



NFC INSTITUTE OF ENGINEERING & TECHNOLOGY, MULTAN

(A Federally Chartered Degree Awarding Institute)



VACANCY ANNOUNCEMENT

NFC-IET Multan, a Federally Chartered Degree-Awarding Institute, invites applications from qualified male and female candidates who meet the eligibility criteria for the following positions, to be filled on a purely contract basis for an initial term of **three (03) years**, **extendable** subject to satisfactory performance and institutional requirements.

Sr. No.	Name of Post	No./Nature of Post	Eligibility	Sr. No.	Name of Post	No./Nature of Post	Eligibility
1.	Registrar (Equivalent to BPS-20)	01-On Tenure for a Term of (03) Years (Renewable)	i) (a) Ph.D. or equivalent qualification in an Institute or University recognized by Higher Education Commission; and (b) Eight years post qualification Administrative experience in BPS-17 & above or equivalent. OR (ii) (a) MS or M.Phil., or equivalent qualification from an Institute or University recognized by Higher Education Commission; and (b) Ten years' post qualification Administrative experience in BPS-17 & above or equivalent. OR (iii) (a) Master's degree (second division) or equivalent qualification from an Institute or University recognized by Higher Education Commission; and (b) Twelve years' post qualification Administrative experience in BPS-17 & above or equivalent. Experience of Digital Skills will be mandatory. Maximum Age: 55 years	11.	Assistant Director (ORIC)	01 (on contract)	Qualification: MS/ MPhil. in Engineering, Technology, Sciences, Management, Economics, or Public Policy from an HEC-recognized university. Preference for certifications in Research Admin., IP Management, or Project Management. Experience: 3-5 years in research/grants management, R&D coordination, or university-industry linkages. Experience in ORIC, NRPJ, or innovation/ commercialization setups preferred. University/institutional experience preferred. Skills: Excellent communication, MS Office and data tools proficiency, knowledge of IP laws and funding mechanisms, and event/grant coordination. Maximum Age: 35 years
2.	Controller of Examinations (Equivalent to BPS-20)	01-On Tenure for a Term of 03-Years (Renewable)	(i) (a) Ph.D. or equivalent qualification from an Institute or University recognized by Higher Education Commission; and (b) Eight years' post qualification experience of BPS-17 & above or equivalent in relevant field of Conduct of Examinations. OR (ii) (a) MS or M.Phil. or equivalent qualification from an Institute or University recognized by Higher Education Commission; and (b) Ten years' post qualification experience of BPS-17 & above or equivalent in relevant field of Conduct of Examinations. OR (iii) (a) Masters' degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) Twelve years' post qualification experience of BPS-17 or equivalent in relevant field of Conduct of Examinations. Experience of Digital Skills will be mandatory. Maximum Age: 55 years	12.	Assistant Controller of Examination	01 (on contract)	Qualification: 16 years of education (Master's/BS Hons.) in Education, Public/Management Administration, Engineering or IT from an HEC-recognized university. Certifications in exam management or academic systems preferred. Experience: 2-5 years in university exam offices or public exam boards, with experience in, result compilation, transcript/degree issuance, HEC/PEC compliance and online/ digital examination system. University/institutional experience preferred. Skills: Proficient in MS Office (Excel, Access), exam ERP systems, data accuracy, grading policies, and examination confidentiality. Maximum Age: 35 years
3.	Treasurer/Chief Financial Officer (Equivalent to BPS-20)	01-On Tenure for a Term of 03-Years (Renewable)	(i) (a) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from an institute or University recognized by Higher Education Commission; and (b) Eight years' post qualification experience of BPS-17 & above or equivalent in the relevant field of Audit & Accounts. OR (ii) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or University recognized by Higher Education Commission; and (b) Ten years' post qualification experience of BPS-17 & above or equivalent in the relevant field of Audit & Accounts. OR (iii) (a) MBA (Finance) or M. Com. or CA/ACCA or ACMA or M.Sc. Economics (second division) or equivalent qualification from an institute or University recognized by Higher Education Commission; and (b) Twelve years' post qualification experience of BPS-17 & above or equivalent in the relevant field of Audit & Accounts. Experience of Digital Skills will be mandatory. Maximum Age: 55 years	13.	Assistant Director (Admissions)	01 (on contract)	Qualification: 16 years of education (Master's/BS Hons.) in Education, Public/Business Administration, EPM, Management Sciences, Engineering or IT from an HEC-recognized university. Certifications in admissions systems, ERP/CRM, or automation preferred. Experience: 3-5 years in university admissions or academic admin., handling merit lists, entry tests, fee verification, and student onboarding. Experience with HEC policies and online/ digital admission systems. University/institutional experience preferred. Skills: Proficient in MS Excel and ERP portals. Strong data handling, communication, and coordination skills. Knowledge of quota policies and audit/reporting processes. Maximum Age: 35 years
4.	Deputy Director (ICT)	01-On tenure for a term of three (03) years (renewable)	• MS or equivalent in the field of Software Engineering, Computer Science and IT. • Minimum 2.5 CGPA with 2nd division/C Grade. At least 5-8 years' experience in ICT with certifications, University/institutional experience preferred. Maximum Age: 40 years	14.	Assistant Director (Academics/ Training)	01 (on contract)	Qualification: 16 years of education (Master's/BS Hons.) in Education, Educational Planning & Management, Business/Public Administration, HRM, Engineering or IT from an HEC-recognized university. Preference for certification in academic systems, OBE, or training & development. Experience: 3-5 years of experience in academic coordination, training programs, faculty development, or registrar/academic affairs. Prior exposure to course planning, student registration, HEC compliance and online management system is preferred. University/institutional experience preferred. Skills: Strong command over academic rules, ERP/student portals, training modules, and program coordination. Excellent communication, planning, and reporting skills. Maximum Age: 35 years
5.	Assistant Director (HR)	01 (on contract)	Qualification: 16 years of education (Master's/BS Hons.) in HRM, Public Admin., Public Policy, LLB or Business Admin. from an HEC-recognized university). Must be proficient in MS Office and HRMIS. Experience: 3-5 years in HR operations, recruitment, or employee affairs, preferably in public or educational institutions. Knowledge of Govt. service rules and contracts is a plus. University/institutional experience preferred. Maximum Age: 40 years	15.	Chief Security Officer	01 (on contract)	Qualification: Bachelor's degree (14 or 16 years) from an HEC-recognized university. Preference for degrees in Criminology, Security/Defense Studies, or Public Administration. Experience: Retired Armed Forces Officer (not below Major) or equivalent Police/Civil Armed Forces Officer with 10-15 years' experience in security management. Must have hands-on experience in security, CCTV, protocol duties, and emergency response. University/institutional security experience preferred. Skills: Leadership in managing security teams, knowledge of fire safety, crowd control, legal protocols, and strong reporting/documentation skills. Maximum Age: 50 years
