



## Advertisement

Applications are invited for below mentioned vacant posts as per following details:

Non Teaching Staff			
Sr#	Position and Scale	Posts	Qualification and Experience
1	Registrar BPS-19 (Two Year Contract)	01	Post-Graduation or Eighteen Years degree program preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 15 (Fifteen) years administrative & academic experience in posts equivalent to BPS-18 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
2	Deputy Registrar BPS-18 (Two year Contract) Extendable	01	Master or Sixteen year degree preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 06 (Six) years administrative & academic experience in posts equivalent to BPS-17 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
3	Deputy Director QEC BPS-18 (Two year Contract) Extendable	01	Master or Sixteen year degree preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 06 (Six) years relevant experience in similar posts equivalent to BPS-17 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning. candidate must have clear vision and depth of knowledge in the field of Quality Assurance and Higher Education,
4	Instructor Sports BPS-16 (Regular) Domicile (Sindh)	01	BS or equivalent Sixteen years degree program in Health and Physical Education from HEC recognized University/Institution with 04 (Four) years as Physical Instructor and Sports Officer or similar experience in post equivalent to BPS 14 or above in the University / Boards, College and/or Government Department/ Autonomous Organization / an Institution of Higher learning
5	Office Assistant BPS-14 (Regular) Domicile (Sindh)	01	Bachelor or Fourteen year degree program preferably in 1st class or equivalent qualifications from HEC recognized University / Institution with 02 years experience in computer operating, Composing & Graphics Designing in posts equivalent to BPS-11 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning

### Instructions and further Information:

1. The Demand Draft / Pay Order of Rs. 3,000/- (Non-Refundable) as processing fee of applications in favor of University of Sufism & Modern Sciences, Bhittshah and the application form should reach on or before **31-03-2023** Or Application form can be downloaded from website [www.usms.edu.pk](http://www.usms.edu.pk) or can be obtained from office of the Additional Registrar.
2. Candidates serving in Government/Semi-government and autonomous bodies should apply through proper channel.
3. Maximum age limit is 45 years. Age, qualification and experience shall be calculated examined as on closing date of submission of applications.
4. Candidate applying for more than one post should submit separate application form(s) along with separate bank draft with necessary documents for each post.
5. Incomplete applications i.e. without educational, professional and experience certificate, processing fee etc. or applications received after the specified date shall not be entertained. The envelope should be marked with the post applied for.
6. The university reserve the right of cancellation of advertised post(s) partly or as a whole and university reserves the right to reduce or increase number of posts at any time.
7. Only short listed candidates shall be called for the test and interview and non-eligible candidates will not be informed.
8. Computer Skills are mandatory requirement for all above mentioned post.
9. No TA/DA will be admissible for appearing at the interview/written test.

Additional Registrar

Email: [registrar@usms.edu.pk](mailto:registrar@usms.edu.pk) Tel: 022-2762415 Fax: 022-2662720

