



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 position:-

Position & Age	Educational Background	Job Requirements
Assistant Director (System Analyst) Age (Max): 37 Years	Bachelor's (4 Years) in Computer Science/Information Technology/Software Engineering or equivalent in a related field (Degrees must be attested by HEC)	Professional Experience - Minimum 3-5 years of proven experience as a System Analyst in a Software Development environment. Responsibilities, Skills & Competencies - Proficient in business process analysis, requirements elicitation, and data interpretation. - Proficient in writing skills based on business requirements. - Translating client requirements into highly specified documents, project briefs or charts and presenting technical proposals to clients. - Strong analytical, problem-solving and technical skills. - Excellent communication abilities for conveying complex information and creating detailed documentation. - Adaptable to changing project needs while maintaining focus on delivering quality results. - Competent in stakeholder management and building effective relationships. - Meticulous attention to detail to analysis, documentation and solution design. - Collaborative team player with excellent time management skills. - Willingness to innovate and think creatively to address challenges. - Organizational skills to prioritize tasks and meet project deadlines effectively. - Ability to conduct meetings and produce Minutes of Meetings. - To assist in producing requirements of ISMS (ISO 27001) - Any other relevant task assigned.

Job Location: Islamabad

Terms & Conditions

- Selected candidate will undergo a 6 months' probation period, extendable subject to performance.
- Management reserves the right to withhold/cancel the recruitment process, and accept/reject any application at any stage without assigning any reason.
- Only shortlisted candidates will be called for test/interview.
- Candidate shall be disqualified if false information is provided at any stage.
- Employees serving in Government/Semi-Government departments must provide No Objection Certificate (NOC) at the time of interview.
- 5 years general age relaxation is already included in above age limit.
- In the event the selected candidate(s) declines the job offer, the offer may be extended to the reserve candidates.
- Attested educational documents from Higher Education Commission (HEC)/respective regulatory body must be provided at the time of joining.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- No TA/DA will be admissible.
- Electronic gadgets such as mobile phone, smart watch etc. will not be allowed during test/interview.
- Females, Minority, Transgenders and Differently-abled candidates are encouraged to apply.
- The deadline for submission of application is **6th September, 2026** 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**.

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

