

# NATIONAL SEED DEVELOPMENT AND REGULATORY AUTHORITY

Ministry of National Food Security & Research

[www.nsdra.gov.pk](http://www.nsdra.gov.pk)



## SITUATION VACANT

Applications are invited from suitable candidates fulfilling the requisite criteria for appointment against the following merit-based vacant posts in the **National Seed Development & Regulatory Authority (NSDRA)**, Ministry of National Food Security & Research, on regular basis:

SNo	Post	Scale	No. of Vacancies	Qualification & Experience	Max. Age
1.	Director (Admin/HR)	OG-I	1	Master's degree recognized by the Higher Education Commission, in the fields of Business Administration, Human Resource Management or Public Administration; An experienced professional, not having less than ten years of experience in his field.	50
2.	Director (IT)	OG-I	1	Master's degree recognized by the Higher Education Commission, in the fields of Computer Sciences, Information Technology, Software Engineering, Cyber Security or Artificial Intelligence; An experienced professional, not having less than ten years of experience in his field. Preferably experience in Dynamic Web & Application Development or Team lead Role having knowledge of SQL Server or PHP or Oracle and Query Language.	50
3.	Deputy Director (IT)	OG-II	1	Master's degree recognized by the Higher Education Commission, in the fields of Computer Sciences, Software Engineering, Information Technology, Cyber Security or Artificial Intelligence; An experienced professional, not having less than five years of experience in his field. Preferably experience in Dynamic Web & Application Development having knowledge of HTML, Java Script, CSS, SQL Server or PHP or Oracle and Query Language.	40
4.	Deputy Director (Major Minor Crops)	OG-II	1	Master's degree recognized by the HEC, in the field of Agriculture preferably with specialization in Plant Breeding & Genetic or Seed Sciences and Technology, Agriculture Policy or Agriculture Economics. An experienced professional, not having less than five years of experience in his field	40
5.	Deputy Director (Horticulture)	OG-II	1	Master's degree recognized by the HEC, in the field of Agriculture preferably with specialization in Horticulture. An experienced professional, not having less than five years of experience in his field	40
6.	Deputy Director (Production)	OG-II	1	Master's degree recognized by the HEC, in the field of Agriculture, Business Administration or Agriculture Economics. An experienced professional, not having less than five years of experience in his field	40
7.	Deputy Director (Legal Affairs)	OG-II	1	Master's degree having specialization in Corporate law or Criminal law or International law or Regulatory compliance from a HEC recognized University An experienced professional, not having less than five years of experience in his field.	40
8.	Assistant Director (Admin/HR)	OG-III	1	Master's degree recognized by the Higher Education Commission, in the fields of Business Administration, Human Resource Management or Public Administration; An experienced professional, not having less than Three years of experience in his field.	35
9.	Assistant Director (Finance)	OG-III	1	Master's degree recognized by the Higher Education Commission, in the fields of Accounting, Finance, Business Administration, Economics or Financial Technology. An experienced professional, not having less than Three years of experience in his field. Preferably experience dealing with Assignment Account, AGPR, Accounts preparation, PLS Account, Quickbooks, SAP, Sage, etc	35
10.	Research Officer	OG-III	2	Master's degree recognized by the HEC, in the fields of Plant Breeding & Genetics, Seed Sciences & Technology, An experienced professional, not having less than Three years of experience in his field.	35