6.	Assistant Director (Admin)	01 (on contract)	Qualification: 16 years of education in Public Admin., Business Admin., Management, M. Com, LLB from an HEC-recognized university. Experience: 3-5 years in administration, fleet operations, or public sector logistics. Should have experience in administrative matters, vehicle records, HR supervision, route planning, coordination, mess/food handling and hygiene/sanitation. Experience in handling admin affairs and familiarity with Govt./PPRA rules pertaining public sector University/institutional is preferred. Skills: Strong in MS Office, vehicle/fuel tracking, and record keeping. Good organizational and interpersonal skills. Maximum Age: 40 years	16.	Assistant (HR)	01 (on contract)	Qualification: 14 years of education (BA/LLB/B. Com./BBA) from an HEC-recognized institution. Preference for HRM, Public or Business Admin. . HR or computer certifications will be a plus. Experience: 3-5 years in HR support roles (file handling, data entry, leave tracking). Must be proficient in MS Office and HR software. University/institutional experience preferred. Skills: Good communication, basic knowledge of Govt. HR rules, and ability to maintain confidential records. Maximum Age: 35 years
7.	Assistant Treasurer (Accounts & Audit)	01 (on contract)	Qualification: • Minimum 16 years of education (Master's / BS Hons.) in Accounting, Finance, Commerce, Business Administration (Finance/Accounting), Public Administration, Auditing, or equivalent from an HEC-recognized university. • Preference will be given to candidates with professional certifications such as ACCA, ACMA, CA (Inter), PIPFA or equivalent. Experience: • 3-5 years of relevant post-qualification experience in accounts, finance, and/or audit functions in a public sector university, government department, or autonomous body. • Hands-on experience in budget preparation, financial reporting, internal audit, AGP audit compliance, and PPRA rules. Maximum Age: 40 years	17.	Assistant (Admission Office)	02 (on contract) 01 male 01 female	Qualification: 14 years of education (at least) from an HEC-recognized institution. Preference for degrees in Education, Admin., IT, or Business. Certifications in office/admission systems are a plus. Experience: 1-2 years in admissions support, document verification, merit list handling, or student counseling. Fresh candidates with strong computer skills may also apply. University/institutional experience preferred. Skills: Proficient in MS Office, data entry, and admission portals. Good communication and familiarity with HEC admission rules and quota systems. Maximum Age: 35 years
8.	Assistant Director (Purchase/ Procurement)	01 (on contract)	Qualification: 16 years of education in Supply Chain, Procurement, Business Admin., Commerce, Public Admin., Economics, M. Com or Industrial Engineering from an HEC-recognized university. Preference for certified procurement professionals (e.g., PPRA, CIPS, CSCP). Experience: 3-5 years in procurement, tendering, inventory, and contract management. Must be familiar with PPRA Rules, bid evaluations, vendor coordination, Electronic Government Procurement (EGP) and E-Pak acquisition and disposal system (EPADS). Experience with HEC/university procurement preferred. Skills: Strong in PPRA compliance, ERP/inventory software, MS Excel, documentation, and procurement planning. Maximum Age: 35 years	18.	Assistant (Academics/ Training Office)	01 (on contract)	Qualification: 14-16 years of education (Bachelor's/Master's/BS Hons.) in Education, EPM, Public Administration, Management Sciences, HR, or IT from an HEC-recognized university. Preference for training in academic system or staff development tools. Experience: 1-2 years in academic coordination or training support roles. Experience in course scheduling, student registration, event/training logistics, and coordination with academic departments is desirable. University/institutional experience preferred. Skills: Proficient in MS Office, student/academic data handling, and ERP/student portals. Strong organizational, documentation, and interpersonal skills. Maximum Age: 35 years
9.	Assistant Director (Building/ Maintenance)	01 (on contract)	Qualification: 16 years of education (BSc/BS/BE/ BET) in Civil, building from an HEC-recognized & PEC-accredited institution. PEC registration and certifications in construction/project management preferred. Experience: 3-5 years in building maintenance, civil works, renovation, tendering, and coordination with contractors/consultants. Experience in HEC/university projects is a plus. University/institutional experience preferred. Skills: Proficient in AutoCAD, MS Project, BOQ prep, and PPRA rules. Must understand construction codes, utilities, and compliance procedures.	19.	System Engineer	01 (on contract)	• BS/CS/IT/SE/CE) or related field. • At least 02 years' experience as system admin./assistant system admin. Maximum Age: 35 years
10.	Assistant Director (QAC)	01 (on contract)	Qualification: MS/ MPhil. in Quality Assurance, Quality Management, Engineering or equivalent, Educational Planning, or a relevant discipline such as Statistics, Data Science, or Management from an HEC-recognized university. Certifications in OBE, Accreditation, or QA Systems preferred. Experience: 3-5 years in academic quality assurance, program audits, or accreditation. Prior experience in SARs, institutional assessments, and working with QEC/QAC offices will be an advantage. University/institutional experience preferred. Skills: Strong command of OBE frameworks, QA tools, MS Excel, and academic reporting. Excellent coordination and data analysis skills. Maximum Age: 35 years	20.	Network Technician	02 (on contract)	• DAE ICT, ICS or related field • At least 02 years' experience Maximum Age: 35 years
				21.	System Technician	02 (on contract)	• DAE ICT, ICS or related field • At least 02 years' experience Maximum Age: 35 years
				22.	Assistant	03 (on contract)	• Bachelor's Degree (second division) from a University recognized by Higher Education Commission; and • Three years' relevant working experience; and • A speed of 35 Word Per Minute of typing on Computer in English; and • Proficiency in MS Office and Excel Sheet. Maximum Age: 35 years
				23.	Data Entry Operator (DEO)	03 (on contract)	• ICS or Higher Secondary School Certificate (second division) and one-year diploma in Computer Science from a recognized Government institute with one year's experience; and • Have knowledge in MS Office with a speed of 45 words per minutes in typing. Note: Only Practical Experience acquired after prescribed qualification shall be accepted. ii) Candidates have to provide one year's relevant post qualification experience at the time of interview. iii) Experience gained in Private entities shall be accepted only if such entities are registered with any regulatory authority. Maximum Age: 30 years
				24.	Junior Clerk	03 (on contract)	• Higher Secondary School Certificate (second division) from a recognized Board: • A speed of 35 Word Per Minute of typing on Computer in English; and • Proficient in Microsoft Office or any other compatible Office application and he shall demonstrate such proficiency. Maximum Age: 30 years

