <ul style="list-style-type: none"> M.Sc / MA or equivalent from HEC recognized university. Retired Armed Forces Personnel (Maj or equivalent) with requisite experience are also eligible to apply. | <ul style="list-style-type: none"> 3-5 years' in Examination matters in a University / Organization / Academic institution. | <ul style="list-style-type: none"> Prospective candidate should possess excellent communication / coordination skills with a dynamic personality. Better understanding of examination requirements of a university Must have exceptional computer skills. |
| 4. | CMS / LMS COORD | 25-45 | <ul style="list-style-type: none"> Masters / Bachelor Software Engineering / IT or equivalent from HEC recognized university. | <ul style="list-style-type: none"> 3-5 years' relevant experience in any reputable of organization. Experience in an academic institution will be given preference for this job. | <ul style="list-style-type: none"> Good command on SQL Good communication, interpersonal and presentation skills. Candidates shall have project management expertise, ability to work in team Is comfortable in conducting trainings Applicants shall have excellent academic background. |
| 5. | PROGRAM COORDINATOR | 25-45 | <ul style="list-style-type: none"> Bachelor (16 year of education) / Masters from a HEC recognized University. Individual having additional degree in business Administration will be preferred. | <ul style="list-style-type: none"> 3-5 years' relevant experience in any reputable of organization. | <ul style="list-style-type: none"> Excellent IT Skills and command on MS Office. Capability to maintain documentation. Prior knowledge of the relevant domains / disciplines. |
| 6. | SYSTEM ADMINISTRATOR | 25-45 | <ul style="list-style-type: none"> MCS/MIT/BCS/BIT or equivalent from HEC recognized university. Certification in MCSE or equivalent | <ul style="list-style-type: none"> 3-5 years' relevant experience in any reputable of organization. Experience in administration of Windows based enterprise networks and cloud computing / virtualization. | <ul style="list-style-type: none"> Good command on SQL Good communication, interpersonal and presentation skills. Candidates shall have project management expertise, ability to work in team Is comfortable in conducting trainings Applicants shall have excellent academic background. |

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| 7 | MANAGER (HOSTELS) | 25-45 | <ul style="list-style-type: none"> • Masters from HEC recognized reputed foreign / local university / Institution. • Retired Armed Forces Personnel (Major or equivalent) with requisite experience are also eligible to apply. | <ul style="list-style-type: none"> • Five (05) years of Hostel Management experience in any reputed university • Experience of supervising:- • Accommodation of students • Issuance & Maintenance of Hostel Mess Bills | <ul style="list-style-type: none"> • Should possess excellent interpersonal skills and ability to resolve administrative problems • Have knowledge of designing healthy Mess Menu • Be computer proficient |
| 8. | PERSONAL ASSISTANT | 25-45 | <ul style="list-style-type: none"> • Graduate from a recognized institution • Retired Armed Forces Personnel (JCOs or equiv) may also apply. | <ul style="list-style-type: none"> • 05 years experience as PA in an organization/government department. | <ul style="list-style-type: none"> • Candidate must have typing speed of 40 WPM. Individuals with proficient handling of computer will be preferred. |
| 9. | SUPERVISOR (MESS) | 25-45 | <ul style="list-style-type: none"> • Graduate from a recognized institution • Retired Armed Forces Personnel (JCOs or equiv) may also apply. | <ul style="list-style-type: none"> • 05 years experience of Mess Handling in an organization / government department. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. |
| 10. | ASSISTANT SUPERVISOR (PURCHASE) | 25-45 | <ul style="list-style-type: none"> • Graduate from a recognized institution • Retired Armed Forces Personnel (JCOs or equiv) may also apply. | <ul style="list-style-type: none"> • 05 years experience of procurement / Stores in an organization / government department. | <ul style="list-style-type: none"> • Knowledge of PPRA rules. • Qualified in procurement / contracting. • Good communications / interpersonal skills. • Experience of preparation o RFQ / Tender documents. • Knowledge of MS word, Excel and Power point. |
| 11. | ASSISTANT SUPERVISOR (ADM) | 25-45 | <ul style="list-style-type: none"> • Graduate from a recognized institution • Retired Armed Forces Personnel (JCOs or equiv) may also apply. | <ul style="list-style-type: none"> • 05 years experience of Administration in an reputed organization / government department. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Excellent IT Skills. |
| 12. | LAB TECHNICIAN | 25-45 | <ul style="list-style-type: none"> • B-Tech / DAE or equivalent (Civil / Computer Technology) from a HEC recognized University. | <ul style="list-style-type: none"> • 3-5 years' relevant experience in any reputable of organization. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Excellent IT Skills. • Prior knowledge of the relevant domains / disciplines. |
| 13. | LAN TECHNICIAN | 25-45 | <ul style="list-style-type: none"> • Bachelor / DAE in Computer Science or related discipline from a HEC recognized University. | <ul style="list-style-type: none"> • 3-5 years' experience of installation and trouble-shooting of Local Area Network (LAN) in any reputable of organization. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Prior knowledge of the relevant domains / disciplines. |
| 14. | UDC | 20-45 | <ul style="list-style-type: none"> • Graduate from a recognized institution • Retired Armed Forces Personnel (NCOs, Clk or equivalent) may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in an reputed organization. • Typing speed of 40 WPM. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Individual with proficient handling of computer will be preferred. |
| 15. | LAB ASSISTANT | 20-45 | <ul style="list-style-type: none"> • B-Tech / DAE or equivalent (Civil / Computer Technology) from a HEC recognized University. | <ul style="list-style-type: none"> • 1-2 years' relevant experience in any reputable of organization. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Excellent IT Skills. • Prior knowledge of the relevant domains / disciplines. |
| 16. | LDC | 20-45 | <ul style="list-style-type: none"> • Intermediate from a recognized institution • Retired Armed Forces Personnel (Lnk/Sep Clk or equivalent) may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in an reputed organization. • Typing speed of 30 WPM. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Individual with proficient handling of computer will be preferred. |
| 17. | RECEPTIONIST | 20-45 | <ul style="list-style-type: none"> • Intermediate from a recognized institution • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in an reputed organization. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Excellent IT Skills. |

