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| DHA SUFFA UNIVERSITY  *Non-Teaching Staff Required*  DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for following posts: |
| **Transport Supervisor**  **Qualification and Experience Requirement**   * Matric or equivalent. * 20 years of service as MTD. Good knowledge about different types of vehicles and their maintenance requirements. * Good record keeping and scheduling skills.  Lab Assistant (Computer Science / 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).   **Naib Qasid/ CRA / Lab Attendant**  **Qualification and Experience Requirement**   * Matric preferably computer literate.   **Janitor**   * Adult male/female preferably literate and able to read and write.   DSU is an equal employment opportunity institution and it employs Officer / 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 / courier service latest by **Friday, 9th June 2023**  **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](http://www.dsu.edu.pk/)  **NOTE: ONLY HARD COPY APPLICATIONS WILL BE ENTERTAINED** |