



# NATIONAL SKILLS UNIVERSITY ISLAMABAD

Faiz Ahmed Faiz Road, Sector H-8/1, Islamabad

## JOB OPPORTUNITIES

The National Skills University (NSU) Islamabad is the first federal public sector University dedicated to train Pakistan's youth in the 21<sup>st</sup>-century skills and knowledge. Its vision is to be a premier institution for skill-based technical education, focusing on excellence and economic empowerment of the youth. The institution's mission is to offer innovative and demand-based skilling and reskilling programs, certificates, diplomas, and degrees.

The university intends to hire highly motivated team members devoted to play their due role to accomplish the goals. The initial appointment at the NSU will be under the project "Up-gradation of National Institute of Science & Technical Education (NISTE) Islamabad into Skill University (Part-1)" for one year. The incumbents will be evaluated bi-annually, and those with satisfactory performance may be allowed to continue. These positions are likely to become permanent through the approval of university statutory bodies. However, the incumbents will have an opportunity to get regularized based on their performance and accomplishments assessed by the NSU Selection Board.

### TEACHING POSITIONS

S. No	Name of Position	No of Vacancies	Specialization/ Technology Domains	Qualification & Experience
1	Professors (PPS-11)	01 in each Discipline	Information Engineering Technology	The Higher Education Commission criteria prescribed for respective disciplines will be followed.  For details, please visit: <a href="http://www.hec.gov.pk">www.hec.gov.pk</a> in the Faculty Appointment criteria section of HEC.
			Mechanical Engineering Technology	
			Electrical Engineering Technology	
			Medical Laboratory Technology	
			Management Sciences	
2	Associate Professor (PPS-10)	01 in each Discipline	Civil Engineering Technology	
			Management Sciences	
3	Assistant Professor (PPS-09)	02	Civil Engineering Technology	
4	Assistant Professor (PPS-09)	01 in each Discipline	Information Engineering Technology	
			Management Sciences	
5	Lecturer (PPS-08)	02 in each Discipline	Computer Science	
			English	
			Management Sciences	

### NON-TEACHING POSITIONS

S. No	Name of the Position	Age Limit	Domicile	Qualification & Experience
6	Project Director/ Coordinator (PPS-9) [1]	35-50	Punjab	Master's degree, 16 years qualification (Preferably in Civil Engineering) or equivalent (at least 2 <sup>nd</sup> division) from HEC recognized university with 10 years Infrastructure Project Management experience in public/private sector organization of good repute.
7	Deputy Controller of Examination (PPS-8) [1]	30-46	Punjab	2 <sup>nd</sup> Class Masters' degree (16 years) or equivalent from HEC recognized University with 05 years relevant experience in BPS-17/equivalent or above in a Government/Semi-Government/Autonomous Body or in university of repute.
8	Assistant Director (Planning & Development) (PPS-7) [1]	22-35	Sindh (U)	Master's degree (16 Years) (at least 2 <sup>nd</sup> division) from HEC recognized university/institution with minimum 5 years' experience including 2-year mid-level management experience after final degree in public/private sector organization. Proficiency in MS-Office and MS Project is must.
9	Nurse (PPS-5) [1]	18-30	Merit	BS Nursing from recognized institute with three years working experience in relevant field.
10	Web Developer (PPS-6) [1]	21-30	Merit	Master's degree (16 years) in Computer Science/IT or equivalent degree at least (Second Division) from HEC recognized universities/institutes. At least one-year relevant experience with strong web applications development skills and integration capabilities with existing application as well as database. Candidates must have sound professional working experience on PHP, ASP, Java Scripting, etc. and have developed at least two web applications based on either of these technologies. Fair understanding of Content Management System preferably Joomla or Moss and advanced feature of web is must.
11	Office Secretary (PPS-5) [1]	20-35	Merit	Master's degree (16 years) (at least 2 <sup>nd</sup> division) from HEC recognized Institution. Good communication skills in English and advance knowledge of computer applications are must. Must have a good working knowledge of coordination.



