



GOVERNMENT OF PAKISTAN
NATIONAL DATABASE & REGISTRATION AUTHORITY
(Headquarters, G-5/2 Islamabad)



WE ARE HIRING

Under the provisions of Regulation 9, 10 and 11 of NADRA Employees (Service) Regulations, 2002, NADRA is seeking highly skilled and experienced professional for the following position:-

Position & Age	Educational Background	Experience, Responsibilities, Skills & Competencies
Assistant Director (Recruitment) Age (Max): 37 Years	<ul style="list-style-type: none">BBA/MBA from HEC recognized UniversityMinimum 16 Years of HEC verified education is a mustDegrees must be attested from HEC	<p><u>Professional Experience</u></p> <ul style="list-style-type: none">Preferable 4 Years of experience in Talent Acquisition/ HR role(s). <p><u>Responsibilities, Skills & Competencies</u></p> <ul style="list-style-type: none">Handling end-to-end recruitment process (initial approvals, advertisements, shortlisting, screening, test/interviews, onboarding).Coordination with internal stakeholders to analyze hiring requirements.Communicating with external stakeholders regarding the recruitment process.Tracking & reporting recruitment metrics, and preparing dashboards for management.Responding to queries/grievances of applicants through the recruitment process.Maintain accurate records of applicants and hiring decisions.Represent the organization in recruitment campaigns.Strong communication skills to engage with multiple stakeholders at all levels.Ability to handle multiple open positions simultaneously under tight deadlines.Maintaining professionalism and discretion during hiring activities.

Job Location: Islamabad

Terms & Conditions

- Selected candidate will be hired initially for contract period of 5 years (extendable if required).
- Management reserves the right to accept/reject any application without assigning any reason.
- Only shortlisted candidates will be called for test/interview.
- Candidate shall be disqualified if false information is provided.
- Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
- 5 years' relaxation in age is already included in above age limit.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- No TA/DA will be admissible.
- Attested degrees from Higher Education Commission (HEC)/relevant regulatory bodies must be provided at the time of joining.
- Females, Minority, Transgenders and Differently-abled candidates are encouraged to apply.
- Electronic gadgets, mobile phones, smart watches etc. will not be allowed during test/interview.
- The deadline for submission of application is **5th October, 2025** and **only online applications will be accepted**.
- For further details and to apply, please visit <https://careers.nadra.gov.pk> or **scan the QR code below**.

Human Resource Directorate
National Database & Registration Authority
State Bank of Pakistan, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad

