



**Virtual University of Pakistan**  
**World-Class Education at Your Doorstep**



**BE PART OF A WINNING TEAM – JOIN VIRTUAL UNIVERSITY**  
**EQUAL OPPORTUNITY EMPLOYER**

Virtual University of Pakistan requires the services of bright & motivated individual, for the following post on Adhoc Basis, maximum for a period of six (06) months, at market competitive salary. Preference will be given to the candidate residing in Islamabad.

Sr. No.	Post/ Location	Pay Scale	Criteria & Job Description
1	Secretary (Islamabad)	J-II Rs. 71318/- per month (all inclusive, Tax will be deducted as per rule)	<b>Qualification &amp; Experience:</b> MBA/MPA or 16 years of formal education (at least 1st div) from HEC recognized University/Institution. At least 2 years relevant experience is required. Strong IT skills and excellent command over written and spoken English are a must. <b>Job Description:</b> To keep records of the Rector's office, draft communications, manage office correspondence and coordinate meeting appointments; 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 Post 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 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.
- VII. In case of selection/appointment, candidate shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil / Government Hospital.
- VIII. In case, any deficiency is observed in the eligibility of the candidate, at any stage, his/her candidature will be cancelled, immediately.
- IX. No TA / DA will be admissible for appearing in Interview.
- X. 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: **December 12, 2021**

**For further information, please contact:**

**DIRECTORATE OF ADMINISTRATION**  
**VIRTUAL UNIVERSITY OF PAKISTAN**  
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