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| **DOW UNIVERSITY OF HEALTH SCIENCES** | | | | | | |
| **VACANCY OF NON-TEACHING STAFF (ORIC) DEPARTMENT** | | | | | | |
| **S. No** | **Post** | **BPS** | **Qualification / Experience** | | | **Maximum Age** |
|  | **MANAGERS**  **(**Distribution, Accounts, Project) | BPS-18 / Contract | **Qualification:**   1. MBA degree from HEC recognized University/Institution.   **OR**   1. Bachelor Degree OR equivalent to 14 years of education in the relevant field from an HEC recognized University/Institution.     **Experience:**  a. At least 07 years working experience in banking /accounts/ investment/ finance /budgeting/ projects/ distribution planning in which 5 years at Supervisory level in HEC recognized University/Corporate Sector.  b. At least 10 years working experience in banking /accounts/ investment/ finance /budgeting/ projects/ distribution planning in which 5 years at Supervisory level in HEC recognized University/Corporate Sector. | | | 45 Years |
|  | **Coordinators**  Distribution , Marketing | BPS–17 / Contract | **Qualification:**  Bachelor Degree OR equivalent to 14 years of education in the relevant field from an HEC recognized University/Institution.  **Experience**  At least 3 years relevant experience in reputable organization | | | 35 Years |
|  | **Project Officers** | BPS -17 / Contract | **Qualification:** MBA (Marketing) from an HEC recognized University/Institution.  **Experience**  At least 3 years experience preferably in Pharmaceutical/FMCG sector in a reputable organization | | | 35 Years |
| 1. Only Sindh domicile are eligible. 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. 3. Incomplete application in any manner will be rejected. 4. All information will be kept confidential. 5. In case of larger number of candidates for any post, a Pre Interview Written Test will be held to short list the Candidates. 6. Please clearly mention the name of post on the right top of envelop. 7. Institution reserves the right to reject any or all Applications. 8. Only short listed candidates will be called for interview. 9. Applicants currently in Government service should apply through proper channel. 10. Every application must carry a pay order of Rs.1500/- (Non refundable) in favor of Registrar Dow University of Health Sciences, Karachi. 11. Age relaxation is subjected to approval of scrutiny committee / selection board. 12. No TA/DA will be admissible.   Application forms can be download online [www.duhs.edu.pk](http://www.duhs.edu.pk).  **Last date for submission of application forms is May 16, 2016 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. | | | | | | |
| **REGISTRAR**  Dow University of Health Sciences Karachi. | | | | **POSTAL ADDRESS** | | |
| The Registrar  Dow University of Health Sciences  Baba-e-Urdu Road Karachi, Pakistan. | | |
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