



DHA SUFFA UNIVERSITY

Officer & Non-Teaching Staff Required



DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for the Officer & Non-Teaching Staff (NTS) positions.

Manager IT (Systems)

Qualification and Experience Requirement

- Bachelors and Masters degrees in Computer Engineering/Science from a renowned HEC recognized university/institute.
- Industry standard certifications in enterprise operating systems; Linux Shell and C programming expertise; Advanced Linux and Open Source expertise.
- Minimum seven (7) years of related professional work experience in design and operations of Data Center, Servers and Storage Systems; Networking and Telecommunication Equipment; Internet Access systems and Firewalls; Network Management System; VoIP System and Thin Client and Desktop PC hardware; Directory Services; Terminal Services and Thin Client Computing; Desktop Support Services; and Printing Services.

Assistant Manager IT

Qualification and Experience Requirement

- BE/MCS or equivalent from a renowned HEC recognized university/institute.
- Minimum 3 years experience of System Administration or Software Development in a reputable institute/university/organization.
- Expertise in web application development in PHP and Java environments; System Administration expertise for Linux and Windows Servers; and expert knowledge of TCP/IP protocols.

Maintenance Officer

Qualification and Experience Requirement

- BE/BSc Engineering (4 years) in Electrical/Mechanical Engineering from a renowned HEC recognized university/institute.
- Minimum 3 years of relevant experience in reputable organizations.
- Proficiency in MS Office (Word, Excel, PowerPoint).

Assistant Registrar (Academics) – DCK Campus

Qualification and Experience Requirement

- Masters Degree from a renowned HEC recognized university / institute with 3 years of relevant experience in an HEC recognized university / institute.
- OR
- Bachelors Degree from a renowned HEC recognized university / institute with 5 years of relevant experience in an HEC recognized university / institute.
 - Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Assistant Registrar (Admissions)

Qualification and Experience Requirement

- Masters Degree from a renowned HEC recognized university / institute with 3 years of relevant experience in an HEC recognized university / institute.
- OR
- Bachelors Degree from a renowned HEC recognized university / institute with 5 years of relevant experience in an HEC recognized university / institute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Lab Supervisor (Electrical 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).

IT Technician-I

Qualification and Experience Requirement

- Intermediate or equivalent (candidate with Bachelors degree will be preferred) and Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 7 years of relevant experience.
- Proficiency in MS Office (Word, PowerPoint, Excel).

IT Technician-II

Qualification and Experience Requirement

- Intermediate or equivalent and Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 5 years of relevant experience.
- Proficiency in MS Office (Word, PowerPoint, Excel).

IT Technician-III

Qualification and Experience Requirement

- Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 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).

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, PowerPoint, Excel).

Library Assistant

Qualification and Experience Requirement

- BSc/BA/BCom/equivalent.
- 2 years of relevant experience.
- Typing speed 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Dispatch Rider

Qualification and Experience Requirement

- Matric or equivalent.
- Shall be in possession of Civil Driving License specially for driving of motor cycle.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

Mechanical Transport Driver (MTD)

Qualification and Experience Requirement

- Matric or equivalent.
- Shall be in possession of Civil Driving License for LTV / HTV.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

Naib Qasid / Class Room / Lab / Library Attendant

Qualification and Experience Requirement

- Matric preferably computer literate.

Mali

Qualification and Experience Requirement

- Middle (Matric will be preferred).
- 3 years experience as Mali.

Janitor

Qualification and Experience Requirement

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

Aya

Qualification and Experience Requirement

- Adult 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 **Monday, 3rd August 2026.**

Registrar, DHA Suffa University

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

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