

KINNAIRD COLLEGE FOR WOMEN



VACANT POSITIONS

Kinnaird College for Women invites applications from bright & motivated candidates for the following positions:

ACADEMIC SUPPORT & JUNIOR STAFF POSTIONS				
Department	Position	Age as on October 25, 2017	Qualification and Experience	Skill Set
Administration	Cleaner (<i>Males & Females</i>)	25-45	<ul style="list-style-type: none"> • Preferably Literate • Preferably 03 years of experience in relevant field 	<ul style="list-style-type: none"> • Energetic & Enthusiastic with sound health
	Plumber (<i>Males only</i>)	23-45	<ul style="list-style-type: none"> • Literate preferably Matric • Preferably two years of hands on experience in the relevant field 	<ul style="list-style-type: none"> • Knowledge of plumbing hand tools needed to perform repair work • Energetic & Enthusiastic with sound health
Transport	Driver (<i>Male only</i>)	30-45	<ul style="list-style-type: none"> • Literate preferably Matric • 05 years experience in the relevant field 	<ul style="list-style-type: none"> • Must have PSV/HTV Heavy Duty License • Energetic & Enthusiastic with sound health
	Conductor (<i>Males only</i>)	25-45	<ul style="list-style-type: none"> • Preferably Literate 	<ul style="list-style-type: none"> • Energetic & Enthusiastic with sound health
Chemistry	Laboratory Assistant (<i>Males Only</i>)	25-50	<ul style="list-style-type: none"> • Bachelors with Chemistry (14 years) • Preferably 02 years of experience in relevant field 	<ul style="list-style-type: none"> • Good Communication Skills • Ability to train Laboratory Attendants • Ability to handle Laboratory chemicals, apparatus and equipments.

Only those candidates may apply who fulfill the above eligibility criteria.

INSTRUCTIONS FOR APPLICANTS

Applications consisting of the following must reach Kinnaird College for Women by October 25, 2017 at the address mentioned in the end or at Gate Office of the College:

- Application must be submitted on prescribed JOB APPLICATION FORM, which may be downloaded from the College web site <http://www.kinnaird.edu.pk/> or can be taken from Gate Office of the College.

- Job Application, along with the attested copies of CNIC & all relevant documents (certificates and experience letters) should be submitted.
- Incomplete / late applications will not be entertained.
- No TA/DA will be paid when called for an interview.

Kinnaird College for Women reserves the right to reject any or all applications, without assigning any reason. Only short listed candidates will be invited for an interview.

All applications should be addressed to:

The Principal
Kinnaird College for Women, 93-Jail Road, Lahore.
Tel: 042-99203781-84
<http://www.kinnaird.edu.pk/>