

EMPLOYMENT OPPORTUNITIES

A Public Sector Health Institute working under the Umbrella of Government of Sindh invites Applications from the suitable Candidates domiciled in Sindh and possessing required Qualifications and Experience for the Positions, given below:

- **ASSTT. ADMIN. OFFICER** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Masters Degree OR BS (Four Years) in Social Sciences from HEC recognized University/Institute with minimum 2 Years Administrative Experience.
- **ASSTT. PUBLIC RELATION OFFICER** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Masters Degree in Journalism/Mass Communication from HEC recognized University/Institute with Experience of managing Media Relations (Online, Broadcast and Print) and Strong Oral & Written Communication Skills and Excellent Organization Skills.
- **INTERNAL AUDITOR** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree in Commerce / Economics from HEC recognized University with at least 2 Years Audit Experience in a Government Department.
- **OFFICE SUPERINTENDENT** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree from HEC recognized University, 6-Month Short Course in Computer Science from SBTE recognized Institute with at least 2 Years Administrative Experience in a Government Department and 2 Years Experience of Noting and Drafting in the capacity of Office Assistant or Senior Clerk.
- **ASSISTANT ACCOUNTS OFFICER** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree in Commerce / Economics from HEC recognized University with at least 2 Years relevant Experience.
- **SUB-ENGINEER** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least First Class B.E. (Civil) from HEC recognized University/Institute with at least 2 Years Experience in Civil Engineering (Construction and Maintenance)
- **PERSONAL ASSISTANT** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree from HEC recognized University/Institute and 1-Year Diploma in Computer Science plus Certificate in Typing from SBTE recognized Institutes with at least 2 Years Experience of relevant Office Work.
- **LIBRARIAN** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree in Library Science from HEC recognized University and 2 Years Experience in Library Administration.
- **ACCOUNTS ASSISTANT** (BPS-14)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class B.Com/BBA (Finance) from HEC recognized University/Institute and 2 Years Experience
- **O.T. NURSE** (BPS-16)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least B.S. Nursing from HEC/Nursing Council recognized College/Institute and 2 Years Experience
- **OFFICE ASSISTANT** (BPS-11)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree from HEC recognized University & One Year Diploma in Computer Science from SBTE recognized Institute and 2 Years Experience of Noting and Drafting
- **COMPUTER OPERATOR** (BPS-11)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree in IT/Computer Science from HEC recognized University/Institution & 2 Years Office Work Experience related to MS Office with 40 wpm Speed (Female Candidates preferred)
- **ASSISTANT LIBRARIAN** (BPS-11)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree in Library Science from HEC recognized University and 1 Year Experience in Library Administration.
- **JUNIOR CLERK** (BPS-07)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate from a recognized Board with Computer Knowledge, 35 wpm Typing Speed & 2-Year Office Work Experience.
- **STORE KEEPER** (BPS-07)
REQUIRED QUALIFICATIONS & EXPERIENCE:
At least 2nd Class Bachelors Degree from HEC recognized University and 1 Year Experience in Store Keeping
- **LAB TECHNICIANS/ASSISTANTS** (BPS-07)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate (Science) from a recognized Board with 1-Year Diploma of Lab Technician from a SBTE recognized Institute and 2-Year Experience in a Reputable Laboratory.
- **CURATOR OF MUSEUM** (BPS-05)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate from a recognized Board with 2 Years Technical Experience in the field of Museum Keeping/Library Work.
- **TELEPHONE OPERATOR/TECHNICIAN** (BPS-05)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate from a recognized Board & 2-Year Exp. of Reputable Deptt.
- **ELECTRICIAN** ایلکٹریشن (BPS-05)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate from a recognized Board with Diploma in Electrical & 2-Year Exp.
- **DRIVERS** ڈرائیورز (BPS-04)
REQUIRED QUALIFICATIONS & EXPERIENCE:
8th Class Pass with Valid HTV/LTV License & 3-Year Bus/Car Driving Exp.
- **GENERATOR OPERATOR** جنریشن آپریٹر (BPS-04)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Inter from a recognized Board/1 Year Exp. of Generator Repair & Operation
- **DISPATCHER** ڈسپچر (BPS-04)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Intermediate from a recognized Board with One Year Experience
- **CARPENTERS** کارپینٹرز (BPS-04)
REQUIRED QUALIFICATION:
Literate (Able to Read and Write). Should be conversant with Wood Work.
- **PLUMBER** پلمبر (BPS-04)
REQUIRED QUALIFICATION:
Literate (Able to Read and Write) with 2-Year Experience of Plumbing Work
- **LAB ATTENDANT** لیب اٹینڈنٹ (BPS-02)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Primary Pass with 2-Years Experience of a Reputable Laboratory
- **DISPATCH RIDER** رائیڈر (BPS-02)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Preferably Matriculate and Holder of LTV Driving License
- **DISSECTION HALL ATTENDANT** (BPS-02)
REQUIRED QUALIFICATIONS & EXPERIENCE:
Matriculation or an Equivalent Qualification from a recognized Board
- **SANITARY WORKER** سینٹری ورکر (BPS-01)
REQUIRED QUALIFICATION:
Literate (Able to Read & Write)
- **NAIB QASID** (BPS-01) ■ **CHOWKIDAR** چوکیدار (BPS-01)
REQUIRED QUALIFICATION: Literate (Able to Read & Write)
- **MAALI** مالی (BPS-01) ■ **SWEeper** سوہیز (BPS-01)
REQUIRED QUALIFICATION: Literate (Able to Read & Write)
Should be Well Conversant with Garden Maintenance Works

IMPORTANT INSTRUCTIONS:

- The Eligible Candidates are required to forward their Applications along with relevant Documents (i.e. Educational / Experience Certificates, Domicile, CNIC, Two Photographs, within 15 Days of Publication of this Advertisement in the Newspaper/s.
- Female, Minority and Disable Person/s Quota shall be strictly followed
- The Persons with Disabilities (Disable Person) are required to submit Disability Certificate from the relevant Authority as determined by the Government.
- Age Relaxation will be admissible as per decision of Government of Sindh.
- The Employees, already in Government Service, MUST submit NOC from their existing Department.
- The Application along with relevant Documents should be forwarded to:
P.O. Box No. 55, GPO, Hyderabad (Sindh)
- The appointments will be initially for a Period of 06 Months, extendable on the basis of performance and need.
- Only Shortlisted Candidates will be called for Test/Interview
- No TA/DA will be admissible for appearing in Test/Interview