



**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	Professional Experience, Skills & Competencies
<b>Assistant Director (Administration)</b>  Age ( <b>Max</b> ): 37 Years	<ul style="list-style-type: none"><li>Bachelor's (4 Years) in Business Administration/Public Administration/Human Resource Management or equivalent</li><li>Minimum 16 Years of HEC Verified Education is a must.</li><li>All degrees must be verified from HEC and concerned boards.</li></ul>	<p><b><u>Professional Experience</u></b></p> <ul style="list-style-type: none"><li>Preferably 2-3 years of experience in relevant role(s).</li></ul> <p><b><u>Skills &amp; Competencies</u></b></p> <ul style="list-style-type: none"><li>Assist in preparation of budgets, maintain financial records, and monitor expenditures.</li><li>Maintain official records, files, and correspondence.</li><li>Manage requisition, and distribution of office supplies.</li><li>Keep updated inventory of office furniture &amp; equipment.</li><li>Supervise clerical and support staff for efficient office functioning.</li><li>Coordinate with departments and regions on administrative matters.</li><li>Strong communication skills to engage with multiple stakeholders at all levels.</li><li>Proficiency in office software (Word, Excel, Power Point).</li></ul>

**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 interview.
- Females, Minority, Transgenders and Differently-abled candidates are encouraged to apply.
- Electronic gadgets, mobile phones, smart watches etc. will not be allowed during test and interview.
- The deadline for submission of application is **5<sup>th</sup> 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**.

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

