

**Virtual University of Pakistan is a Federal Chartered Public University with its Head Office at Islamabad
(VIRTUAL UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER)**

Virtual University of Pakistan requires the services of bright & motivated individuals, for the following regular posts on contractual basis (three years extendable contract on satisfactory performance). The selected applicant(s) can be placed for duty at Islamabad or in any office / campus of Virtual University of Pakistan.

Designation/ Duty Station	No. of Post(s)	Eligibility Criteria
Deputy Director Planning & Development (Islamabad) Pay Scale: E-III	01	16 Years of education in the areas of Engineering / Management / Sciences (HEC recognized University). At least 7 years of proven post-qualification experience preferably in project management and execution. Experience of public sector will be added advantage. Substantial record of writing PC-1s. Must have excellent command over spoken and written English. IT proficiency is a must.
Executive Secretary (Islamabad) Pay Scale: E-III	01	Minimum 16 years of education (at least 2nd division/CGPA 2.5) from HEC recognized University/ Institution in Management Sciences / English / International Relations. At least 7 years post qualification relevant experience in multinational / national / government / semi-government / public / private organizations or universities. Must have excellent command over spoken and written English. IT proficiency is a must.
Admin Officer (Islamabad) (Pay Scale: J-II)	03	At least 2nd Division Master's degree in Public or Business Administration or Human Resource Management or equivalent from HEC recognized University / Institution (OR) Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. Three years post-qualification experience in administration (OR) 7 years post-qualification experience in administration. Ability to maintain office filing system and staff records is a must. English language and IT proficiency are a must.

The eligibility criteria for the above-mentioned Posts are also given on the Virtual University Website (<https://www.vu.edu.pk/Opportunities/Jobs.aspx>).

Further, If the candidate holds a qualification higher than the minimum prescribed for the Job Position, then the Division/CGPA of the higher Degree will be considered, provided the minimum prescribed degree is not at par.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

- I. The age of superannuation is 60 years.
- II. Applicants already working or under contract obligations 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 or earlier.
- III. Part time, honorary, visiting, apprenticeship, freelancing and internee experience will not be counted as experience. Experience letters only issued by the respective HR/Registrar Department will be accepted.
- IV. Only eligible / short listed candidates will be contacted individually for interview.
- V. Interested applicants should apply online (<https://www.vu.edu.pk/Opportunities/Jobs.aspx>). It is mandatory to fill all relevant information on online job application form. No hard copy of the application will be acceptable.
- VI. Candidates having foreign degree, will have to submit the equivalence certificate issued from HEC - Islamabad, at the time of interview.
- VII. Application processing fee of Rs. 3000/- (non-refundable) for the post of Pay Scale E-III, Rs. 1000/- (non-refundable) for the post of Pay Scale J-II shall be paid before the closing date or at the time of submission of online job application, through challan form (available on website).
- VIII. Candidates, who want to apply for more than one post, must apply separately for each post.
- IX. Application having incomplete/fake information or without application processing fee will not be entertained.
- X. Candidate 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.
- XI. In case of selection/appointment, candidate shall submit medical fitness certificate, signed/stamp by Medical Superintendent (MS) of any Civil / Government Hospital at the time of joining.
- XII. 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 canceled, or his/her job will be terminated, immediately, at any stage.
- XIII. Your application will not be considered submitted until you complete it by filling all the mandatory fields and click SUBMIT button at the last step.
- XIV. Selected candidate may be posted at any campus/office of Virtual University anywhere in Pakistan.
- XV. No TA / DA will be admissible for appearing in test / Interview.
- XVI. Applicable tax(s) will be deducted from monthly salary as per rule.

XVII. 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 submission: **June 12, 2024**

**For further information, please contact:
DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN
19-Ataturk Avenue, G-5/1, SSMS Building, Islamabad.
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