



<https://jobs.baaghiv.com/job/kinnaird-college-for-women-lahore-jobs-2021/>

## Kinnaird College For Women Jobs | Lahore Jobs | Teaching Jobs | Faculty Positions

### Description

**Kinnaird College For Women Lahore** invites applications from Pakistani Nationals for the following positions.

### Vacant Positions

1. Laboratory Assistant
2. Dispatch Rider / Front Desk Attendant
3. Cleaner
4. Mali
5. Security Guard

[Higher Education Commission \(HEC\) Jobs 2021](#)

[Qarshi University Lahore Jobs 2021](#)

[The Superior University Lahore Jobs](#)

### Qualifications

The aforesaid Job announcement is published in **Jang Newspaper**. Last date to submit the applications is **October 11, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Security & Exchange Commission of Pakistan \(SECP\) Jobs](#)

[National Transmission & Despatch Company \(NTDC\) Jobs](#)

### Contacts

### Hiring organization

Kinnaird College For Women  
Lahore

### Employment Type

Full-time

### Industry

Education / Teaching

### Job Location

KC, 54000, Lahore, Punjab,  
Pakistan

### Base Salary

PKR 1 - PKR 1

### Date posted

September 28, 2021

### Valid through

12.10.2021

# KINNAIRD COLLEGE FOR WOMEN



## VACANT POSITIONS

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

### ACADEMIC SUPPORT STAFF POSITION

Department	Position	Age	Job Profile	Qualification, Experience and Skill Set
Botany	Laboratory Attendant	25-40	The incumbent will be responsible for maintenance of Laboratory, equipment handling and facilitating students during practical work.	<ul style="list-style-type: none"><li>• Intermediate preferably with science background.</li><li>• Preferably one year of experience in the relevant field.</li><li>• Proficiency of MS (Word &amp; Excel) will be preferred.</li><li>• Good Communication Skills.</li></ul>

### SUPPORT STAFF POSITIONS

Department	Position	Age	Job Profile	Qualification, Experience and Skill Set
Administration (Facilities & Services)	Dispatch Rider/Front Desk Attendant	25-40	Responsible for internal/external mail distribution, assist in existing college operations and any other duty assigned by head of department.	<ul style="list-style-type: none"><li>• Intermediate.</li><li>• Preferably two years of experience in the relevant field.</li><li>• Hard working and energetic with presentable personality.</li><li>• Good Communication Skills.</li><li>• Must have valid motorcycle license</li></ul>
	Cleaner	25-40	Responsible to sweep and mop the classrooms, corridors, offices and restrooms. The incumbent will be expected to perform any other duty assigned by the Supervisor.	<ul style="list-style-type: none"><li>• Preferably Literate.</li><li>• Preferably two years of experience in the relevant field.</li></ul>
	Mali	25-40	Responsible for gardening, i.e., cutting, seed sowing, soil cultivation etc is must.	<ul style="list-style-type: none"><li>• Preferably Literate.</li><li>• Preferably one year of experience in the relevant field.</li><li>• Pay attention to details related to horticulture.</li></ul>
Security	Security Guard	25-40	Responsible to ensure security of College premises, property and personnel.	<ul style="list-style-type: none"><li>• Matriculation.</li><li>• Two to three years of experience in security establishment/agency.</li><li>• Armed forces personnel will be given preference</li><li>• Energetic and enthusiastic with sound health.</li></ul>

### INSTRUCTIONS FOR ALL APPLICANTS

- Applicants are required to submit applications on prescribed JOB APPLICATION FORM, which may be downloaded from the College website <http://www.kinnaird.edu.pk/> or can be taken from Gate Office of the College.
- Only those candidates may apply who fulfill the minimum eligibility criteria.
- The position applied for must be mentioned on top of the envelope.
- Candidates applying for more than one position should submit separate applications.
- 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 3<sup>rd</sup> Division in the entire academic career.
- 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 **October 11, 2021**. 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**  
**Kinnaird College for Women, 93-Jail Road, Lahore.**  
**Tel: 042-99203781-84**  
**<http://www.kinnaird.edu.pk/>**

