

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	Accounts Officer (J-III)	01 Islamabad	At least 2nd Class MBA/MPA/M.Com in Finance or equivalent with at least 3 years experience (OR) at least 2nd Class Commerce/Finance/Accounting graduate from an HEC recognized University / institution with at least 5 years experience (OR) Article ship from an ICAP registered firm with at least 5 years experience. IT Proficiency is a must.
2	Accountant (J-IV)	01 Lahore	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	Maid (J-VIII)	03 Lahore	Literate

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 (1) set of attested copies and passport size photograph Monday, June 12, 2023** from 08:30 am till 12:00 pm 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/she is not dual national and in case of selection, he/she 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/her 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**
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