



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 post on Ad-hoc basis, maximum for a period of six (06) months only, at market competitive salary. The duty station will be Jhelum.

Sr. No.	Post / Pay Scale	No of Post/ Location	Criteria: Qualification & Experience
1	Office Assistant J-VI	01	Intermediate or equivalent (at least 2nd division) from a recognized institution. At least 2 years post-qualification experience in office work. Ability to maintain office filling system and records. IT proficiency is a must.

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 Wednesday, January 31, 2024 from 09:30 am till 12:00 pm at Virtual University of Pakistan, Jhelum Campus, Metro Trade Center, Al-Markaz Road, Civil Lines, Opposite Church, Jhelum.
- 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/her 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**
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