

Office Supervisor

Qualification and Experience Requirement

- BSc/BA/BCom/BBA or equivalent (Masters shall be preferred).
- 10 years of relevant experience.
- Typing speed minimum 45 words per minute.
- Good communication skills in English and Urdu.
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Lab Supervisor

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).

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).

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).

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).

Technical 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).

Electrician

Qualification and Experience Requirement

- Matric or equivalent.
- 5 years of relevant experience.

Naib Qasid

Qualification and Experience Requirement

- Matric preferably computer literate.

Security Guard

Qualification and Experience Requirement

- Matric.
- 2 years experience as Security Guard in any organization.

Mali

Qualification and Experience Requirement

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

Aya

Qualification and Experience Requirement

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

Janitor

Qualification and Experience Requirement

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

DSU is an equal employment opportunity institution and it employs NTS complying strictly to the aforementioned eligibility criteria

To apply, please send copies of Academic Documents (from SSC to highest qualification), experience certificates and copy of CNIC with duly filled DSU Non-Teaching Job Application Form (downloadable from the DSU website) on the following address through post / email / courier service latest by **30th October 2019**



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