



BE A PART OF WINNING TEAM – JOIN VIRTUAL UNIVERSITY
AN EQUAL OPPORTUNITY EMPLOYER

Virtual University of Pakistan requires the services of bright & motivated individuals, on three years extendable contract for the following positions:

ACADEMICS

PROFESSOR (COMPUTER SCIENCE & MANAGEMENT SCIENCES): [LAHORE]

Pay Scale: E-I

Qualifications & Experience: As prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.

ASSOCIATE PROFESSOR (COMPUTER SCIENCE & MANAGEMENT SCIENCES): [LAHORE]

Pay Scale: E-II

Qualifications & Experience: As prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.

ASSISTANT PROFESSOR (ACCOUNTING & FINANCE, COMMERCE, COMPUTER SCIENCE, ECONOMICS, MANAGEMENT & HRM, MARKETING, MASS COMMUNICATION, MATHEMATICS & PUBLIC ADMINISTRATION): [LAHORE]

Pay Scale: E-IV

Qualifications & Experience: As prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.

LECTURER (ACCOUNTING & FINANCE, BANKING & FINANCE, COMMERCE, COMPUTER SCIENCE / IT, ECONOMICS, ENGLISH, MANAGEMENT & HRM, MATHEMATICS, MARKETING, MASS COMMUNICATION, PHYSICS, PSYCHOLOGY, PUBLIC ADMINISTRATION, SOCIOLOGY & STATISTICS):

[ISLAMABAD, KARACHI & LAHORE]

Pay Scale: J-I

Qualifications & Experience: Qualifications as prescribed by the Higher Education Commission for the post of Lecturer in a university*. At least 4 years post qualification teaching /research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization. Command over English and IT proficiency are required.

TUTOR / INSTRUCTOR (ACCOUNTING & FINANCE, BANKING & FINANCE, COMMERCE, COMPUTER SCIENCE, ECONOMICS, EDUCATION, ENGLISH, MANAGEMENT & HRM, MARKETING, MASS COMMUNICATION, MATHEMATICS, PAKISTAN STUDIES, PHYSICS, PSYCHOLOGY, PUBLIC ADMINISTRATION, STATISTICS, SOCIOLOGY & URDU): [ISLAMABAD, KARACHI & LAHORE]

Pay Scale: J-III

Qualifications & Experience: As prescribed by the Higher Education Commission* for the post of Lecturer in a university. Command over English and IT proficiency are required.

**The current HEC qualifications & experience are given on the HEC website*

<http://hec.gov.pk/InsideHEC/Divisions/QALI/QADivision/Pages/EligibilityCriteria.aspx>

REGISTRAR'S OFFICE

REGISTRAR: [LAHORE]

Pay Scale: E-I

Qualifications & Experience: Ph.D. from HEC recognized University / Institution. At least 15 years experience in a University environment in teaching / research / administration. Must have excellent command over spoken and written English. IT proficiency is a must.

DEPUTY REGISTRAR: [LAHORE]

Pay Scale: E-III

Qualifications & Experience: Ph.D. from HEC recognized university/institution (OR) 1st Class Master's degree or equivalent from HEC recognized University / Institution with no 3rd division in the academic career. At least 5 years post qualification experience (OR) 10 years post qualification experience in case of Masters, in a University environment in teaching/research/ administration. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is a must.

ASSISTANT REGISTRAR: [KARACHI, LAHORE & MULTAN]

Pay Scale: J-III

Qualifications & Experience: Master's degree or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years post-qualification experience in office administration in a University/educational institution. IT proficiency is a must.

CONTROLLER OF EXAMINATIONS' OFFICE

ASSISTANT CONTROLLER EXAMINATIONS: [LAHORE]

Pay Scale: J-III

Qualifications & Experience: Four (4) Years BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution with no 3rd division in the academic career.

