



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

<p>PROFESSOR: (COMPUTER SCIENCE , MANAGEMENT SCIENCE & EDUCATION) [LAHORE] (Starting Salary: Rs.150,350/- plus 30 % allowances on the running basic) Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.</p>
<p>ASSOCIATE PROFESSOR:(COMPUTER SCIENCE, MANAGEMENT SCIENCE & EDUCATION) [LAHORE] (Starting Salary: Rs.96,100/- plus 30 % allowances on the running basic) Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.</p>
<p>ASSISTANT PROFESSOR: (MANAGEMENT SCIENCE: MARKETING, ACCOUNTING, FINANCE, COMMERCE, BANKING, MANAGEMENT, HRM & EDUCATION) [LAHORE, KARACHI & ISLAMABAD] (Starting Salary: Rs.60,450/- plus 30 % allowances on the running basic) Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.</p>
<p>LECTURER: (ENGLISH, MARKETING, ACCOUNTING, FINANCE, COMMERCE, BANKING, MANAGEMENT, HRM & EDUCATION) [LAHORE, KARACHI & ISLAMABAD] (Starting Salary: Rs.43,400/- plus 30 % allowances on the running basic) 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. (OR) MS / M.Phil in the respective field with 2 years post qualification experience. Command over English and IT proficiency are required.</p>
<p><i>*The current HEC qualifications & experience are given on the HEC website</i> http://www.hec.gov.pk/InsideHEC/Divisions/QALI/QualityAssurance/QADivision/Pages/EligibilityCriteria.aspx.</p>

<p>CONTROLLER EXAMINATIONS [LAHORE] (Starting Salary: Rs.150,350/- plus 30 % allowances on the running basic) Qualification: PhD from HEC recognized University / Institution. Experience & Skill: At least 15 years experience in a university or degree awarding institution in teaching / research / administration / examination department. Must have excellent command over spoken and written English. IT proficiency is a must.</p>
<p>DIRECTOR (INFORMATION COMMUNICATION TECHNOLOGY) [LAHORE] (Starting Salary: Rs.150,350/- plus 30 % allowances on the running basic) Qualification: First Class 4-year BS (CS/IT) OR BE (EE) or equivalent from HEC recognized University/Institute with Network certification. Experience and Skill: At least 15 Years post qualification experience of designing, implementing and maintaining complex networks, handling firewalls, routers, switches and other LAN/WAN equipment and 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.</p>
<p>DIRECTOR ADMINISTRATION [LAHORE] (Starting Salary: Rs.96,100/- plus 30 % allowances on the running basic) Qualification: 1st Class Master's degree in Public or Business Administration or Human Resource Management or equivalent qualification from HEC recognized University / Institution. Experience and Skill: At least 10 years post qualification experience in multinational / national / government / semi-government organizations or universities. Must have excellent command over spoken and written English. IT proficiency is a must.</p>

ADMINISTRATION

<p>REGIONAL CAMPUS MANAGER-CENTRAL [MULTAN] (Starting Salary: Rs.60,450/- plus 30 % allowances on the running basic) Qualification: Master's degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. Experience and Skill: 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.</p>
<p>CAMPUS MANAGER [GUJRANWALA] (Starting Salary: Rs.43,400/- plus 30 % allowances on the running basic) Qualification: Masters degree or equivalent (16 years of education) from HEC recognized University / Institution with at</p>

least 2nd division. **Experience & Skill:** 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.

ASSISTANT ADMIN OFFICER [LAHORE]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. **Experience & Skill:** 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.

FINANCE

ASSISTANT LOGISTIC OFFICER [LAHORE]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

Master's degree in any discipline (at least 2nd division) from HEC recognized University / Institution. At least 1 year post qualification experience. Excellent interpersonal skills. IT proficiency is a must.

ACCOUNTANT [LAHORE]

(Starting Salary: Rs.18,600/- 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. **Experience and Skill:** At least 3 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.

STOREKEEPER [LAHORE]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. **Experience & Skill:** At least 3 years post qualification of store management / purchase procedures in any government / semi-Government / multinational / national organization. IT proficiency is a must.

