



**UNIVERSITY OF SUFISM AND MODERNSCIENCES,  
BHITSHAH, SINDH, PAKISTAN**

USMS/ Non-Teaching Staff -08

**Re-Advertisement / Corrigendum**

This corrigendum is being issued with reference to advertisement PID:(H)68/19 & PID:(H)81/19 “Non Teaching Staff Position”, published in Dailies i) Dawn ii) Express iii) Sobh on 13-9-19 & 25-9-19. The all Non Teaching Staff Positions mentioned in advertisement is considered as cancelled and the positions are re-advertised as per following details:

| <b>Non Teaching Staff (on Contract for One year extendable)</b> |  |             |   |
|---|--|-------------|---|
| Sr. No.   | Vacant Position and Scale                  | No. of Post | Qualification and Experience  |
| 1   | Deputy Registrar BPS-18                    | 01          | Post-Graduation preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 08 (Eight) 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   |
| 2   | Deputy Controller of Examination BPS-18    | 01          | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 08 (Eight) years administrative and conduct of examinations experience in post equivalent to BPS 17 or above in the University / Boards, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning                           |
| 3   | Deputy Director Finance BPS-18             | 01          | Post Graduation in Finance preferably in first class with 08 years' experience relating to Finance management in a post equivalent to BPS 17 and above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning  |
| 4   | Deputy Director QEC BPS-18                 | 01          | Post-Graduation preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 08 (Eight) years administrative & academic experience in post equivalent to BPS-17 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning  |
| 5   | Assistant Librarian BPS-17                 | 01          | Post-Graduation in Library Science preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 06 (Six) years experience in a post equivalent to BPS-16 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning   |
| 6   | Assistant Registrar (Admin) BPS-17         | 01          | Post-Graduation preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 06 (Six) years administrative & academic experience in posts equivalent to BPS-16 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning   |
| 7   | Assistant Registrar (Admission) BPS-17     | 01          | Post-Graduation preferably in 1st class or equivalent qualification from HEC recognized University / Institution with 06 (Six) years administrative & academic experience in posts equivalent to BPS-16 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning   |
| 8   | Assistant Director P & D BPS-17            | 01          | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 06 (six) years administrative and two years work experience related to Development public finance in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning |
| 9   | Transport Officer BPS-17                   | 01          | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 06 (six) years administrative experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning  |
| 10  | Assistant Controller of Examination BPS-17 | 01          | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 06 (six) years administrative and conduct of examinations experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning                              |
| 11  | Chief Accountant BPS-17                    | 01          | Post Graduation in Finance/ Commerce 1 <sup>st</sup> class with 06 years' experience in Finance, Audit Accounts and Taxation in post equivalent to BPS-16 or above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning  |
| 12  | Assistant Director ORIC BPS-17             | 01          | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 06 (six) years administrative and Academic experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning   |

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| 13 | Student Welfare Officer<br>BPS-17             | 01 | Post-Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 06 (six) years administrative experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning                       |
| 14 | Assistant Director Finance<br>BPS-17          | 01 | Post Graduation in Finance preferably in first class with 06 years' experience relating to Finance management in a post equivalent to BPS 16 and above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning   |
| 15 | Office Assistant (Finance)<br>BPS-16          | 01 | Post Graduation in Finance / Commerce preferably in first class with 04 years' experience in post equivalent to BPS 15 and above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning   |
| 16 | Office Assistant (Audit)<br>BPS-16            | 01 | Post Graduation in Finance / Commerce preferably in first class with 04 years' experience in post equivalent to BPS 15 and above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning   |
| 17 | Office Assistant (Examination)<br>BPS-16      | 01 | Post Graduation preferably in 1 <sup>st</sup> class or equivalent qualification from HEC recognized University/Institution with 04 years administrative and conduct of examinations experience in post equivalent to BPS 15 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning |
| 18 | Office Assistant (VC Secretariat)<br>BPS-16   | 01 | Post Graduation preferably in 1st class or equivalent qualifications from HEC recognized University / Institution with 04 years administrative experience in posts equivalent to BPS-15 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning  |
| 19 | Office Assistant (Registrar Office)<br>BPS-16 | 01 | Post Graduation preferably in 1st class or equivalent qualifications from HEC recognized University / Institution with 04 years administrative experience in posts equivalent to BPS-15 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning  |
| 20 | Data Entry Operator<br>BPS-11                 | 01 | Graduation in Computer Science or Information Technology preferably in 1st class or equivalent qualifications from HEC recognized University / Institution with 04 years experience in similar posts in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning with Typing Speed 35 w.p.m         |

**Instructions and further Information:**

1. The Demand Draft / Pay Order of Rs. 3000/- (Non-Refundable) as processing fee of applications in favor of University of Sufism & Modern Sciences, Bhitshah and the application form should reach on or before 06-05-2022 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 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.

Registrar

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