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

OFFICE ASSISTANT [LAHORE & SAHIWAL]   **(Starting Salary: Rs.12,400/- plus 30 % allowances on the running basic)**   **Qualification:** Intermediate or equivalent (at least 2nd division) from a recognized institution. **Experience & Skill:** At least 2 years post-qualification experience in office work. Ability to maintain office filling system and records. IT proficiency is a must.
ACCOUNTS ASSISTANT [LAHORE]   **(Starting Salary: Rs.12,400/- plus 30 % allowances on the running basic)**   **Qualification:** Bachelor's degree in Commerce / Accounting / Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. IT proficiency is a must.
ASSISTANT STOREKEEPER [LAHORE]   **(Starting Salary: Rs.12,400/- plus 30 % allowances on the running basic)**   **Qualification:** Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. IT proficiency is a must.
ELECTRICIAN [LAHORE]   **(Starting Salary: Rs.12,400/- plus 30 % allowances on the running basic)**   **Qualification:** At least 2nd division DAE (electrical) from a recognized Institution. **Experience & Skill:** At least 2 years post qualification experience as an electrician in a well reputed organization. Ability to install and maintain all electrical fittings / DBs as well as wiring is required. Experience in operation and handling of power generator is required.
SECURITY GUARD [LAHORE]   **(Starting Salary: Rs.9,300/- plus 30 % allowances on the running basic)**   **Qualification, Experience & Skill:** Middle, Ex-armed forces with own licensed weapon. Necessary clearance from the relevant authorities is required.
DRIVER [LAHORE, ISLAMABAD, KARACHI, MULTAN & BADIN]   **(Starting Salary: Rs.9,300/- plus 30 % allowances on the running basic)**   **Qualification, Experience & Skill:** Literate. At least 5 years driving experience. The driver must have valid HTV/LTV driving license and ability to maintain Log Book. Necessary clearance from the relevant authorities is required.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

1. Maximum Age Limit is 60 years.
2. Those already in the government /semi-government service or autonomous bodies will be required to bring 'No Objection Certificate' from their current employer, **at the time of interview**.
3. Part time, honorary, apprenticeship and internee experience will not be counted towards experience.
4. Only Eligible / Short-listed candidates will be called for interview.
5. Incomplete applications will not be entertained.
6. NO TA / DA will be admissible for appearing in test/Interview.
7. Virtual University of Pakistan reserves the right to reject any or all applications, without assigning any reason.

Applications, along-with attested copies of all relevant documents should be sent through courier or registered mail so as to reach the office of the undersigned by **January 31, 2011**. Please clearly mention the post applied for on the envelope.

For further information, please contact at:

Deputy Director Administration
VIRTUAL UNIVERSITY OF PAKISTAN
M.A.Jinnah Campus, Defence Road, Off Raiwind Road, Lahore.
UAN: (042) 111-880-880, Ext: 323
Email: **aao3@vu.edu.pk**