REGISTRAR'S OFFICE

DEPUTY REGISTRAR [LAHORE]

(Starting Salary: Rs.78,275/- plus 30 % allowances on the running basic)

Qualification: 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. **Experience and Skill:** 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 [LAHORE, RAWALPINDI, KARACHI, MULTAN, & FAISALABAD]

(Starting Salary: Rs.24,800/- plus 30 % allowances on the running basic)

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

INFORMATION TECHNOLOGY

SOFTWARE ENGINEER [LAHORE]

(Starting Salary: Rs.31,000/- plus 30 % allowances on the running basic)

Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience and Skill:** 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.

NETWORKING

NETWORK ADMINISTRATOR [LAHORE, GUJRANWALA, KARACHI, SANGHAR & BADIN]

(Starting Salary: Rs.31,000/- plus 30 % allowances on the running basic)

Qualification: 4-year BS (CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institution with Network certification. **Experience & Skill:** 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 [LAHORE, KARACHI, PISHIN & GHOTKI]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

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

HARDWARE TECHNICIAN [LAHORE]

(Starting Salary: Rs.15,500/- plus 30 % allowances on the running basic)

Qualification: At least 2nd division DAE with specialization in computer hardware & maintenance from a recognized Institution. **Experience & Skill:** At least 2 Years post qualification experience of Computer and Networking Hardware maintenance and repair.

TELEVISION

PROGRAMS MANAGER [LAHORE]

(Starting Salary: Rs.78,275/- plus 30 % allowances on the running basic)

Qualification: Master's degree or equivalent from HEC recognized University / Institution. **Experience and Skill:** At least 10 years experience of Television production as program producer with at least 3 years experience of Program management in a television channel. A flare for creativity and a sense of commitment and devotion will be considered assets. Fluency in spoken and written English is a must. Sound knowledge of latest television technologies and IT proficiency are also required.

GRAPHIC DESIGNER [LAHORE]

(Starting Salary: Rs.31,000/- plus 30 % allowances on the running basic)

Qualification: BFA or equivalent degree from HEC recognized University/Institute, specializing in visual communication, multimedia or graphic design. **Experience & Skill:** At least 3 years experience with at-least 1 year experience of creating graphics / animation. Proficiency in current graphic, design, illustration, animation, 3-D software as well as knowledge of non-linear editing programs is required. IT proficiency is a must.

ASSISTANT PROGRAM PRODUCER [LAHORE]

(Starting Salary: Rs.31,000/- plus 30 % allowances on the running basic)

Qualification: Bachelor's degree or equivalent from HEC recognized University / Institution. **Experience & Skill:** 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.

TRANSMISSION OFFICER [LAHORE]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

Qualification: Bachelor's degree or equivalent from HEC recognized University / Institution. **Experience & Skill:** At least 2 years experience of preparing fixed point charts / daily cue sheets, TV channel presentation, manual transmission etc. is required. IT proficiency is a must.

AC PLANT OPERATOR [LAHORE]

(Starting Salary: Rs.18,600/- plus 30 % allowances on the running basic)

Qualification: B Tech, or DAE (at least 2nd division) from a recognized University / Board/ Institution. **Experience & Skill:** At least 5 years experience in HVAC operation and maintenance of absorption chillers. Experience of installation / operation / maintenance of compressor based as well as chilled water circulation air-conditioning systems is a must. The ability to read schematic diagrams and operate microprocessor controlled chillers is required.

RECTOR'S OFFICE

SECRETARY [LAHORE]

(Starting Salary: Rs.31,000/- plus 30 % allowances on the running basic)

Qualification: MBA/MPA or 16 years of formal education (at least 1st Div.) from HEC recognized University / Institution. **Experience & Skill:** At least 2 years relevant experience is required. Strong IT skills and excellent command over written and spoken English are 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' 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 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.300/- (non-refundable) as processing fee separately for each post, in favor of **Virtual University of Pakistan, Lahore**.
8. Mention clearly, your Name, father's name, CNIC, post applied for 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 side of envelop. Please send **only** original Demand Draft/Pay Order to the address given below. Incomplete / without original Demand Draft applications will not be entertained.
9. No TA/DA will be admissible for appearing in test/Interview.
10. 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 JANUARY 31, 2011.

For further information, please contact at:

Deputy Director Administration

VIRTUAL UNIVERSITY OF PAKISTAN

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