

DHA SUFFA UNIVERSITY

SITUATION VACANT

DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for the position of **Office Assistant**:

Eligibility Criteria:

- 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).

To apply, please send your current resume, copy of CNIC, copies of certificates, marks sheets, degrees & transcripts and experience certificates with duly filled in respective DSU Non-Teaching Job Application Form (downloadable from the DSU website on the following address) through post / courier service latest by **Friday, 5th July 2024**.



Registrar, DHA Suffa University
Off Khayaban-e-Tufail, Phase-VII (Ext), DHA, Karachi
Tel: 021-35244857 & 35244853-54 (Ext: 181)
Website: www.dsu.edu.pk



NOTE: ONLY HARD COPY APPLICATIONS WILL BE ENTERTAINED

