



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

Virtual University of Pakistan requires the services of bright & motivated individuals, on three years extendable contract for the following positions at market competitive salaries. The duty station will be Lahore unless otherwise indicated.

Academics:

- **Professor** [Computer Science and Management Sciences]
- **Associate Professor** [Computer Science, Management Sciences, Sociology, Economics and Education]
- **Assistant Professor** [Computer Science, Statistics, Mathematics, Management Sciences, Economics, Sociology and Molecular Biology]
- **Lecturer** [Computer Science, Mathematics, Management Sciences, Economics, Psychology, Mass Communication, Pak. Studies, English and Biochemistry/Zoology/Bioinformatics/Microbiology/Molecular Biology/Biotechnology/Biological Sciences/Chemistry]
- **Tutor / Instructor**
 [Computer Science, Mathematics, Supply Chain Management/Operations Management, Total Quality Management, Management/Human Resource Management/Public Administration, Marketing, Management Information System, Pak. Studies, Islamic Studies, English, Mass Communication, Education and Biochemistry/Zoology/Bioinformatics/Microbiology/Molecular Biology/Biotechnology/Biological Sciences /Chemistry]

Directorate of Quality Enhancement:

- Quality Assurance Officer

Office of Research Innovation and Commercialization (ORIC):

- Deputy Director ORIC

Registrar’s Office:

- Deputy Registrar
- Senior Assistant Registrar
- Assistant Registrar

Controller of Examinations’ Office:

- Controller of Examinations
- Senior Assistant Controller Examinations
- Assistant Controller Examinations

Directorate of Administration:

- Deputy Director Administration (HR)
- Admin Officer
- Assistant Admin Officer
- Supervisor Motor Pool*
- Office Assistant
 [Peshawar and Badin]
- Office Support Staff*
- Driver*

Directorate of Finance:

- Senior Accounts Officer
- Logistic Officer
- Accounts Officer
- Assistant Logistics Officer
- Accountant
- Accounts Assistant

Directorate of ICT:

Information Technology

- Data Base Administrator
- Senior Software Engineer
- Software Engineer
- Junior Webmaster

Networking

- Network Administrator
 [Lahore, Bahawalnagar, Bahawalpur and Muzaffargarh]
- Assistant Network Administrator
 [Lahore, Bahawalnagar, Bahawalpur, Jalalpur Pirwala, Peshawar, Karachi, Quetta and Sahiwal]

Marketing:

- General Manager Marketing
- Manager Marketing
- Marketing Executive
- Public Relation Officer
- Senior Marketing Officer

Directorate of Campuses:

- Campus Manager
 [Multan & Jalalpur Pirwala]

Television:

- General Manager Television
- Program Producer
- Traffic Officer
- Electrician*

Rector’s Office:

- Internal Auditor
- Personal Assistant/Staff Officer

The required criteria for applying for the above mentioned positions are given on the Virtual University Website (www.vu.edu.pk/jobs).

| Qualification & Experience required for Positions mentioned with (*) | |
|--|--|
| Post | Qualification / Experience |
| Directorate of Administration | |
| Supervisor Motor Pool* | Literate. At least 08 Years driving experience. The driver must have a valid HTV/LTV driving license having good knowledge of driving rules and regulations and vehicle maintenance. Ability to maintain Log Book. Necessary clearance from the relevant authorities is required. |
| Office Support Staff* | Matriculate (at least 2nd division). At least one year post qualification experience of office work. |
| Driver* | Literate. 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. |
| Television | |
| Electrician* | At least 2nd division DAE (electrical) from a recognized Institution. 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. |

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 bring 'No Objection Certificate (NOC)' from their current employer, at the time of interview.
- III. Part time, honorary, apprenticeship and internee experience will not be counted as experience.
- IV. Only eligible / short listed candidates will be contacted individually for test / interview.
- V. Candidates, who want to apply for more than one post, must apply separately for each post.
- VI. It is mandatory to upload/attach your detailed CV (please mention clearly Division/CGPA of all academic record and also mention Experience/ Research details) alongwith the application.
- VII. Please send original Demand Draft / Pay Order worth Rs. 1000/- (non-refundable) as processing fee separately for each post, except those marked with (*), in favour of **Virtual University of Pakistan, Lahore**, within three days from the last date of application, at the address given below.
- VIII. Applications for the positions mentioned with (*) must reach this office in hard form along with complete documents and original Demand Draft / Pay Order of Rs. 300/- (non-refundable), as processing fee separately for each post, in favour of **Virtual University of Pakistan, Lahore** by post, latest by Tuesday, April 11, 2017.
- IX. Please clearly mention, your name, father's name, CNIC and Application reference number (generated by online application form) on back side of original Demand Draft / Pay order and mark "Attention: Admin Officer (HR)", on the left top corner of the envelope.
- X. Applications having incomplete/fake information or without proper Demand Draft will not be entertained.
- XI. No TA / DA will be admissible for appearing in test / Interview.
- XII. Virtual University of Pakistan reserves the right to reject any or all applications, without assigning any reason.

Applicants should apply online:
Last date of application:

www.vu.edu.pk/jobs
Tuesday, April 11, 2017

For further information, please contact:

**DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN**
M.A. Jinnah Campus, Defence Road, Off Raiwind Road, Lahore.
UAN: (042) 111-880-880, Ext: 224, 322 | Email: jobs@vu.edu.pk