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 Adhoc Basis, maximum for a period of six months, at market competitive salaries.

Sr. No.	Post	Pay Scale	Criteria & Job Description
1	**Deputy Director Administration**	E-IV	**Qualification & Experience:** At least 2nd Division Master's degree (16 years of Education) in Public or Business Administration or Human Resource Management from HEC recognized University / Institution. At least 7 years post qualification experience in multinational/national government, semi-government organizations or universities. Command over spoken and written English as well as IT proficiency are a must. **Job Description:** To assist the Director Administration in up-keeping the overall Administrative structure of the University; to have responsibility for framing and implementation of rules and regulations of the University; and to perform any other duties as may be required by the University.
2	**Site Engineer / Planning & Development Officer**	J-I	**Qualification & Experience:** B.Sc Civil Engineer / relevant Masters' Degree (16 years of Education) or equivalent with three (3) years' relevant post qualification experience. **Job Description:** Report to Project Incharge / Project Director / Rector; Preparation of BOQ & Estimate for small tenders; vetting of Tender Document; Bid evaluation reports preparation; Processing of payment of consultants and contractors; Site supervision; 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 upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online Job Application.

III. Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.

IV. Only eligible / short listed candidates will be contacted individually for test / interview.

V. Above Posts shall be applied online (**www.vu.edu.pk/jobs**). It is mandatory to fill all relevant information on online job application form. In case any information is missing or fake, application(s) will not be processed.

VI. Candidates, who want to apply for more than one post, must apply separately for each post.

VII. Candidates shall submit 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.

VIII. In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintended (MS) of Civil / Government Hospital.

IX. In case, any deficiency is observed in the eligibility of the candidate, at any stage, his/her candidature will be cancelled, immediately.

X. No TA / DA will be admissible for appearing in Interview.

XI. Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online:	**www.vu.edu.pk/jobs**
Last date of application:	**October 17, 2021**

For further information, please contact:

DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN
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