

**CAREER OPPORTUNITIES**

Applications for the following Administrative/ non-teaching positions on **Contract basis** are invited from qualified candidates domiciled of Sindh Province, on prescribed application form available on the official website of the University.

S.#	Posts	Age limit	Qualification / Experience
1	Controller of Examinations (Equivalent to BPS-20)	45	Master's Degree/ MBA/M.E in first class awarded after 18 years of education from HEC recognized University/Institution with minimum 15 years' experience of administration and dealing with matter related to examinations in an educational institution and should be conversant with Rules and Regulations of Examinations. Experience of Controller / Deputy Controller in conduct of Examinations in university shall be given preference.
2	Librarian (Equivalent to BPS-20)	45	-Ph.D in relevant field from HEC recognized University/Institution, with 10-years relevant experience in HEC recognized University or a Post graduate Institution or professional experience in the relevant field in a National or International organization. OR -Master's / M.Phil Degree in Library Science awarded after 18 years of education from an HEC recognized University/ Institution with minimum 14 years' experience in relevant field.
3	Director (QEC) (Equivalent to BPS-20)	45	Ph.D from HEC recognized University/Institution, with 10 years research experience in HEC recognized University or professional experience in the relevant field in a National or International organization.
4	Director (ORIC) (Equivalent to BPS-20)	45	-Ph.D from HEC recognized University/Institution; with 10 years research experience in HEC recognized University or professional experience in the relevant field in a National or International organization and should have an entrepreneurial mindset and related trainings. -Proven leadership experience in managing and growing non-profit organizations. He will also implement the strategy and business development plan required to execute program initiatives to enhance the progress of the ORIC. The position also manages the operational aspects of the ORIC.
5	Director Sports (Equivalent to BPS-19)	45	Master's Degree in Physical Education or equivalent awarded after 18 years of education preferably in first division in relevant field or in other relevant discipline from HEC recognized University /Institution with minimum 14 years' relevant experience.
6	Director/Advisor Students Affairs (Equivalent to BPS-19/20)	45	Master's Degree awarded after 18 years of education from HEC recognized University/Institution with minimum 14 years' relevant experience in HEC recognized University/Institution or in a reputed organization. Preference will be given to retired personnel from Armed forces.
7	Director Postgraduate Studies (Equivalent to BPS-19/20)	45	Ph.D from HEC recognized University/Institution; with 15 years teaching/research experience in a recognized University/institution or 15 years of professional experience in the relevant field in a National or International organization, out of which 5 years must be teaching experience. At least 15 research publications in HEC recognized / impact factor journals with 5 publications in last three years.
8	Director Human Resources (Equivalent to BPS-19/20)	45	-Master's in Human Resource Management or an equivalent degree from a reputable HEC recognized University, valid International certification in HR will be added advantage. -10-12 years of progressive experience in Human Resources, 4-5 years of experience in a leading HR role preferably in Higher Education institute /university demonstrating academic HR management.
9	Internal Auditor (Equivalent to BPS-17)	35	Qualified ACCA/ICMA or BBA/MBA in Finance/ Accounting / M.CoM from HEC recognized University with 5 years' experience in the relevant field of Audit in a National or International organization.

TERMS AND CONDITIONS:

1. Those applicants who have already applied in pursuance of earlier Advertisement published on 5th March 2023 and 8th July 2023 need not to apply afresh, if any applicant(s) intends to revoke his/her application, may write to Registrar accordingly. The above positions are on purely Contract basis (extendable as per rules).
2. The interested candidates may apply online through official portal <http://career.duet.edu.pk> and forward their applications form along with relevant duly attested documents (Photocopies of academic certificates/Degrees, Domicile, Experience certificates and CNIC etc.) and should reach to Registrar Office on or before 14-10-2024 on below address through courier service only.
3. Application processing fee (Non-refundable) of Rs.2,000/- (Auto generated challan) for each position shall be deposited in Sindh Bank Ltd. Jamshed Quarters Branch, Karachi, Account No. 0003233348946100, title: 'Dawood University of Engineering and Technology (DUET),'. The original paid challan / receipt must be attached with the application form. Separate application form(s) and fee should be deposited for applying more than one post(s).
4. Incomplete and application received after due date will not be entertained.
5. Government/Semi-Government /Autonomous Bodies employees must submit their application(s) through proper channel. Applications received without NOC from the parent Department shall not be entertained.
6. DUET reserves the right to withdraw the above post(s), if justifiable reasons arise.
7. Canvassing in any form or manner shall disqualify the candidate(s).
8. Only eligible candidates shall be called for test/interview.
9. No TA/DA will be admissible for the test/interview.

REGISTRAR-DUETAddress: Dawood University of Engineering and Technology, Karachi,
New M.A Jinnah, Road, Karachi-74800.