

KINNAIRD COLLEGE FOR WOMEN



VACANT POSITIONS

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

ADMINISTRATIVE POSITION

Department	Position	Job Profile	Qualification, Experience and Skill Set
Main Library <i>(Female only)</i>	Cataloguer	Responsible for cataloguing of Library materials according to AACR II, RDA and Marc Standards. She will prepare bibliography and item records for books, journals and other materials. She Will also provide support for enhancing access to print and digital materials and any other task assigned.	<ul style="list-style-type: none"> • Masters or equivalent (16 years of education) in Library Information Sciences. • Preferably 02 years of relevant post qualification experience. • Complete knowledge of e-books and digital library software's. • Excellent analytical and research skills in managing online resources and electronic database.

ADMINISTRATION AND ACADEMIC SUPPORT POSITIONS

Department	Position	Age	Qualification, Experience and Skill Set
Administration <i>(Males Only)</i>	Peon	25-45	<ul style="list-style-type: none"> • Matriculation • Preferably 01 year of experience
	Gutter Man Cum Cleaner		<ul style="list-style-type: none"> • Preferably Literate • Preferably 01 year of experience in relevant field • Knowledge of related hand tools needed to perform task

REQUIREMENTS

For Administrative Positions

- Effective communication in both oral and written form.
- English language and computer proficiency.

For Administration and Academic Support Positions

- Hardworking, energetic and enthusiastic.
- Applicants are required to submit applications 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.

INSTRUCTIONS FOR ALL APPLICANTS

- Only those candidates may apply who fulfill the minimum eligibility criteria.
- The position applied for must be mentioned on top of the envelope.
- Applications along with attested copies of the following documents should be sent through registered mail on the address mentioned at the end:
 - Cover Letter along with detailed resume, two passport size photographs, attested copies of CNIC and all relevant documents (experience letters, domicile, medical/fitness certificate and other certificates mentioned in the resume).
 - Complete contact details as well as names and contact details of two referees.
- All degrees must be HEC recognized with no 3rd Division in the entire academic career.
- Age of the applicant for administrative staff positions should be between 25-50 years.
- Candidates serving in Government/Semi-Government and autonomous bodies should apply through proper channel accompanied by NOC from the employer and if selected will be responsible for getting themselves relieved properly from their departments on the specified date of joining.

Note:

- The last date for receipt of applications is **April 08, 2019**. Late and incomplete applications i.e. without educational, professional and experience certificates etc. shall not be entertained.
- Only short listed candidates shall be called for interview/written test for which no TA/DA will be paid.
- Candidature shall be cancelled at any stage due to incomplete/ wrong information.

Kinnaird College for Women reserves the rights not to fill/withdraw /withhold the appointment against any post without assigning any reason. The College may consider an applicant in a lower cadre of the post advertised.

The Principal
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<http://www.kinnaird.edu.pk/>