

Sukkur IBA invites applications with relevant qualification and experience for following positions:

**1. / Deputy Director-Planning & Development (BPS-18/19)**

**Qualification:** B.E (Civil)/M.Sc/BS (16 years of education) from HEC/PEC recognized University/Institute.  
**Experience:** Minimum 5 years post-qualification experience (BPS 17/equivalent) in planning & Development Department of a reputed University/Govt./Autonomous Department. Experience of preparation of PC-1 documents of different projects. **For BPS-19, minimum 10-years experience is required.**

**2. / Warden-Girls Hostel (BPS-17)**

**Qualification:** Masters/Bachelor Degree or equivalent (16 years) from HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years post-qualification experience in Hostel Administration.

**3. / Assistant Manager-Research (ORIC) (BPS-17)**

**Qualification:** MBA/BBA or equivalent (16 Years education) from HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years post-qualification experience on any research project.

**4. / Assistant Manager-Admissions (BPS-16)**

**Qualification:** MBA/BBA or equivalent (16 Years education) from HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years experience in general administration/admission office.

**5. / Assistant Manager-CELInc. (BPS-16)**

**Qualification:** MBA/BBA (16 years of education) in Marketing/Entrepreneurship from a HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years post-qualification experience in Project Management/General Administration/Marketing at any organization.

**6. / Assistant Programme Officer (BPS-16)**

**Qualification:** MBA/BBA/MPA (16 years of education) from HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years post-qualification experience in Academic Administration

**7. / Assistant Manager Audit (BPS-16)**

**Qualification:** CA/ACCA/MBA/BBA (16 years of education) Finance/Audit from HEC recognized University/Institute.  
**Experience:** Minimum 2-3 years post-qualification experience in Finance/Audit Department at any Organization

**8. / Office Assistant (BPS-11)**

**Qualification:** Minimum 2<sup>nd</sup> Class Bachelor Degree (14 years of education) from HEC recognized University/Institute. Minimum six months short course in Computer/IT from Technical Board.

**9. / Junior Audit Officer (BPS-11)**

**Qualification:** Minimum 2<sup>nd</sup> Class Bachelor Degree (14 years of education) from HEC recognized University/Institute. With minimum six months short course in Computer/IT from Technical Board.  
**Experience:** Minimum one year post-qualification experience in reputable organization.

Application form may be downloaded from Institute's Website: [www.iba-suk.edu.pk](http://www.iba-suk.edu.pk)

**Guidelines to apply:**

- Eligible candidate can apply through online at [career.iba-suk.edu.pk](http://career.iba-suk.edu.pk) and send such printed form along with relevant & complete documents, updated CV, recent photograph and application challan/demand draft/pay order (Non-refundable) of Rs. 1000/- (for S.No. 5 to 9 Rs. 500/-) in favour of "Sukkur IBA" latest by **January 03, 2017**. Application form available at [www.iba.suk.edu.pk](http://www.iba.suk.edu.pk) can also be sent along with relevant documents.
- Government Employee must apply through proper channel or submit NOC with application. Providing fictitious, exaggerated, or misleading information on a job application shall result in rejection of application & termination of employment at any stage. Candidate can apply against one position only.
- Late submission or incomplete application shall not be considered. Only short-listed candidates will be contacted for further Test/Interview.
- The Competent Authority reserves the right to accept or reject any or all the applications without assigning any reason and cancel recruitment to any post(s).

**REGISTRAR**

**Sukkur Institute of Business Administration**

Airport Road, Sukkur Ph: 071-5644013-14 UAN: 071-111-785-422 Fax: 071-5804419

Kindly mark the envelope with the position.

PID (H) 98243/16