12	Sub Engineer Electrical (PPS-4) [1]	20-30	Sindh (R)	Matric with 3 Years Diploma of Associate Engineer (DAE) in relevant discipline from recognized Institute and 3 years' experience in relevant field
13	Carpenter (PPS-2) [1]	18-25	Punjab	Matric with five years of experience in relevant field.
14	Tube well Operator (PPS-2) [1]	18-25	AJK	Matric with two years relevant experience
15	Assistant Security Supervisor (PPS-2) [1]	30-45	Merit	Retired from Pakistan Armed Forces, mentally and physically fit in all aspect are eligible to apply. Retired/ discharged from armed forces on medical or disciplinary grounds are not eligible to apply.
16	Driver (PPS-2) [1]	18-30	Merit	Middle pass, at least 5 years' experience. Must possess valid HTV driving license, must know different routes and locations.
17	Sanitary Worker Daily Wages [2]	18-25	Local	One year's experience as sanitary worker

### HIGHER EDUCATION DEVELOPMENT IN PAKISTAN (HEDP) PROJECT STAFF

S. No	Name of the Position	Age Limit	Domicile	Qualification & Experience
18	University Development Officer Equivalent to BPS-17	22-35	Merit	Master's degree (16 Years) (at least 2 <sup>nd</sup> division) from HEC recognized university/institution with minimum 5 years' experience including 2-year mid-level management experience after final degree in public/Private sector organization. Proficiency in MS-Office and MS Project is must.
19	Office Assistant Equivalent to BPS-15	20-35	Merit	Graduate (at least 2 <sup>nd</sup> Division) from HEC recognized University/Institute with three years working experience as UDC in any government / Semi-Government / autonomous organization / Private Sector Organization of good repute. Must have in-depth knowledge of MS Office

#### NOTE:

- Foreign qualified candidates must attach equivalence certificates from Higher Education Commission (HEC).
- The quota for minorities and disabled will be followed where applicable.
- All educational degrees/certificates/diplomas must be from relevant accredited institutes and other relevant recognized bodies.
- All engineering/technology degrees must be recognized/registered by PEC/NTC in the relevant disciplines and other relevant bodies.
- Those who already applied, need not to apply again.

#### HOW TO APPLY:

- The candidates have to submit five complete sets of application on prescribed form (can be downloaded from [nsu.edu.pk](http://nsu.edu.pk)) for the positions of Professors/Associate Professors, three sets for the positions for Assistant Professors and two sets for remaining positions bearing attested copies of CNIC, degrees, certificates and one photograph for each set.
- The candidates applying for teaching positions should also submit a soft copy of their dossiers in PDF form through email on [hr@nsu.edu.pk](mailto:hr@nsu.edu.pk) along with their filled and signed applications.
- Processing fee (non-refundable) on challan form downloadable from [nsu.edu.pk](http://nsu.edu.pk) can be deposited in any branch of Habib Bank Limited, and university copy must be attached with the application as per following.
 

a. Serial No. 1-2	Rs. 5,000/-	b. Serial No. 3-4&6	Rs. 3,000/-
c. Serial No. 5,7-8&18	Rs. 1,000/-	d. Serial No. 9-11&19	Rs. 250/-
- Candidates applying for more than one posts should submit a separate application form along with a separate processing fee.
- In-service candidates of public sector organizations should apply through proper channel along with NOC. No application will be entertained without NOC.
- All applicants should attach service certificate(s) issued by their present and former employers by the due date; otherwise, their applications will not be entertained.
- Only the candidates who fulfill the prescribed eligibility criteria should apply.
- The applicant must mention the name of the post on the left corner of the envelope.
- Applications must reach the undersigned within 20 days of publication of this advertisement. Incomplete applications or received after the due date will not be entertained.
- Five years general relaxation is allowed in the upper age limit.
- No TA/DA will be admissible for appearing in the test/interview.
- The University reserves the rights:
  - Not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
  - To shortlist the candidates based on academic qualification/test as may be determined by the university. Only eligible/shortlisted candidates will be called for test/interview.
  - To increase/decrease the number of vacancies as per availability of funds.

**Registrar**

**National Skills University Islamabad**

Faiz Ahmed Faiz Road H-8/1, Islamabad, Contact No. 051-9250906

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