

**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	Training Coordinator J-I	01	1 <sup>st</sup> Class 4-years BS (CS/IT), BE (Engineering), BS (Management Sciences) or Equivalent from HEC recognized University/Institution with at least three years of relevant post-qualification experience.
2	Cameraman J-II	01 (Islamabad)	Bachelor's degree or equivalent from HEC recognized University / Institution. At least 5 years relevant experience. Command over all type of professional indoor/outdoor television lighting and camera operations is a must. Knowledge of latest digital equipment, cameras, filters, lenses is required. Good communication, interpersonal and IT skills are also required.
3	Assistant Program Producer J-II	01 (Islamabad)	Bachelor's degree or equivalent from HEC recognized University / Institution. At least 3 years Television program production experience. Experience in producing programs independently using multiple cameras through switcher is a must. Knowledge of latest production techniques and equipment is required.
4	Recording Engineer J-II	01 (Islamabad)	Intermediate or equivalent (at least 2nd division) from recognized Board/ Institution. At least 5 years experience in renowned production houses or TV stations is a must. Experience of setting up and patching equipment racks, CCU, switchers, cameras and all related audio/video equipment is required.
5	Assistant Registrar J-III	02 (Islamabad)	Master's degree or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years post qualification experience in office administration in a University/educational institution. IT proficiency is a must.

**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.

- VI. Candidates having foreign degree, will have to submit the equivalence certificate issued from HEC - Islamabad, at the time of interview.
- VII. Candidates, who want to apply for more than one post, must apply separately for each post.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. 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.
- XII. Selected candidate may be posted at any campus/office of Virtual University anywhere in Pakistan.
- XIII. No TA / DA will be admissible for appearing in test / Interview.
- XIV. Applicable tax(s) will be deducted from monthly salary as per rule.
- XV. 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 submission: **July 31, 2024**

**For further information, please contact:  
DIRECTORATE OF ADMINISTRATION  
VIRTUAL UNIVERSITY OF PAKISTAN  
19-Ataturk Avenue, G-5/1, SSMS Building, Islamabad.  
UAN: (051) 111-880-880 (Ext 3258, 1251)**