



# DHA SUFFA UNIVERSITY

## ***Non-Teaching Staff Required***



DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for following Non-Teaching Staff positions:

### **Lab Supervisor (Mechanical Engineering)**

#### **Qualification and Experience Requirement**

- Diploma or Bachelors degree in relevant field.
- 10 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

### **Lab Assistant (Mechanical Engineering)**

#### **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, PowerPoint, Excel).

### **Office Assistant**

#### **Qualification and Experience Requirement**

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

### **Janitor**

#### **Qualification and Experience Requirement**

- Adult male/female preferably literate and able to read and write.

- DSU is an equal opportunity employer.
- **Documents Required:** Copies of CNIC, Degrees / Marks Sheets (Matric to Highest Degree), Experience Certificates.
- Application Form (Downloadable from DSU Website)  
<http://www.dsu.edu.pk/career/>
- Only Hard Copy applications will be entertained.
- Last date to apply **Friday, 23<sup>rd</sup> May 2025.**

**Registrar, DHA Suffa University**

Off Khayaban-e-Tufail, Ph-VII (Ext), DHA, Karachi

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