



CAREER OPPORTUNITIES

Applications are invited from experienced and qualified candidates against the following positions on contract basis, bearing Sindh domicile.

S#	Name of the Post & Pay Scale	No of Posts	Qualification/Experience	Competencies
1	Medical Officer 01 Male & 01 Female (BPS-17 Equivalent) Age limit: 35Y Max	02	<p>MBBS degree, with one-year professional internship/house job is a must.</p> <p>Experience</p> <ul style="list-style-type: none"> At least two years of related experience will be an added advantage, of which, one year is besides the mandatory training as house job. Hands on experience of clinical operations and procedures, especially patient receiving and managing. 	<ul style="list-style-type: none"> Skill in the use of personal computers and related software applications. Knowledge of patient care charts and patient histories Ability to interact and communicate with people over the telephone, often in stressful situations. Hands on with clinical facilities and equipment. Good knowledge of healthcare practices and medical lab. Well versed with medical ethical rules/regulations.
2	Student Counsellor 01 Female & 01 Male (BPS-17 Equivalent) Age limit: 35Y Max	02	<p>The applicant must possess a Masters' degree in Social Sciences/Psychology/Education or in the relevant discipline from an international or HEC recognized institution/University.</p> <p>Experience</p> <p>At least 5 years of experience in counseling principles, techniques, and practices as applied to students' problems and developmental needs. Of which, 2 years as a student counselor, supporting the emotional and academic growth of students and providing educational and vocational guidance, in a HEIs/DAIs environment accredited by HEC Pakistan. Demonstrated ability to carry out student counseling on (OBE) Outcome Based Education i.e., CLOs & PLOs.</p>	<ul style="list-style-type: none"> Excellent communication (oral and written) and negotiation skills Problem solving and must be solution driven Must possess organizational and planning skills. Excellent interpersonal and communication skills. Demonstrated ability to manage pre and post-examination process. Must possess good knowledge of Outcome Based Assessment (OBA).
3	Assistant – General Administration (BPS-16 Equivalent) Age: Max. 35Y	02	<p>Minimum Masters in Public Administration/Business Administration, Social Sciences or relevant degree (18 years of education) from HEC recognized university.</p> <p>Experience</p> <p>3 to 4 years of work experience in handling general administrative tasks, including but not limited to managing general tasks, managing invoices, bills, maintenance of facilities etc, in a well reputed organization, ideally in a DAI/HEI environment, government/autonomous bodies.</p>	<ul style="list-style-type: none"> Tech-savvy Excellent drafting skills Presentation skills Negotiation skills Handling of staff/student queries Excellent Administrative and Operational skills Proactive with self-starter approach.



Directorate of Human Resources

4	Office Assistant (BPS- 12 Equivalent) Age: Max. 30Y	05	Bachelor's degree (at least 2nd Division) from HEC recognized institute with 02 years of work experience in well reputed public or private organization, with six weeks basic IT course including MS office.	<ul style="list-style-type: none">• Proactive• Self-motivated• Flexible
5	Plumber (BPS- 05 Equivalent) Age: Max. 35Y	02	Middle pass with 05 years of related experience as a professional plumber.	<ul style="list-style-type: none">• Nil
6	Gardner (BPS- 02 Equivalent) Age: Max. 25Y	03	Primary/Middle Pass & Physically fit with related experience in nursery or parks.	<ul style="list-style-type: none">• Nil

INSTRUCTIONS:

- Applications should include an application form (can be downloaded from website www.aroruniversitysindh.edu.pk), detailed resume, two latest photographs, duly attested Photocopies of Certificates/ degrees, names and contact of two professional referees (not relative), Equivalence of qualification by HEC (in case of Foreign Degree), along with payment of **PKR 3000** for the positions BPS 17 and above and **PKR 1500** for positions BPS 16 and below , through a Bank Challan /DD (**nonrefundable**) in favor of **Aror University of Art, Architecture, Design & Heritage**.
- Please visit <https://aroruniversitysindh.edu.pk/careers> for eligibility criteria and position requirements.
- Candidates who are already serving in Government/Semi-Government and Autonomous bodies should apply through proper channel with NOC from the employer and should submit the same along with the application. Such incumbents will be responsible for getting themselves relieved properly from their departments.
- There shall be no relaxation for qualification, age and experience.
- Application must reach the office of the Director Human Resources on or before **15 days** from the date of publication of the advertisement, during the office hours (CoB) only via registered postal service.
- Incomplete applications as per the instructions mentioned above and/or late applications received after the specified date and time shall not be entertained/ considered.
- Sindh Province domicile is a must.
- All positions are contractual positions for the period of 04 years extendable to 02 years (based on performance and E&D compliance, subject to approval of competent forum) and likely to be regularized as per university policy as non-pensionable Service.
- The University reserves the right for cancellation of advertised post(s) partly or as a whole.
- Only eligible/shortlisted candidates shall be called for test and/or interview.
- Canvassing or influencing any staff of the University in any manner will disqualify the candidate.
- No TA/DA will be paid for appearing in the test/interview.
- For more queries and information, email: hr@aroruniversitysindh.edu.pk
- Females are encouraged to apply.

Director (Human Resources)
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