



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



We Are Hiring

NADRA is seeking highly skilled and experienced professionals for the following positions:-

| Position & Age | Educational Background | Responsibilities, Skills and Experience Requirements |
|---|---|--|
| Assistant Director (Database Administrator) Age Max : 37 years | <ul style="list-style-type: none"> Bachelors (4 Years) in Computer Science/ Information Technology or equivalent Degrees must be recognized and attested by HEC | <p>Professional Experience</p> <ul style="list-style-type: none"> Preferably 2 years post-graduation experience in managing databases in a well reputed organization Database Administration and troubleshooting experience in 11G, 12C and 19C Certification in Database (OCP) will be preferred. <p>Skills and Competencies</p> <ul style="list-style-type: none"> Experience with Oracle RAC (Real Application Cluster), Data Guard and Golden Gate Experience with large data sets, high insertion/ transaction volume in mission critical environments Experience in database migration, upgradation and backup recovery Experience in Linux operating system and familiarity with shell scripting Installation, configuration and patching of Oracle Databases Writing ad-hoc queries based on schema knowledge Managing database high availability and performance Provide technical assistance to development team as needed Implementing security measures and ensuring security compliance Analyze and troubleshoot system issues in a timely manner Monitoring database usage, transaction volumes and response time etc. Performing backups and periodically test restore processes |

Job Location: Islamabad

Terms & Conditions

- Selected candidate will be hired initially for contract period of 5 years (extendable if required).
- 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.
- Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
- 5 years' relaxation in age is already included in above age limit.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- No TA/DA will be admissible.
- Attested degrees from Higher Education Commission (HEC)/ relevant regulatory bodies 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 and interview.
- The deadline for submission of application is **30th March, 2025** and **only online applications will be accepted.**
- 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