DIRECTORATE OF FINANCE**ACCOUNTANT: [LAHORE]****Pay Scale: J-IV****Qualifications & Experience:** Bachelor's degree in Commerce/ Accounting /Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.**ACCOUNTS ASSISTANT: [LAHORE]****Pay Scale: J-VI****Qualifications & Experience:** Bachelor's degree in Commerce/ Accounting /Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. IT proficiency is a must.**DIRECTORATE OF ADMINISTRATION****REGIONAL CAMPUS MANAGER [NORTH]****Pay Scale: E-IV****Qualifications & Experience:** Master's degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. Seven years post qualification experience in administration or management with at least three years in a middle/senior management position. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.**CAMPUS MANAGER [ABBOTTABAD, BAHAWALPUR, HYDERABAD, JHELMUM, KARACHI, LAHORE & SUKKUR]****Pay Scale: J-I****Qualifications & Experience:** Master's degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. Three years post qualification experience in case of Business Administration, Public Administration, Computer Science, Information Technology or five years post qualification experience for all other disciplines. Good management and interpersonal skills with command over written and spoken English are a must. IT Proficiency is required.**ADMIN OFFICER [LAHORE]****Pay Scale: J-II****Qualifications & Experience:** At least 2nd Division Master's degree in Public or Business Administration or Human Resource Management or equivalent from HEC recognized University / Institution (OR) Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. Three years post-qualification experience in administration (OR) 7 years post-qualification experience in administration. Ability to maintain office filing system and staff records is a must. English language and IT proficiency are a must.**ASSISTANT ADMIN OFFICER [LAHORE]****Pay Scale: J-IV****Qualifications & Experience:** Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. At least 3 years post-qualification experience in administration. Ability to maintain office filing system and staff records is a must. English language and IT proficiency are a must.**TELEPHONE OPERATOR [LAHORE]****Pay Scale: J-V****Qualifications & Experience:** Intermediate or equivalent (at least 2nd division) from a recognized Institution. At least three years relevant experience in a reputable organization. Must be able to operate a digital telephone exchange. Good command over spoken English is required. IT skills are a must.**OFFICE ASSISTANT [FAISALABAD, GUJRANWALA, HYDERABAD, ISLAMABAD, KARACHI, LAHORE & QUETTA]****Pay Scale: J-VI****Qualifications & Experience:** Intermediate or equivalent (at least 2nd division) from a recognized institution. At least 2 years post qualification experience in office work. Ability to maintain office filing system and records. IT proficiency is a must.**OFFICE SUPPORT STAFF [FAISALABAD & LAHORE]****Pay Scale: J-VII****Qualifications & Experience:** Matriculate (at least 2nd division). At least one year post qualification experience of office work.**DIRECTORATE OF ICT****GENERAL MANAGER ICT [LAHORE]****Pay Scale: E-II****Qualifications & Experience:** First Class 4-year BS(CS/IT) OR BE(EE) or equivalent from HEC recognized University/Institute. At least 10 Years post qualification experience of designing, implementing and maintaining complex networks, handling firewalls, routers, switches and other LAN/WAN equipment including at least 5 years in management. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English.

INFORMATION TECHNOLOGY**SOFTWARE ENGINEER [LAHORE]****Pay Scale: J-II**

Qualifications & Experience: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. At least 2 Years post qualification experience of designing, developing and deploying complex software systems. Fluency in spoken and written English is required. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages is a must. Experience of developing desktop and Internet based applications with strong database management skills is required. Excellent interpersonal skills will be an asset.

JUNIOR WEBMASTER [LAHORE]**Pay Scale: J-III**

Qualifications & Experience: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. Excellent English writing and communication skills are mandatory. Should have experience with a wide variety of operating systems including Linux. Knowledge of configuring web-servers such as IIS, Apache etc. and proficiency in current web-development languages and tools is required.

NETWORKING**NETWORK EXECUTIVE [LAHORE]****Pay Scale: E-III**

Qualifications & Experience: 1st Class 4-year BS(CS/IT) OR BE(EE) or equivalent from HEC recognized University/Institute with Network certification. At least 7 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English.

NETWORK MANAGER [KARACHI]**Pay Scale: J-I**

Qualifications & Experience: 1st Class 4-year BS(CS/IT) OR BE(EE) or equivalent from HEC recognized University/Institute with Network certification. At least 3 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English.

