



# Dow University of Health Sciences

[www.duhs.edu.pk](http://www.duhs.edu.pk)

## Career Opportunities

### APPOINTMENT OF DIFFERENTLY ABLED PERSONS ON VACANT POSTS AGAINST 5% QUOTA

Applications are invited from differently abled persons, under 5% quota for the following positions at Dow University of Health Sciences

#### 1. Assistant, Assistant Admin Officer, Computer Operator (BPS-16)

**Qualification & Experience:**

Minimum Bachelors Degree from a HEC recognized University / Institution with DIT / CIT certification with 02 years relevant experience.

#### 2. Receptionist, Telephone Operator (BPS-11)

**Qualification & Experience:**

Intermediate with 02 years relevant experience.

#### 3. Data Entry Operator, Junior Clerk (BPS-11)

**Qualification & Experience:**

Intermediate with DIT / CIT certification and minimum 02 years hands-on experience.

#### 4. Network / System Support Technician (BPS-11)

**Qualification & Experience:**

Intermediate with DIT / CIT certification and minimum 02 years hands-on experience in the relevant field. Candidates with CCNA Course & networking knowledge will be given preference.

#### 5. Key Punch Operator (BPS-07)

**Qualification & Experience:**

Intermediate with M.S Office and minimum 01 year hands-on experience.

**6. Lift Operator, Photostat Machine Operator (BPS-05)****Qualification & Experience:**

Matriculation with minimum 01 years hands-on experience.

**7. Naib Qasid, Attendant, Porter (BPS-02)****Qualification & Experience:**

Middle / Literate with 1 Year relevant experience.

**Guidelines to Apply**

1. Only Sindh domiciled are eligible. Applicant must provide certificate of disability issued by the boards constituted by the Provincial Council for Rehabilitation of Disabled Persons (PCRDP) as powers conferred under Sindh Empowerment of Persons with Disability Act-2015 or Civil Surgeon of the concerned District / Division.
2. Application should be sent along with two photographs, one set of attested photocopy of relevant documents in a sealed envelope, with three current referral letters and brief curriculum vitae. Please clearly mention the name of post on the right top of envelope. Incomplete application in any manner will be rejected. All information will be kept confidential.
3. Dow University of Health Sciences reserves the right to reject any or all the Applications. Only short listed candidates will be entertained for interview.
4. Applicant currently in Government service should apply through proper channel.
5. Every application must carry a pay order of Rs.1500/- (Non-refundable) in favor of Registrar Dow University of Health Sciences, Karachi.
6. Age relaxation is subject to approval of scrutiny committee / selection board.
7. No TA/DA will be admissible.
8. Application form must be fully filled online at [www.duhs.edu.pk](http://www.duhs.edu.pk).

**Last date for submission of job applications is 12-03-2019 and application should be sent only through courier on the postal address given below.**

Note: Applications submitted directly to the office of the Registrar will NOT be considered.

**POSTAL ADDRESS**The Registrar  
Dow University of Health Sciences, Baba-e-Urdu Road Karachi, Pakistan.