

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 individuals, for the following regular posts on contractual basis (three years extendable contract on satisfactory performance), at market competitive salaries. The duty station will be Lahore unless otherwise indicated.

Following Academic Positions are required for [Lahore, Faisalabad, Multan, Islamabad, Rawalpindi, Peshawar, Karachi]:

- **Professor [Pay Scale: E-I; No. of Posts = 10]**
[Computer Science, Management Sciences, Biological Sciences* (Botany/Zoology), Economics, Mass Communication, Psychology, Sociology, English, Education]
- **Associate Professor [Pay Scale: E-II; No. of Posts = 15]**
[Computer Science, Management Sciences, Statistics, Mathematics**, Biotechnology, Economics, Mass Communication, Psychology, Sociology, English, Education]
- **Assistant Professor [Pay Scale: E-IV; No. of Posts = 27],**
[Computer Science, Management Sciences, Statistics, Mathematics, Biotechnology, Biology, Molecular Biology, Economics, Psychology, Sociology, English, Education, Islamic Studies]
- **Lecturer [Pay Scale: J-I; No. of Posts = 39]**
[Computer Science, Management Sciences, Statistics, Mathematics, Biotechnology, Biology, Molecular Biology, Economics, Mass Communication, Sociology, Education, Psychology, Urdu and English]
- **Tutor / Instructor [Pay Scale: J-III; No. of Posts = 127]**
[Computer Science, Management Sciences, Statistics, Mathematics, Bioinformatics & Computational Biology, Biotechnology, Biology, Molecular Biology, Economics, Mass Communication, Psychology, Sociology, Education, English, Physics, Islamic Studies and Pak. Studies, Urdu]
- **Mobile Bio Lab Demonstrator [Pay Scale: J-III; No. of Posts = 2] [Location: Mobile Bio Lab]**
- **Bio Lab Assistant [Pay Scale: J-VI; No. of Posts = 5] [Lahore, Faisalabad, Multan, Rawalpindi,]**
* Candidates having Doctorate in Biotechnology, Bioinformatics, Biology, Molecular Biology can apply.
** Preferably in Applied Mathematics

Directorate of Finance (Accounts):

- Manager Accounts/Finance [Pay Scale: E-IV; No. of Post = 1]
- Senior Accounts Officer [Pay Scale: J-II; No. of Post = 1]
- Accounts Officer [Pay Scale: J-III; No. of Post = 3]
- Accountant [Pay Scale: J-IV; No. of Posts = 2]
- Accounts Assistant [Pay Scale: J-VI; No. of Posts = 4]

Planning & Commercial (P&C):

- Manager Accounts/Finance [Pay Scale: E-IV; No. of Post = 1]
- Accounts Officer [Pay Scale: J-III; No. of Post = 1]
- Accountant [Pay Scale: J-IV; No. of Posts = 1]
- Assistant Procurement Officer [Pay Scale: J-IV; No. of Post = 1]
- Assistant Storekeeper [Pay Scale: J-VI; No. of Post = 1]

Controller of Examinations' Office:

- Additional Controller Examinations [Pay Scale: E-II; No. of Post = 1]
- Senior Assistant Controller Examinations [Pay Scale: J-I; No. of Posts = 3]
- Assistant Controller Examinations [Pay Scale: J-III; No. of Posts = 8]

Directorate of Campuses:

- Campus Manager [Pay Scale: J-I; No. of Posts = 6] [Gujranwala, Badin, D.G. Khan, Ghotki, Karachi]

Registrar's Office:

- Deputy Registrar [Pay Scale: E-III; No. of Posts = 2]
- Senior Assistant Registrar [Pay Scale: J-I; No. of Posts = 2]
- Assistant Registrar [Pay Scale: J-III; No. of Posts = 4]
- Library Assistant [Pay Scale: J-V; No. of Post = 1]

Rector's Office:

- Secretary [Pay Scale: J-II; No. of Post = 1]

Marketing:

- Manager Marketing [Pay Scale: E-III; No. of Post = 1]
- e-Marketing Strategist [Pay Scale: J-I; No. of Post = 1]
- Marketing Officer [Pay Scale: J-III; No. of Post = 1]

Directorate of Administration:

- Deputy Director Administration (Preferably Masters in HR) [Pay Scale: E-IV; No. of Post = 1]
- Assistant Director Admin [Pay Scale: E-V; No. of Posts = 1]
- Admin Officer [Pay Scale: J-II; No. of Posts = 2]
- Office Assistant [Pay Scale: J-IV; No. of Posts = 4]
- Receptionist [Pay Scale: J-V; No. of Post = 1]
- Telephone Operator [Pay Scale: J-V; No. of Posts = 2]
- Mobile Bio-Lab Operator [Pay Scale: J-V; No. of Post = 1]
- Office Assistant [Pay Scale: J-VI; No. of Posts = 13] [Lahore, Hyderabad, Jalalpur Pirwala, Multan, Peshawar, Rawalpindi]
- Office Support Staff* [Pay Scale: J-VII; No. of Posts = 7]
- Security Guard* [Pay Scale: J-VII; No. of Posts = 1]
- Driver* [Pay Scale: J-VII; No. of Posts = 10]
- Office Boy* [Pay Scale: J-VIII; No. of Posts = 2]
- Gardener* [Pay Scale: J-VIII; No. of Posts = 10] [Lahore, Kala Shah Kaku, Jalalpur Pirwala]

