



**FOUNDATION UNIVERSITY ISLAMABAD**

# **JOB OPPORTUNITIES**

**SIALKOT CAMPUS**

## **Network Administrator**

Master degree or 4 years in Computer Sciences or Computer Engineering from a recognized University with a minimum of 3 years relevant experience.

## **Accountant**

MBA (Finance)/M.Com with 02 years experience as accountant or Equivalent. or ICMA (Inter) with 03 Years experience or Article ship from a chartered accountants firm or BBA/B.Com with 05 years experience as accountant or equivalent in a university/education department or reputed firm.

## **Accounts Assistant**

B.Com with at least 3 years of relevant experience and computer literate.

## **Personal Assistant**

Ex-Svc JCO or Equivalent with relevant expertise and computer literate. or Graduate with high speed in shorthand and typing with atleast 3 years experience as stenographer and computer literate.

## **Technician**

FA/F.Sc/DAE/BS or equivalent. diploma in computer science/IT or Network. Minimum 1-3 years experience as a computer technician/lab technician. Proficient in assembling, troubleshooting of computer lab/ hardware, OS and software installation, local & wireless Networking, power point presentations, MS word and excel, cables, router and switches.

## **Office Superintendent**

Civilians/Ex-Svc JCO or Equivalent with 15 years relevant experience and computer literate. or Graduate with 5 years experience as an Office Assistant or equivalent & computer

## **Clerk**

Civilians/Ex-Svc NCO or equivalent with 5 years relevant experience and computer literate. or FA/FSc/I.C.S with 3 years experience as computer clerk in a reputable institute/organization and skill in MS office having typing speed of at least 40 words per minutes.

## **Adm/Security NCO**

Ex-Svc NCO or equivalent with 5 years relevant experience and computer literate.

## **Receptionist**

Graduate having good communication skills, computer literate and pleasant personality.

## **Drivers**

For car, van, tractor & coaster. Preferably literate with valid driving license and minimum 5-7 years of relevant experience. or Ex-Svc with relevant experience and valid driving license.

## **Qasid**

Preferably literate. or Ex Svc with relevant experience, good bearing and smart.

## **Waiter**

Preferably literate with minimum 5 years of serving as a waiter in armed forces officers mess.

## **Darogha**

Preferably literate or Ex Svc with relevant experience (Age limit upto 45 years, subject to medical fitness).

## **Sanitary Worker**

Preferably literate with 2 years experience. or Ex NCE.

## **Procedure for Applying**

1. Applications duly filled on the prescribed form (downloaded from FUI website: [www.fui.edu.pk](http://www.fui.edu.pk)), detailed CV, two latest passport size photographs, attested copies of the academic achievements, requisite experience certificates, pay order/demand draft of **Rs. 300/-** (non-refundable) drawn in favour of the Foundation University Islamabad (NTN 2864905-2) must reach the Manager Administration, Foundation University Islamabad latest by **February 18, 2019**.
2. Applicants working in Government or Semi Government Organizations/Autonomous Bodies should apply through proper channel.

**FUI is an equal opportunity employer. Attractive salary package commensurate with qualification & experience would be offered.**

## **Manager Administration**

Foundation University Islamabad,

Defence Avenue, DHA Phase-1, Islamabad.

Phone: 051-5788446, 5788450, Ext: 125 Website: [www.fui.edu.pk](http://www.fui.edu.pk)