Virtual University of Pakistan
Blended Virtual Education Project for Knowledge Economy

VU

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JOB OPPORTUNITIES

Blended Virtual Education Project for Knowledge Economy, Virtual University of Pakistan requires the services of bright and motivated individuals for the project on contractual basis. The initial appointment will be for a period of one-year, which may be extended upon satisfactory performance on yearly basis up to four years or till the completion of the project, whichever is earlier.

S. No.	Position	Pay Scale	Qualification/Experience	Station	No. of Posts
1.	Manager IT/PM	PPS-9	1st Class 4-Year BS degree in Computer Science/ IT or equivalent from HEC recognized University/ Institution. At least 7 Years post qualification experience of designing, developing and deploying complex software systems. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages is a must. Experience of developing desktop and Internet based applications with strong database management skills is required. Fluency in spoken and written English is required.	Islamabad	01
2.	Graphic Designer	PPS-7	BFA or equivalent degree from HEC recognized University/ Institute, specializing in visual communication, multimedia or graphic design. At least 3 years experience with at least 1 years experience of creating graphics/ animation. Proficiency in current graphic, design, illustration, animation, 3-D software as well as knowledge of non-linear editing programs is required. IT proficiency is a must.	Islamabad	01
3.	Accounts Officer	PPS-6	At least 2nd Class MBA-/ MPA/ M.Com in Finance or equivalent with at least 3 years experience (OR) at least 2nd Class Commerce/ Finance/ Accounting graduate from an HEC recognized University/ institution with at least 5 years experience (OR) Article ship from an ICAP registered firm with at least 5 years experience. IT Proficiency is a must.	Islamabad	01
4.	Post Producer/ Video Editor	PPS-6	Intermediate or equivalent (at least 2nd division) from recognized Board/ Institution. At least 5 years experience in TV animation/ graphics/ editing. Work experience in a renowned television station or a production house will be preferred. Proficiency in operating non-linear editing and related software is a must.	Islamabad	02
5.	Assistant Maintenance Engineer	PPS-6	DAE (at least 2nd division) from recognized Institution. At least 5 years experience in maintenance and repair of electronics and professional broadcast equipment with at least 3 years experience of digital equipment. The ability to develop and maintain preventive maintenance schedules and equipment histories is a must. IT proficiency is a must.	Islamabad	01
6.	Network Administrator	PPS-6	4-year BS (CS/ IT) OR BE (EE) or equivalent (at least 2nd division) from HEC recognized University/ Institution with Network certification. At least 2 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/ WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/ Linux environments is required. Must be fluent in written and spoken English.	Islamabad	01
7.	Make-up Artist (female)	PPS-6	Matriculate. At least 4 years experience in television makeup. Should have complete knowledge of latest make-up trends, hair-do.	Islamabad	01
8.	Sweeper*	PPS-1	Qualification not required. At least two years experience as a sweeper.	Islamabad	01

Please read the following instructions before applying:

I. The maximum age limit for the posts 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 submission of 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 the interview.

V. All post, except marked (*), shall be applied online (**www.vu.edu.pk/jobs**). It is mandatory to fill all relevant information on online job application form.

VI. Application for the post mentioned with (*) must reach this office in hard form along with complete documents, including NOC, by registered post within **15 days** of publication of this ad. Please clearly mention "Blended Virtual Education Project for Knowledge Economy, Virtual University of Pakistan" on the envelope.

VII. Candidate(s) who want to apply for more than one post, must apply separately for each post.

VIII. For the posts without (*), a processing fee of **Rs. 1000/-** (non-refundable) and the post with (*), a processing fee of **Rs. 500/-** (non-refundable) shall be paid separately for all posts. These amounts shall be paid through challan form (available on website). Without processing fee(s), application(s) will not processed/ entertained.

IX. Written test for any or all posts may be conducted, at the discretion of the Project/ University, where deemed necessary.

X. Candidate(s) shall sign an affidavit, at the time of interview, stating that s/he is not dual national and in case of selection s/he shall not keep dual job, in any manner.

XI. In case of selection/appointment, candidate(s) shall submit fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital & Corona Vaccination Certificate.

XII. In case of any deficiency in the eligibility 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.

XIII. No TA/DA will be admissible for appearing in the interview.

XIV. The Project reserves the right to reject any or all applications, at any stage, without assigning any reason.

    a. The project is an equal opportunity provider.

    b. Special persons are encouraged to apply.

    c. The project-based salaries are on lump sum basis (subject to Tax Laws) and without any fringe benefits.

For further information, please contact:

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