

ASSOCIATION OF KINNAIRD COLLEGE FOR WOMEN



VACANT POSITIONS

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

ADMINISTRATIVE & SUPPORT POSTIONS				
Department	Position	Age	Job Profile	Qualification, Experience and Skill Set
Administration	Mali	25-45	He should have knowledge of gardening i.e., cutting, seed sowing, soil cultivation etc. Pay attention to details.	<ul style="list-style-type: none">• Preferably Literate• Preferably experienced in relevant field
	Daycare Supervisor	25-45	She will be responsible for the management and smooth running of the Daycare Center. This would include cleanliness, discipline and maintaining a log register of parents & children and the maids.	<ul style="list-style-type: none">• F.A• Preferably experienced in relevant field.

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 January 10, 2020 through registered mail at the address mentioned in the end:

- The position applied for must be mentioned on top of the envelope.
- Application must be submitted on prescribed JOB APPLICATION FORM, which may be taken from Association Finance office of the College.
- Job Application, along with the attested copies of CNIC & all relevant documents (experience letters, domicile, medical/fitness certificate and other certificates) should be submitted.
- Incomplete / late applications will not be entertained.
- 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:

- Only short listed candidates shall be called for interview for which no TA/DA will be paid.
- Candidature shall be cancelled at any stage due to incomplete/ wrong information.

Association of Kinnaird College for Women reserves the rights not to fill/withdraw /withhold the appointment against any post without assigning any reason.

The Principal/Secretary
Association of Kinnaird College for Women, 93-Jail Road, Lahore.
Tel: 042-99203781-84