

**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 (06) months, at market competitive salaries. Duty Station will be Lahore.

Sr. No.	Post	Pay Scale /Salary	Criteria: Qualification & Experience
1	Accounts Officer No. of Post:1	(J-III) Lump sum Rs. 57,055/- per month	At least 2nd Class MBA/MPA/M.Com in Finance or equivalent with at least 3 years experience (OR) at least 2nd Class Commerce/Finance/Accounting graduate from an HEC recognized University / institution with at least 5 years experience (OR) Article ship from an ICAP registered firm with at least 5 years experience. IT Proficiency is a must.
2	Accountant No. of Posts:2	(J-IV) Lump sum Rs. 42,791/- per month	Bachelor's degree in Commerce/ Accounting /Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.
3	Accounts Assistant No. of Post:1	(J-VI) Lump sum Rs. 30,029/- per month	Bachelor's degree in Commerce/ Accounting /Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. 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 submit '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. Only eligible / short listed candidates will be contacted individually for test / interview.
- V. Above Posts shall be applied online ([www.vu.edu.pk/jobs](http://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 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.
- VIII. In case of selection/appointment, candidate shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil / Government Hospital.
- IX. Candidates shall present COVID-19 Vaccination Certificate at the time of interview.
- X. In case, any deficiency is observed in the eligibility of the candidate, at any stage, his/her candidature will be cancelled, immediately.
- XI. Selected candidate may be posted at any campus/office of Virtual University anywhere in Pakistan.
- XII. No TA / DA will be admissible for appearing in Interview.
- XIII. 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](http://www.vu.edu.pk/jobs)  
Last date of application: Friday, June 10, 2022

**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: 322, 328**