GENERAL INFORMATION & SUBMISSION OF APPLICATION:

- Candidates applying for the above posts must submit applications on the Prescribed Form available at **www.nfciet.edu.pk**, along with three (03) recent passport-size photographs, detailed CV and attested copies of all educational certificates/degrees, detailed marks certificates/transcripts, equivalence certificates (if applicable), experience certificates, CNIC, domicile, and other relevant documents.
- The application must be accompanied by the original Payment Slip of the prescribed application processing fee deposited in **Bank Account Title: NFC Institute of Engineering and Technology Account No. 203518874/ IBAN PK13UNIL0109000203518874** UBL **Branch Mouza Jahangirabad, Multan**, as per the details given below:
- Application Processing Fee: Rs. 3,000/- for posts at Serial No. 1 to 3, and Rs. 1,000/- for all other posts (non-refundable).**
- Note:** Application fee shall be paid separately for each post applied for.
- Candidates already in service should apply through proper channel by due date.
- Only short-listed candidates shall be invited for Test/ Interview and no T.A./D.A. will be paid to them.
- NFC-IET has right to increase or decrease No. of posts and not to fill any post or withhold appointment against any post without assigning any reason.
- 2% for disabled persons, 5% for minorities (non-Muslims), and 15% for women**, as per Government of Pakistan policy for all provinces.
- Age relaxation will be granted as per Govt. rules/policies.
- Candidates terminated/dismised under any disciplinary action/ law from the service of Government, Semi-Government, or Autonomous bodies are not eligible to apply. If found at any stage to have been terminated/dismised on such grounds, **employment shall be terminated immediately without notice.**
- Applications must be submitted within fourteen (14) days from the date of publication of this advertisement. The day of publication will be counted as Day One.

Note: Applications must be sent through registered posts/courier only. By hand applications will not be accepted. Applicants are directed to clearly mention the name of post applied on the top right corner of the envelop.

REGISTRAR

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