



Virtual University of Pakistan
World-Class Education at Your Doorstep



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

Virtual University of Pakistan requires the services of bright & motivated individual, for the following post on Adhoc Basis, maximum for a period of six (06) months, at market competitive salary. Preference will be given to the candidate residing in Islamabad.

Sr. No.	Post/ Location	Pay Scale	Criteria & Job Description
1	Secretary (Islamabad)	J-II Rs. 71318/- per month (all inclusive, Tax will be deducted as per rule)	Qualification & Experience: MBA/MPA or 16 years of formal education (at least 1st div) from HEC recognized University/Institution. At least 2 years relevant experience is required. Strong IT skills and excellent command over written and spoken English are a must. Job Description: To keep records of the Rector's office, draft communications, manage office correspondence and coordinate meeting appointments; and to perform any other duties as may be required by the University

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 Friday, February 10, 2023 at 10:00 AM at Virtual University of Pakistan, M.A. Jinnah Campus, Defence Road, Off-Raiwind Road, Lahore.
- 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. Candidate shall present COVID-19 Vaccination Certificate at the time of interview.
- X. No TA / DA will be admissible for appearing in Interview.

For further information, please contact:

DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN
M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore.
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