

Virtual University, established by the Government of Pakistan, is a national leader in technology based higher education. Virtual University provides full spectrum of affordable & advanced education. In order to maintain the high quality of education that Virtual University is recognized for, the services of bright & motivated individuals are required on contract (extendable) for the following positions at Lahore except where specified.

Maximum Age Limit: 60 years

TELEPHONE OPERATOR

(Starting Salary: Rs.15,500/- all inclusive)

Qualification: Intermediate or equivalent (at least 2nd division) from a recognized Institution. **Experience & Skills :** At least 03 years relevant experience in a reputable organization. Must be able to operate a digital telephone exchange. Good command over spoken English is required. IT skills are a must.

ELECTRICIAN - (FOR LAHORE, RAWALPINDI/ISLAMABAD)

(Starting Salary: Rs.12,400/- all inclusive)

Qualification: At least 2nd division DAE (electrical) from a recognized Institution. **Experience & Skill:** At least 2 years post qualification experience as an electrician in a well reputed organization. Ability to install and maintain all electrical fittings / DBs as well as wiring is required. Experience in operation and handling of power generator is required.

DRIVER

(Starting Salary: Rs.9,300/- all inclusive)

Qualification: Literate, **Experience & Skill:** At least 5 years driving experience. The driver must have a valid HTV/LTV driving license and ability to maintain Log Book. Necessary clearance from the relevant authorities is required.

SECURITY GUARD

(Starting Salary: Rs.9,300/- all inclusive)

Qualification: Middle. **Experience & Skill:** Ex-Armed Forces with own licensed weapon. Necessary clearance from the relevant authorities is required.

OFFICE SUPPORT STAFF

(Starting Salary: Rs.9,300/- all inclusive)

Qualification: Matriculate (at least 2nd division). **Experience & Skill:** At least one year post qualification experience of office work.

OFFICE BOY (FOR LAHORE, RAWALPINDI, ISLAMABAD, GUJRANWALA, SAHIWAL, D.G.KHAN & PISHIN)

(Starting Salary: Rs.6,975/- all inclusive)

Qualification: Literate **Experience & Skill:** At least two years relevant experience.

SWEEPER (FOR LAHORE, KARACHI, ISLAMABAD, PESHAWAR, D.G.KHAN, SAHIWAL, PISHIN)

(Starting Salary: Rs.6,975/- all inclusive)

Qualification: Not required. **Experience & Skill:** At least two years experience as a sweeper.

GARDNER (PISHIN & DG KHAN)

(Starting Salary: Rs.6,975/- all inclusive)

Qualification: Not required. **Experience & Skill:** At least three years experience as gardener.

Incomplete / late applications will not be entertained. Those already in the government /semi-government service must apply through proper channel. Part time, Honorary, apprenticeship and internee experience will not be counted towards experience. Only eligible candidates will be called for interview. VU reserves the right to reject any or all applications.

Applications, along-with attested copies of all relevant documents should be sent through courier or registered mail so as to reach the office of the undersigned by **May 25, 2009**. Please clearly mention the post applied for on the envelope.

**Director Administration,
Virtual University of Pakistan
M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore
UAN: (042) 111-880-880**