



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



We Are Hiring

Applications from suitable candidate are invited for Junior Executive with sign language certification. These individuals will facilitate the registration process for differently-abled individuals at NADRA Centres:-

Position and Age	Eligibility Criteria (Qualification & Experience)	Job Location
Junior Executive Age (Maximum): 30 Years	<ul style="list-style-type: none">• Intermediate or equivalent qualification.• Basic Computer Course.• Certification in sign language.• Preferably 1x year experience of Data Entry.	<ul style="list-style-type: none">• Islamabad• Rawalpindi• Karachi South• Karachi Central• Karachi West• Hyderabad• Lahore• Gujranwala• Sialkot• Peshawar• Faisalabad• Quetta• Pakpattan

Terms & Conditions

1. Selected candidate will be hired initially for contract period of 5 years (extendable if required).
2. Management reserves the right to accept/reject any application without assigning any reason.
3. Only shortlisted candidates will be called for test/interview.
4. Candidate shall be disqualified if false information is provided.
5. 10 years age relaxation is already included in above age limit in light of Establishment Division Notification for differently-abled persons.
6. No TA/DA will be admissible.
7. Electronic gadgets, mobile phones, smart watches etc. will not be allowed during test/interview.
8. Females, Minority, Transgenders and Differently-abled candidates are encouraged to apply.
9. Selected candidate shall provide Medical Fitness and Character Certificates.
10. Appointment is being made against a specific NADRA Registration Centre; therefore, no request for transfer shall be entertained.
11. The deadline for submission of application is **9th June, 2024** and **only online applications will be accepted.**
12. For further details and to apply, please visit <https://careers.nadra.gov.pk>.

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