



DHA SUFFA UNIVERSITY

Non-Teaching Staff Required



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

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).

Nursing / Medical Assistant (Female)

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).

- 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, 3rd July 2026.**

Registrar, DHA Suffa University

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

Tel: 021-35244857 & 35244853-54 (Ext: 181), Website: www.dsu.edu.pk