NETWORK ADMINISTRATOR [ABBOTTABAD, BAHAWALNAGAR, BAHAWALPUR, D.G KHAN, GUJAR KHAN, HYDERABAD, JALALPUR PIRWALA, LAHORE, MUZAFFARGARH, NANKANA SAHIB, PISHIN, SAHIWAL & SUKKUR]**Pay Scale: J-II**

Qualifications & Experience: 4-year BS (CS/IT) (OR) BE (EE) or equivalent (at least 2nd Division) from HEC recognized University/Institution with Network certification. At least 2 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Must be fluent in written and spoken English.

ASSISTANT NETWORK ADMINISTRATOR [ABBOTTABAD, BADIN, BAHAWALNAGAR, BAHAWALPUR, D.G KHAN, GUJAR KHAN, GUJRANWALA, HYDERABAD, ISLAMABAD, JALALPUR PIRWALA, KARACHI, LAHORE, MAKHDUM RASHID, MULTAN, MUZAFFARGARH, NANKANA SAHIB, PESHAWAR, PISHIN, QADIRPUR RAAN, QUETTA, RAWALPINDI, SAHIWAL & SUKKUR]**Pay Scale: J-IV**

Qualifications & Experience: 4-year BS (CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institution.

MARKETING**MANAGER MARKETING [LAHORE]****Pay Scale: E-III**

Qualifications & Experience: 1st Class MBA (Marketing) or equivalent qualification from HEC recognized University / Institution. At least 7 years post- qualification experience in marketing of consumer goods with special reference to marketing skills including making of strategies, planning and execution. Must have excellent command over spoken and written English. Strong interpersonal and public relation skills are required. IT proficiency is a must.

MARKETING OFFICER [LAHORE]**Pay Scale: J-III**

Qualifications & Experience: MBA or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 1 year experience in marketing or advertising with special reference to marketing strategy planning and execution. Good command over written and spoken English. Good interpersonal skills, strong public relations acumen. IT proficiency is a must.

TELEVISION

INCHARGE EARTH STATION [LAHORE]

Pay Scale: J-I

Qualifications & Experience: B.Tech, or DAE (at least 2nd division) from a recognized University / Board / Institution. At least 15 years experience in electronics / telecommunication / radar / broadcasting. IT proficiency is a must.

ASSISTANT PROGRAM PRODUCER [LAHORE]

Pay Scale: J-II

Qualifications & Experience: Bachelor's degree or equivalent from HEC recognized University / Institution. At least 3 years Television program production experience. Experience in producing programs independently using multiple cameras through switcher is a must. Knowledge of latest production techniques and equipment is required.

GRAPHIC ARTIST [LAHORE]

Pay Scale: J-IV

Qualifications & Experience: Intermediate or equivalent (at least 2nd division) from recognized Institution. At least 2 years experience of creating graphics / animation. Must have demonstrable proficiency of graphic design, illustration, animation and 3-D software. IT proficiency is a must.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

1. The age of superannuation is 60 years.
2. Those already in the government /semi-government service or autonomous bodies will be required to bring 'No Objection Certificate (NOC)' from their current employer, at the time of interview.
3. Part time, honorary, apprenticeship and internee experience will not be counted as experience.
4. Only eligible/Short listed candidates will be contacted individually via registered post for test / interview.
5. The candidate, who wants to apply for more than one post, must apply separately for each post.
6. It is mandatory to upload your CV with the application.
7. Send Demand Draft/Pay Order worth Rs. 500/- (non-refundable) as processing fee separately for each post, in favour of Virtual University of Pakistan, Lahore.
8. Mention clearly, your name, father's name, CNIC and Application reference number (generated by online submitting application form) on back side of original Demand Draft/Pay order and mark "Attention: Deputy Director Finance (Accounts)", on the left corner of envelop.
9. Please send only original Demand Draft/Pay Order to the address given below within three days from the last date of application. Incomplete / without original Demand Draft or received after due date applications will not be entertained.
10. No TA/DA will be admissible for appearing in test/Interview.
11. Virtual University of Pakistan reserves the right to reject any or all applications, without assigning any reason.

APPLICANTS SHOULD APPLY ONLINE THROUGH VIRTUAL UNIVERSITY'S WEBSITE

(www.vu.edu.pk/jobs). LAST DATE OF APPLICATION IS SEPTEMBER 08, 2013.

For further information, please contact:

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