

# **DHA SUFFA UNIVERSITY**

## ***Non-Teaching Staff Required***

DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for following posts:

### **Hostel Warden Female (Temporary) – DHA City Campus**

#### **Qualification and Experience Requirement**

- Bachelors or equivalent from a renowned HEC recognized university/institute with 5 years of relevant experience.
- Knowledge of IT & proficiency in MS Office (Word, Excel, PowerPoint) & Good communication skills
- Must be willing to stay in DSU Hostel DHA City Karachi.
- Preferably Sportsman / Sportswoman and physically Fit.

### **Lab Supervisor for Computer Integrated Manufacturing Lab – (Mechanical Engineering Department) Main Campus**

#### **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).

### **Library Assistant – Main Campus**

#### **Qualification and Experience Requirement**

- BSc/BA/BCom/equivalent.
- 2 years of relevant experience.
- Typing speed 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

### **Lab Assistant – (Management Sciences Department) Main Campus**

#### **Qualification and Experience Requirement**

- Diploma or Bachelors degree in Computer Information Technology / Computer Science.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

### **Mechanical Transport Driver (MTD) – DHA City Campus**

#### **Qualification and Experience Requirement**

- Matric or equivalent.
- Shall be in possession of Civil Driving License.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

## **Security Guard – DHA City Campus**

### **Qualification and Experience Requirement**

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

## **Hostel Attendant (Temporary) – DHA City Campus**

### **Qualification and Experience Requirement**

- Matric preferably computer literate.

## **Carpenter – DHA City Campus**

### **Qualification and Experience Requirement**

- Matric.
- 3 years experience as Carpenter.

## **Chef / Cook – DHA City Campus**

### **Qualification and Experience Requirement**

- Middle.
- Expertise of cooking Pakistani/Chinese/European style food.

## **Solar Panel Cleaner (Temporary) – Main Campus**

### **Qualification and Experience Requirement**

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

## **Aya – DHA City Campus**

### **Qualification and Experience Requirement**

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

DSU is an equal opportunity employer.

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, 30<sup>th</sup> August 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](http://www.dsu.edu.pk)



**NOTE: ONLY HARD COPY APPLICATIONS WILL BE ENTERTAINED**

