

## AN EQUAL OPPORTUNITY EMPLOYER BE PART OF A WINNING TEAM

Virtual University of Pakistan requires the services of bright & motivated individuals for its Business Incubation Centre (BIC) under the project by Higher Education Commission, initially for a one (01) Year contract (with the possibility of extension for an additional year), for the following positions:

Sr. No	Designation	Placement & Seats	Eligibility Criteria
1	<b>Manager Communication &amp; Marketing</b> Lump Sum Fixed Salary: PKR 90,000/- per month	01 (Rawalpindi)	<b>Qualification:</b> 18 years of education with at least 2 <sup>nd</sup> division/CGPA 2.5, preferably in Business Administration, Marketing or Mass Communication.  <b>Experience:</b> One year of experience in marketing after 16 years of Qualification
2	<b>Business Development Officer</b> Lump Sum Fixed Salary: PKR 90,000/- per month	01 (Rawalpindi)	<b>Qualification:</b> 18 years of education with at least 2 <sup>nd</sup> division/CGPA 2.5, preferably in Business Administration, Marketing or Mass Communication.  <b>Experience:</b> One year of experience in Business Administration after 16 years of Qualification.
3	<b>IT &amp; Admin Support Officer</b> Lump Sum Fixed Salary: PKR 60,000/- per month	01 (Rawalpindi)	<b>Qualification:</b> 16 years of education with at least 2 <sup>nd</sup> division/CGPA 2.5, preferably in Computer Science/IT.

### PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

- Age of Superannuation is 60 years. Superannuated need not to apply.
- Those already in the government/semi-government 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 and also bring it at the time of interview.
- Part time, honorary, visiting, apprenticeship, freelancing and internee experience will not be counted as experience.
- Only eligible/short listed candidates will be contacted individually for interview.
- All Posts shall be applied online at [www.vu.edu.pk/jobs](http://www.vu.edu.pk/jobs). It is mandatory to fill all relevant information on online job application form. In case any information is missing or fake, application(s) will not be processed.
- Information claimed in online application form shall be treated as final, subsequent claims, earlier not given in online application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.
- Candidates, who want to apply for more than one post, must apply separately for each post.
- Candidates shall sign an affidavit, at the time of interview stating that he/she is not dual national.
- In case of selection the candidate shall not keep dual job, in any manner.
- In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital.
- In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his/her candidature will be cancelled or his/her job will be terminated, immediately, at any stage.
- No TA/DA will be admissible for appearing in interview.
- Tax from monthly salary will be deducted as per rule.
- Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online: [www.vu.edu.pk/jobs](http://www.vu.edu.pk/jobs). Last date of application: Sunday, November 24, 2024.

For further information, please contact:  
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