



GOVERNMENT OF PAKISTAN NATIONAL DATABASE & REGISTRATION AUTHORITY



WE ARE HIRING

Under the provisions of Regulation 9, 10 and 11 of NADRA Employees (Service) Regulations, 2002, online applications from Female Residents of respective Tehsils are invited for the positions below:-

Post & Age	Qualification & Experience	District	Tehsil	No. of Posts
Junior Executive (Data Entry Operator) - Female Age (Max): 25 Years	• Intermediate or Equivalent • Preferably 1x Year relevant experience • Attested degrees/certificates from Higher Education Commission (HEC)/respective educational boards	Torghar	Judbah	1
			Kandar	1

Terms and Conditions:

1. Resident from respective Tehsil as per CNIC/Domicile will be allowed for Test & Interview.
2. The organization reserves the right to cancel advertised post or to accept/reject any application at any stage.
3. Interested candidates must bring original documents i.e., Personal, Educational & Professional for test as per specified time. **Requests for consideration after lapse of time will not be entertained.**
4. 5 years age relaxation is already included in above age limit. **No further request for relaxation shall be entertained.**
5. Only shortlisted candidates after qualifying the test will be called for interview.
6. Employees serving in Government/Semi-Government departments must provide No Objection Certificate (NOC) at the time of test.
7. Attested degrees/certificates from Higher Education Commission (HEC)/respective educational boards must be provided at the time of test.
8. Candidate shall be disqualified if false information is provided at any stage.
9. Selected candidate will undergo a 6 months' probation period, extendable subject to performance.
10. Selected candidate shall provide Medical Fitness and Character Certificates.
11. Appointment is being made against a specific location; therefore, no request for transfer shall be entertained.
12. Electronic gadgets such as mobile phone, smart watch etc. will not be allowed during test/interview.
13. No TA/DA will be admissible for Test & Interview.
14. For further details and to apply, please visit <https://careers.nadra.gov.pk/> or **scan the QR Code** below. Sample test and application guide can be viewed under the **Downloads** section.
15. Deadline for submission of applications is **23rd November 2025** and **online applications will be accepted.**

Note:- Selected candidates shall neither confer any entitlement of permanent appointment nor be regularized.

HR Directorate

National Database & Registration Authority

State Bank of Pakistan, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad

