

**WALKIN INTERVIEW**

**Virtual University of Pakistan is Federal Chartered Public University with its Head Office at Islamabad**  
**BE PART OF A WINNING TEAM – JOIN VIRTUAL UNIVERSITY**  
**EQUAL OPPORTUNITY EMPLOYER**

Virtual University of Pakistan requires the services of bright & motivated individuals, for the following posts on Ad-hoc basis, maximum for a period of six (06) months only, at market competitive salary.

Sr. No.	Post / Pay Scale	No of Post/ Duty Station	Criteria: Qualification & Experience
1	Manager Accounts/ Finance (Islamabad) E-IV	01 (Islamabad)	ACA/ACMA OR MBA/MPA/4-year Bachelors degree with specialization in Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 5 years experience (minimum 2 years post qualification) for ACA/ACMA or 7 years experience for MBA / MPA / Bachelors degree with at least 3 years post qualification experience. Strong interpersonal skills and IT Proficiency are a must.
2	Accountant J-IV	01 (Islamabad)	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.
3	Assistant Security Officer J-IV	01 (Lahore -KSK)	Intermediate, Ex-armed forces JCO/NCO, preference will be given to Regimental /Battalion Havildar Major. Clearance from the relevant authorities is required.

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:**

- I. The age of superannuation is 60 years.
- II. Those already in the government / semi-government service or autonomous bodies will be required to provide 'No Objection Certificate (NOC)' from their current employer, at the time of interview.
- III. Part time, honorary, visiting, apprenticeship, freelancing and internee experience will not be counted as experience.
- IV. Candidates are advised to appear for walk-in interview and bring original educational certificates/degrees/experience letter and CNIC along with one set of attested copies and passport size photograph on Tuesday February 13, 2024 from 09:30 am till 12:00 pm at Virtual University of Pakistan, Sir Syed Memorial Society Building, 19-Attaturk Avenue, G-5/1, Islamabad.
- V. Candidates shall sign an affidavit, at the time of interview, stating that he is not dual national and in case of selection, he shall not keep dual job, in any manner.
- VI. In case of selection/appointment, candidate shall submit medical fitness certificate, issued by Medical Superintendent (MS) of any Civil / Government Hospital.
- VII. In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his candidature will be cancelled or his job will be terminated, immediately, at any stage.
- VIII. Selected candidate may be posted at any campus/office of Virtual University anywhere in Pakistan.
- IX. No TA / DA will be admissible for appearing in Interview.

**For further information, please contact:**

**DIRECTORATE OF ADMINISTRATION**  
**VIRTUAL UNIVERSITY OF PAKISTAN**  
 19-Attaturk Avenue, Sir Syed Memorial Society, G-5/1, Islamabad  
**UAN: (042) 111-880-880, Ext: 226, 328**