Directorate of Quality Enhancement:

- Manager Quality Assurance [Pay Scale: E-IV; No. of Post = 1]

Television:

- Program Producer [Pay Scale: E-IV; No. of Posts = 1]
- Recording Engineer [Pay Scale: J-II; No. of Posts = 2]
- Media Asset Management Engineer [Pay Scale: J-II; No. of Post = 1]
- Graphic Designer [Pay Scale: J-II; No. of Post = 1]
- Editing Engineer [Pay Scale: J-II; No. of Posts = 4]
- Assistant Program Producer [Pay Scale: J-II; No. of Posts = 3]
- Assistant Supervisor AC Plant [Pay Scale: J-III; No. of Post = 1]
- Traffic Officer [Pay Scale: J-IV; No. of Posts = 2]
- Graphic Artist [Pay Scale: J-IV; No. of Posts = 2]
- AC Plant Operator [Pay Scale: J-IV; No. of Post = 1]
- Assistant Producer (Trainee) [Pay Scale: J-V; No. of Posts = 4]
- Electrician* [Pay Scale: J-VI; No. of Posts = 2]

Directorate of ICT

Information Technology:

- Manager IT [Pay Scale: E-III; No. of Posts = 5]
- Senior Software Engineer [Pay Scale: J-I; No. of Post = 1]
- Software Engineer [Pay Scale: J-II; No. of Posts = 14]
- Junior Webmaster [Pay Scale: J-III; No. of Posts = 2]
- Assistant Software Engineer [Pay Scale: J-IV; No. of Post = 1]

Networking:

- Network Executive [Pay Scale: E-III; No. of Posts = 2]
- Network and Information Security Specialist [Pay Scale: E-III; No. of Posts = 1]
- Network Manager [Karachi] [Pay Scale: J-I; No. of Post = 1]
- Network Administrator [Pay Scale: J-II; No. of Posts = 10] [Lahore, Sahiwal, Pattoki, Bahawalnagar, Jalal Pur Pirwala, Muzaffargarh, Quetta, Sukkar, Badin]
- Assistant Network Administrator [Pay Scale: J-IV; No. of Posts = 11] [Lahore, Bahawalnagar, Gujjar Khan, Islamabad, Rawalpindi, Quetta]
- Electronics Technician [Pay Scale: J-V; No. of Post = 1]

The required criteria for applying for the above-mentioned No. of Posts are given on the Virtual University Website

Qualification & Experience required for No. of Posts mentioned with (*)

Post	Qualification / Experience
Office Support Staff*	Matriculate (at least 2nd division). At least one-year post qualification experience of office work.
Security Guard*	Middle, Ex-armed forces with own licensed weapon. Necessary clearance from the relevant authorities is required.
Driver*	Literate. At least 5 years driving experience. The driver must have a valid HTV/LTV driving license and ability to maintain Log Book. Necessary clearance from the relevant authorities is required.
Gardener*	Qualification not required. At least three years experience as gardener.
Electrician*	At least 2nd division DAE (electrical) from a recognized Institution. At least 2 years post qualification experience as an electrician in a well reputed organization. Ability to install and maintain all electrical fittings / DBs as well as wiring is required. Experience in operation and handling of power generator is required.
Office Boy*	Literate. At least 2 years of relevant experience.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

- The age of superannuation is 60 years.
- 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.
- Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- Only eligible / short listed candidates will be contacted individually for test / interview.
- All Posts, except marked (*) shall be applied online. 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.
- Candidates, who want to apply for more than one post, must apply separately for each post.
- Candidates for the posts of Professor & Associate Professor are required to submit 6 sets of dossiers in hard form, by clearly mention their Name, Father Name, CNIC, Online Job Application Reference Number, Post Applied for on plain paper, before the closing date of this Job Advertisement at the address given below.
- Application processing fee of Rs. 3,000/- (non-refundable) for the post of Professor and Associate Professors and for all other posts except (*) Rs. 1,000/- (non-refundable) shall be paid separately for each post, at the time of submission of online job application, through challan form (available on website).
- Applications for the Posts mentioned with (*) must reach this office in hard form, along with complete documents and original Demand Draft / Pay Order of Rs. 300/- (non-refundable), as processing fee separately for each post, by registered post, at the address given below latest by Tuesday, September 8, 2020.
- Applications (including *) having incomplete/fake information or without application processing fee will not be entertained.
- Written Test for any or all posts may be conducted, at the discretion of the University, where deemed necessary.
- Candidates shall submit 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.
- In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil / Government Hospital.
- 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 cancelled or his/her job will be terminated, immediately, at any stage.
- No TA / DA will be admissible for appearing in test / Interview.
- Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online:
Last date of application:

Tuesday, September 8, 2020

For further information, please contact:

**DIRECTORATE OF ADMINISTRATION
VIRTUAL UNIVERSITY OF PAKISTAN**

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