



**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 professionals for the following positions:-

Position & Age	Educational Background	Professional Experience, Responsibilities, Skills & Competencies
<b>Deputy Assistant Director (Financial Audit)</b> Age ( <b>Max</b> ): 30 Years	<ul style="list-style-type: none"> <li>Bachelors (4 Years) in Business Administration, Accounting and Finance, Finance or related field</li> <li>16 Years of HEC verified education is mandatory</li> <li>Degrees must be attested by HEC</li> </ul>	<b>Professional Experience</b> <ul style="list-style-type: none"> <li>Preferable 0-1 year of experience in finance / accounts / audit roles.</li> <li>If fresh graduate, internship experience will be preferred.</li> <li>Familiarity with MS Excel, Word and basic financial software tools.</li> </ul> <b>Responsibilities, Skills &amp; Competencies</b> <ul style="list-style-type: none"> <li>Assist in performing financial audits under the guidance of team members</li> <li>Collect, verify and analyze financial data, documents and records</li> <li>Support in evaluating internal controls and identifying risk or irregularities</li> <li>Prepare working papers and maintain accurate documentation of audit findings</li> <li>Assist in drafting audit reports and recommendations</li> <li>Ensure compliance with applicable accounting standards, policies and regulations.</li> <li>Strong analytical and numerical skills</li> <li>High attention to detail and accuracy</li> <li>Good written and verbal communication skills</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 **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**