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| 18. | STOREKEEPER | 20-45 | <ul style="list-style-type: none"> • Intermediate from a recognized institution • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in store keeping in a government / private organization / MES. | <ul style="list-style-type: none"> • Sound knowledge of supervising technical procedures related to store and special storage conditions of raw material and finished goods. • Good communication, interpersonal and presentation skills. • Excellent IT Skills. |
| 19. | DISPATCH CLERK | 20-45 | <ul style="list-style-type: none"> • Intermediate / Matric from a recognized institution • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in reputed organization. | <ul style="list-style-type: none"> • Good communication, interpersonal and presentation skills. • Excellent IT Skills. |
| 20. | DRIVER | 20-45 | <ul style="list-style-type: none"> • Middle with civil driving (light/heavy) license. • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02-05 years experience of staff car driving in reputed organization. | <ul style="list-style-type: none"> • Individual must be well groomed and must possess good communication skills. |
| 21. | COOK | 20-45 | <ul style="list-style-type: none"> • Middle • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in reputed organization. | <ul style="list-style-type: none"> • Individual must possess good communication skills. |
| 22. | NAIB QASID | 20-45 | <ul style="list-style-type: none"> • Matric from a recognized institution • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years relevant experience in reputed organization. | <ul style="list-style-type: none"> • Individual must possess good communication skills. |
| 23. | MALI | 20-45 | <ul style="list-style-type: none"> • Middle • Retired Armed Forces Personnel may also apply. | <ul style="list-style-type: none"> • 02 years experience of gardening in reputed organization. | <ul style="list-style-type: none"> • Should be well conversant with gardening. |
| 24. | SANITARY WORKER | 20-45 | <ul style="list-style-type: none"> • Middle | <ul style="list-style-type: none"> • Sufficient experience of sanitary work. | <ul style="list-style-type: none"> • Medically fit. |
| 25. | MESS WAITER | 20-45 | <ul style="list-style-type: none"> • Middle | <ul style="list-style-type: none"> • 02 years experience as mess waiter in any officers mess / well reputed hotel. | <ul style="list-style-type: none"> • Individual must possess good communication skills. |
| 26. | DISH WASHER | 20-45 | <ul style="list-style-type: none"> • Middle | <ul style="list-style-type: none"> • 02 years relevant experience in reputed organization. | <ul style="list-style-type: none"> • Individual must possess good communication skills. |

TERMS & CONDITIONS

- Candidates are required to attach scanned copies of their documents (Academics / Professional) along with their CVs.
- **Candidates may be considered ineligible for the post due to any of the following reasons:-**
 - 3rd Div in academic career / weak academic profile.
 - NUST employees with less than two (02) years' service with NUST and / or absence of NOC & recommendation from Head of Institution.
 - In process of pursuing a degree.
 - Medically unfit.
- **Only selected candidates will be contacted & issued Offer Letter. Other candidates with good profiles may also be selected as "Reserve"**
- **Individuals living in Quetta, Karachi and adjacent areas are strongly Encouraged to Apply.**
- Interested candidates may apply online on hr.nust.edu.pk latest by **21 Apr , 2019.**
- **Candidates serving in Govt departments, Armed Forces etc may apply through their respective parent department / organizations. Late / incomplete applications will be ignored. Only short-listed candidates will be considered / called for test / interview and no TA / DA will be admissible.**