11.	Research Officer	OG-III	1	Master's degree recognized by the HEC, in the fields of Agriculture Policy, Agriculture Economics. An experienced professional, not having less than Three years of experience in his field.	
12.	Research Officer	OG-III	1	Master's degree recognized by the HEC, in the fields of Agro Engineering, Agro Industrial Technology, Mechanical Engineering An experienced professional, not having less than Three years of experience in his field.	
13.	Office Manager	SG-I	1	Bachelor's degree recognized by the Higher Education Commission, in the fields of Business Administration or Public Administration. Previous experience in office management or administrative roles is preferred (3-5 years). Strong organizational and multitasking abilities. Excellent communication skills (both verbal and written). Proficiency in office software (MS Office, Google Workspace, etc.). Ability to handle confidential information responsibly. Problem-solving and decision-making capabilities.	27
14.	Web Designer	SG-I	1	Bachelor's degree recognized by the Higher Education Commission, in the fields of Computer Sciences, Information Technology, Statistics. Preferably experience in web designing having knowledge of HTML, Java Scripting, CSS, PHP, MySQL or SQL Server or Oracle or HANA, etc.	27
15.	Assistant Private Secretary	SG-I	5	Bachelor's degree (minimum requirement, though higher education is preferred). Typing Speed: Typically, 40-50 words per minute. Knowledge of MS Office (Word, Excel, PowerPoint), email systems, and basic IT tools. Strong verbal and written communication skills in English and Urdu. Ability to handle sensitive information with a high degree of discretion. Excellent time management and organizational skills	27
16.	Computer Operator	SG-I	2	Bachelor's degree (preferably in Computer Science, IT, or a related field). Typing speed as per department standards (commonly 40-50 WPM). Proficiency in MS Office Suite (Word, Excel, PowerPoint). Knowledge of operating systems, networking, and database management. Ability to troubleshoot basic hardware/software issues	27
17.	Store Keeper	SG-I	1	Intermediate (FA/FSc) or equivalent. Preference may be given to candidates with higher degree and holding additional certifications in storekeeping or inventory management. Minimum 2–3 years in storekeeping or similar roles, preferably in a government or large organization setting	35
18.	Driver	SG-II	8	Minimum Middle/Matric pass (varies by department). Valid LTV (Light Transport Vehicle) driving license. 3–5 years of driving experience preferred. Basic knowledge of vehicle maintenance and troubleshooting. Excellent driving skills and road sense. Good communication and interpersonal skills. Basic knowledge of road safety regulations. Punctual and reliable.	35
19.	Dispatch Rider	SG-II	1	At least Matriculation (10th grade pass) from a recognized board. 1–2 years of experience in a similar role (preferred but not always required). Valid motorcycle driving license. Good knowledge of local city routes and traffic rules. Ability to read and understand addresses and basic official documents. Physically fit and punctual. Responsible and trustworthy.	35

#### How to Apply:

- Candidates meeting the eligibility criteria must register and apply through the National Job Portal (<https://www.njp.gov.pk>).
- Applications submitted in person, by post, or through any other means will not be accepted.
- Applicants are required to submit a non-refundable application fee of Rs. 3,000/- for posts listed under Sr. No. 1 to 12, and Rs. 2,000/- for posts listed under Sr. No. 13 to 16. The fee must be

submitted as a pay order drawn in favor of “**National Seed Development & Regulatory Authority**.” The original pay order must be dispatched to NSDRA, Plot No. 25, Street 6, Sector H-9/1, Islamabad, prior to scrutiny and test mentioning **applicant's full name and CNIC number** on the envelop.

- Applicants currently employed in government departments, autonomous bodies, furnish a valid No Objection Certificate (NOC) from their parent department at the time of application.
- Fill out the online application form carefully, ensuring all information is accurate.
- Only shortlisted candidates will be called for the written test (where applicable). Those who passed the test and successfully clear the interview shall be offered appointment, subject to fulfillment of other requirements.
- NSDRA will not be responsible for incomplete or late submissions.
- Selected candidates may be posted anywhere in Pakistan as per organizational requirements.
- No TA/DA would be admissible for Test/Interview.
- NSDRA reserves the right to accept or reject any application without assigning a reason.
- *Please note that the Service Regulations of NSDRA are in the process of approval. All appointments shall be made in accordance with the approved regulations once notified.*

**Last Date to Apply:** 15 days from the publication of this advertisement.  
(No applications will be entertained after the deadline.)