Office Support Staff

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basis (three years extendable contract on satisfactory performance), at market competitive salaries. The duty station will be Lahore.

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

Rector’s Office:
Registrar’s Office:
Directorate of Campuses:

Security Guard* [Pay Scale: J-VII; No. of Post = 1]
Office Boy* [Pay Scale: J-VII; No. of Post = 1]
Electrician* [Pay Scale: J-VI; No. of Posts = 2]
Gardener* [Pay Scale: J-VIII; No. of Posts = 10]
Bio Lab Assistant [Pay Scale: J-VI; No. of Posts = 5] [Lahore, Faisalabad, Multan, Rawalpindi, M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore.]
Mobile Bio Lab Demonstrator [Pay Scale: J-III; No. of Post = 2] [Location: Mobile Bio Lab]

Mobile Bio Lab Assistant [Pay Scale: J-V; No. of Post = 5] [Lahore, Faisalabad, Multan, Rawalpindi, M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore.]

\[\text{Directorate of Finance/Account}

Manager/Assistant/Finance
[Pay Scale: I-C; No. of Posts = 1]
Senior Accounts Officer [Pay Scale: I-C; No. of Post = 1]
Accounts Officer [Pay Scale: I-C; No. of Post = 1]
Assistant Accounts Officer [Pay Scale: I-C; No. of Post = 4]

[Directorate of Planning and Project (PPP)]

Office Boy [Pay Scale: I-C; No. of Post = 1]
Senior Software Engineer [Pay Scale: I-C; No. of Post = 3]
Assistant Software Engineer [Pay Scale: I-C; No. of Post = 2]
Senior Assistant Manager IT [Pay Scale: I-C; No. of Post = 4]
Assistant Manager It [Pay Scale: I-C; No. of Post = 3]

[Directorate of Human Resources]

Manager HR [Pay Scale: I-C; No. of Post = 1]
Senior Assistant Manager HR [Pay Scale: I-C; No. of Post = 1]
Assistant Manager HR [Pay Scale: I-C; No. of Post = 4]

[Directorate of Marketing/PR]

Marketing Officer [Pay Scale: I-C; No. of Post = 3]
Marketing Coordinator [Pay Scale: I-C; No. of Post = 3]
Marketing Assistant [Pay Scale: I-C; No. of Post = 13]

[Directorate of ICT]

Manager IT [Pay Scale: I-C; No. of Post = 1]
Assistant Manager IT [Pay Scale: I-C; No. of Post = 3]
Assistant Network Executive [Pay Scale: I-C; No. of Post = 2]

Information Technology

Manager IT [Pay Scale: I-C; No. of Post = 1]
Senior Software Engineer [Pay Scale: I-C; No. of Post = 3]
Assistant Software Engineer [Pay Scale: I-C; No. of Post = 2]
Senior Assistant Manager IT [Pay Scale: I-C; No. of Post = 4]
Assistant Manager IT [Pay Scale: I-C; No. of Post = 3]

Networking

Network Engineer [Pay Scale: I-C; No. of Post = 1]
Network Coordinator [Pay Scale: I-C; No. of Post = 2]
Network Assistant [Pay Scale: I-C; No. of Post = 2]

Please read the following instructions before applying:

The required criteria for applying for the above mentioned Posts are given on the Virtual University Website

Qualification & Experience required for Posts mentioned with (*)

For further information, please contact:

VIRTUAL UNIVERSITY OF PAKISTAN
M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore. UAN: (042) 111-880-880, Ext: 321, 322, 328
Mobile: 0300-1100-880, 0311-1100-880

Email: info@vu.edu.pk
Website: www.vu.edu.pk

Mr. M. A. Arif Khan, Director Human Resources

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Virtual University of Pakistan offers the services of large & motivated individuals, for the following regular posts on contract basis on a contract-on-satisfactory-performance, at market competitive salaries. The duty station will be Lahore unless otherwise indicated.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

The age of superannuation is 60 years.

Those already in the service of the Government of Pakistan, military service or autonomous bodies will be required to upload No Objection Certificate (NOC) from their current employer, at the time of submission of online job Application.

Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.

Only eligible /shortlisted candidates will be contacted individually for test / interview.

Candidates who have already applied in any other PPP job of VU will not be considered.

Candidates, who want to apply for more than one post, must apply separately for each post. No application will be entertained for more than one post.

Candidates for the posts of Professor & Associate Professor are required to submit 2 sets of handwritten CV, clearly mentioning the name of the post applied for and research references.

Candidates for the posts of Assistant Professor are required to submit 2 sets of handwritten CV, clearly mentioning the name of the post applied for and research references.

For the post of Professor and Associate Professor and all other posts except (*) “Rs. 100/- (Refundable)” shall be paid separately for each post, at the time of submission of online job application.

For the Posts mentioned with (*) “must” reach this office in hard form, along with complete documents and original CNIC and experience certificates for verification separately for each post, at registered post, at the time of submission of online job application, at the address given below latest by Tuesday, September 8, 2020.

For the Applications mentioned with (*) must reach this office in hard form, along with complete documents and original CNIC and experience certificates for verification separately for each post, at registered post, at the time of submission of online job application, at the address given below latest by Tuesday, September 8, 2020.

Applications should be submitted online at www.vu.edu.pk/OnlineJobApplication

For further information, please contact:

Tuesday, September 8, 2020