

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 | Eligibility Criteria | Job Description |
|---------|---|--|--|
| 1 | Trainer Pay Scale J-I Number of Posts = 07 | 1st Class 4-year BS (CS/IT), BE (Engineering) or Equivalent from HEC recognized University/Institution with at least three (03) years of post-qualification experience in CS/IT/Networks/Training, and should have at least active CCNA certification or higher Certification. A Cisco-certified trained instructor will be preferred. | To assist in delivering quality classroom instruction. Plan courses for emerging technologies in coordination with the higher management of PDC and prepare for new classes on an ongoing basis in coordination with higher management. Deliver in-person or live-online training classes/webinars as and when required. Prepare, augment and enhance in-house training content. Assist with ongoing projects. The individual should be self-motivated to keep up to date with the latest technology trends and training. Ability to teach standard classes as well as accelerated, certificate preparation boot camp classes. And to perform any other duties as may be required by the University. |
| 2 | Training Coordinator Pay Scale J-I Number of Posts = 01 | 1st Class 4-year BS (CS/IT), BE (Engineering), BS (Management Sciences) or Equivalent from HEC recognized University/Institution with at least three (03) years of relevant post-qualification experience. | Planning and coordination of training and its activities. Coordination with other departments for the smooth operation of departmental affairs. Prepare regular reports on expenses and department budgets. Maintain and update department databases. Organize a filing system for important and confidential departmental documents. Update office policies as needed. 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 Wednesday, February 14, 2024 at 10:00 AM to 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 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