DHA SUFFA UNIVERSITY

Non Teaching Staff Required

DHA Suffa University has been established by DHA Karachi as a state-of-the-art institution to offer undergraduate and postgraduate programs in the disciplines of Engineering and Computer / Management Sciences.

The University invites applications for various Non Teaching Staff positions as under:

**Office Supervisor**

Qualification and Experience Requirement
- BSc/BA/B.Com/BBA or equivalent (Masters shall be preferred).
- 10 years of relevant experience.
- Typing speed of minimum 45 words per minute.
- Good communication skills in English and Urdu.
- Excellent knowledge of IT and proficiency in MS Office (Word, Power Point, Excel).

**Maintenance Supervisor**

Qualification and Experience Requirement
- Diploma or Bachelors degree in relevant field.
- 10 years of relevant experience in any reputable organization.
- Knowledge of IT and proficiency in MS Office (Word, Power Point, Excel).

**Office Assistant**

Qualification and Experience Requirement
- Intermediate or equivalent (candidate with Bachelors degree will be preferred).
- 2 years of relevant experience.
- Typing speed of 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, Power Point, Excel).

**Accounts Assistant**

Qualification and Experience Requirement
- Intermediate or equivalent (candidate with Bachelors degree will be preferred).
- 2 years of relevant experience.
- Typing speed of 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, Power Point, Excel).

**Lab Assistant**

Qualification and Experience Requirement
- Diploma or Bachelors degree in relevant field.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, Power Point, Excel).
**Driver**

Qualification and Experience Requirement
- Matric or equivalent.
- Shall be in possession of Civil Driving License.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

**Electrician**

Qualification and Experience Requirement
- Matric or equivalent.
- 5 years of relevant experience.

**Carpenter**

Qualification and Experience Requirement
- Matric.
- 3 years experience as Carpenter.

**Aya**

Qualification and Experience Requirement
- Adult female preferably literate and able to read and write.

**NOTES:**
1. The applicants must fill relevant Application Form which can be downloaded from the DSU website.
2. **Salary & Fringe Benefits:** Commensurate with the qualification, experience and potential of the individual.
3. Eligible candidates should send their duly filled Application Form along with the CV and supporting documents to the Deputy Registrar’s Office on the address given below through post/courier/email service latest by 24th October 2014.
4. Only shortlisted candidates will be called for test/interview.
5. No TA/DA will be admissible.

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**For any query please contact:**
Deputy Registrar’s Office, DHA Suffa University  
DG-78, Off Khayaban-e-Tufail, Ph-VII (Ext), DHA, Karachi – 75500  
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Email: hr@dsu.edu.pk  
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