

WALKIN INTERVIEW

**Virtual University of Pakistan is Federal Chartered Public University with its Head Office at Islamabad
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 Ad-hoc basis, maximum for a period of six (06) months only, at market competitive salary. The duty station will be Islamabad or any Office/Campus of this University

Sr. No.	Post / Pay Scale	No of Post/ Location	Criteria: Qualification & Experience
1	Assistant Admin Officer J-IV	04 (Islamabad/ Lahore)	Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. At least 3 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.
2	Receptionist J-V	01 (Lahore)	Intermediate or equivalent (at least 2nd division) from a recognized Institution. At least three years relevant experience. Good spoken and written English skills are required. IT skills are a must.
3	Office Assistant (Islamabad)	02 (Islamabad)	Intermediate or equivalent (at least 2nd division) from a recognized institution. At least 2 years post-qualification experience in office work. Ability to maintain office filing system and records. IT proficiency is a must.
4	Office Support Staff J-VII	05 (Islamabad)	Matriculate (at least 2nd division). At least one year post qualification experience of office work.
5	Gardener J-VIII	02 (Islamabad)	Qualification not required. At least three years experience as gardener.

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 provide '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. Candidates are advised to appear for walk-in interview and bring original educational certificates/degrees/experience letter and CNIC along with **one set of attested copies** and passport size photograph on Tuesday July 30, 2024 from 09:30 am till 12:00 pm at Virtual University of Pakistan, SSMS Building, 19 Ataturk Avenue G-5/1, Islamabad.
- V. Candidates shall sign an affidavit, at the time of interview, stating that he is not dual national and in case of selection, he shall not keep dual job, in any manner.
- VI. In case of selection/appointment, candidate shall submit medical fitness certificate, issued by Medical Superintendent (MS) of any Civil / Government Hospital.
- VII. In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his candidature will be cancelled or his job will be terminated, immediately, at any stage.
- VIII. Selected candidate may be posted at any campus/office of Virtual University anywhere in Pakistan.
- IX. No TA / DA will be admissible for appearing in Interview.

For further information, please contact:

**DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN**
Sir Syed Memorial Society, 19-Attaturk Avenue, G-5/1, Islamabad
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