

NADRA TECHNOLOGIES LIMITED (NTL)

We Are Hiring

We are seeking highly skilled and experienced professional for the following position;

Position & Location	Qualifications, Experience & Age	Key Responsibilities & Competencies (includes but not limited to the following)
Company Secretary (Deputy Director) (1x Position) Location (Islamabad)	Qualification: - Master's in business administration, Commerce, or Corporate Law graduate/ Minimum 16 years of education from HEC recognized university. - Member of a recognized body of professional accountants, or corporate/chartered secretaries. Experience: - Minimum 6-8x years of professional experience in public/private sector Age: - Maximum 44 Years of age.	Responsibilities: - Ensure compliance with the Companies Act, 2017 and other applicable regulatory frameworks - Organize and manage meetings of the Board of Directors, Committees, and Shareholders, including preparation of notices, agendas, and minutes - Maintain statutory records, registers, and ensure timely corporate filings with relevant authorities - Provide advisory support to the Board on governance, legal, and compliance matters - Facilitate effective communication between the Board, management, and shareholders - Ensure timely compliance reporting and support governance audits - Identify and mitigate corporate governance and regulatory risks. - Work closely with the internal departments for completion of tasks in a timely manner. - Lead and mentor the Corporate Affairs team, fostering a culture of high performance and professional development. Key Competencies: - Corporate Governance & Compliance - Regulatory Frameworks & Legal Awareness - Stakeholder Coordination - Analytical & Advisory Skills - Strong Written & Verbal Communication

Terms & Conditions:

- Selected candidates will be hired initially for contract period of 3 years (extendable if required) and will be on 6-month probation period.
- 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.
- 05 Years age relaxation in age is already included in above age limit.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
- No TA/DA will be admissible.
- Attested degrees from Higher Education Commission (HEC) must be provided at the time of interview.
- 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 **4th September, 2026**; and **only online applications will be accepted**.
- For further details and to apply, please visit <https://careers.nadra.gov.pk>

HR Department
NADRA TECHNOLOGIES LIMITED (NTL)
Regional Head Office, Mauve Area, G-10 Islamabad.
051-88812756