

KINNAIRD COLLEGE FOR WOMEN



VACANT POSITIONS

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

ACADEMIC AND 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
	Driver	30-45	He will be responsible for safe transportation of staff and students from specified locations in a timely manner, providing accurate time records of the vehicle's coming and goings. He will be expected to perform any other duty and responsibility assigned by the Supervisor.	<ul style="list-style-type: none"> • Preferably Literate. • Must have PSV/HTV license • 03-05 years of experience in Commercial Driving
	Peon	25-45	He will be responsible for cleaning and dusting of classrooms, offices and corridors, circulation of documents and memos etc. He will be expected to perform any other duty and responsibility assigned by the Supervisor.	<ul style="list-style-type: none"> • Matriculation • Preferably experienced in relevant field
Security	Security Guard	25-45	He will ensure security of College premises all students and staff members.	<ul style="list-style-type: none"> • Minimum Matric. • 02 years' experience in security establishment / agency. • Ex-Army/ Ex-Navy experience will be given preference for which age limit is 50 years.

Physics	Laboratory Attendant (<i>Male only</i>)	25-40	He will be responsible for maintenance of Laboratory and equipment handling. Also he will be facilitating students during practical work.	<ul style="list-style-type: none"> • Intermediate preferably with Science background • Preferably one year of experience in relevant field. • Good Communication Skills.
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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 December 20, 2019 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 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 (experience letters, domicile, medical/fitness certificate and other certificates) should be submitted.
- All degrees must be HEC recognized with no 3rd Division in the entire academic career.
- 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.

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

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