



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.

Director ORIC

Qualification and Experience Requirement

- MS / M.Phil in Engineering / Computing / Management Sciences (PhD shall be preferred) from a renowned HEC recognized university/institute.
- 10 years of relevant experience in a reputable HEC recognized university/institute with proven ability to secure and manage grants and build industry partnerships. Strong grasp of research funding frameworks and commercialization.
- Significant experience in research, innovation and IP commercialization.
- Capable and efficient in using understanding and implementing IT based solutions.

Director QEC

Qualification and Experience Requirement

- Masters degree from a renowned HEC recognized university/institute.
- 10 years of relevant experience in a reputable HEC recognized university/institute.
- Capable and efficient in using IT.

Assistant Registrar (Academics)

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).

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).

Accounts 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).

Nursing / Medical 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).

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.

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 **Friday, 16th January 2026**.

Registrar, DHA Suffa University

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

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