



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 (Admin & HR) Age (Max): 37 Years	<ul style="list-style-type: none"> BBA/MBA or equivalent in a related field from HEC recognized University Minimum 16 Years of HEC verified education is a must Degrees must be attested from HEC 	Professional Experience <ul style="list-style-type: none"> Preferably 3 years of experience in relevant role(s). Responsibilities, Skills & Competencies <ul style="list-style-type: none"> Oversee HR Operations including leave management, personnel hearings, postings & transfers, and service record maintenance. Implement HR policies, procedures, and organizational directives in accordance with established rules and regulations. Supervise and ensure timely updation of HRMS data, payroll processing, and employee benefits administration. Provide operational support in all HR matters. Manage administrative operations, including office management, logistics, facility upkeep, and asset maintenance. Provide guidance, and performance oversight to administrative and support staff. Strong verbal and written communication to interact with employees and management effectively. Proficient in MS Office (Word, Excel, PowerPoint).

Job Location: Muzaffarabad (Azad Jammu & Kashmir)

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 **14th December, 2025** and **only online applications will be accepted**. Application guide can be viewed under the **Downloads** section.
- 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

