

Shaheed Mir Sikandar Zehri University, Khuzdar

Eligibility Criteria for Non-Faculty Positions

S/ N	Post	BPS	Qualification & Experience	Max. Age Limit
1	Deputy Director IT	18	(a) BS or equivalent degree (16 years of education) in Information Technology, Computer Science, Computer Engineering, Software Engineering, Telecommunication or an equivalent relevant discipline, at least Second Division, from an HEC-recognized University/DAI, with at least six (06) years of relevant experience in IT management, IT infrastructure, networking, systems administration, enterprise applications, cybersecurity, data center operations or IT project implementation in BPS-16/17/equivalent in a University/DAI, Government Department/Organization or reputable organization; OR (b) MS/M.Phil. or equivalent degree (18 years of education) in any of these disciplines from an HEC-recognized University/DAI, with at least four (04) years of relevant experience in these areas in BPS-16/17/equivalent in a University/DAI, Government Department/Organization or reputable organization. Preference: Experience in IT planning and management, ERP/automation systems, cybersecurity, data center management and digital transformation.	40 Years
2	Deputy Controller of Examinations	18	(a) Master's/BS or equivalent degree (16 years of education), at least Second Division, from an HEC-recognized University/DAI, with at least six (06) years of relevant experience in examination administration or management in BPS-16/17/equivalent or above in a University/DAI, Government Department/Organization or reputable organization; OR	40 Years

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			(b) MS/M.Phil. or equivalent degree (18 years of education) from an HEC-recognized University/DAI, with at least four (04) years of relevant experience in these areas in BPS-16/17/equivalent in a University/DAI, Government Department/Organization or reputable organization. Preference: Experience in examination administration, examination rules and regulations, result processing, and examination management/ERP systems, with good computer skills.	
3	Assistant Registrar	17	(a) Master's/BS or equivalent degree (16 years of education), at least Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant administrative experience in BPS-14/16 or above in a University/DAI, Government Department/Organization or reputable organization; OR (b) MS/M.Phil. or equivalent degree (18 years of education) from an HEC-recognized University/DAI. Preference: Experience in university administration, academic coordination, office management and official drafting, with good communication and office automation skills.	35 Years
4	Assistant Treasurer	17	(a) MBA (Finance) /BBA (Finance/Accounting), M.Com., BS Accounting & Finance specializing in Finance, Public Finance, Banking, Monetary or Financial Economics or equivalent degree (16 years of education), at least Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in finance, accounts, budgeting, audit or financial management in BPS-14/16/equivalent or above in a University/DAI, Government Department/Organization or reputable organization;	35 Years

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			OR (b) MS/M.Phil. or equivalent degree (18 years of education) in Management Sciences/Business Administration (Finance/Accounting), Finance, Accounting, specializing in Finance, Public Finance, Banking, Monetary or Financial Economics or an equivalent relevant discipline from an HEC-recognized University/DAI. Preference: Knowledge and experience of Government financial rules, budgeting, accounts, audit and ERP/financial management systems, with computer skills.	
5	Assistant Controller of Examinations	17	(a) Master's/BS or equivalent degree (16 years of education), at least Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in examination administration or management in BPS-14/16/equivalent or above in a University/DAI, Government Department/Organization or reputable organization; OR (b) MS/M.Phil. or equivalent degree (18 years of education) from an HEC-recognized University/DAI. Preference: Experience in examination administration, examination rules and regulations, result processing, and examination management/ERP systems, with good computer skills.	35 Years
6	Assistant Librarian	17	(a) BS/Master's or equivalent degree (16 years of education) in Library & Information Sciences, at least Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in library administration, management or related library services in BPS-14/16/equivalent or above in a University/DAI, Government Department/Organization or reputable organization;	35 Years

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			OR (b) MS/M.Phil. or equivalent degree (18 years of education) in Library & Information Sciences from an HEC-recognized University/DAI. Preference: Experience in library automation, digital library systems, cataloguing and classification, electronic resources and library management software.	
7	Assistant Transport Officer	17	B.E/BS/Master's or equivalent degree (16 years of education) in Auto & Diesel, Mechanical, Automobile Technology, or a relevant discipline, at least Second Division, from a recognized Board/Institution, with at least Two (02) years of relevant experience in transport administration, fleet management, vehicle scheduling, maintenance coordination, or related functions in a University/DAI, Government Department or reputable organization. (b) MS or equivalent degree (18 years of education) in Auto & Diesel, Mechanical, Automobile Technology from an HEC recognized University/DAI. Preference: Experience in vehicle deployment and scheduling, supervision of drivers, maintenance and repair coordination, POL/logbook management, vehicle documentation, and computerized transport/fleet records.	35 Years
8	Assistant Engineer	17	(a) B.E./BS (16 years of education) in Civil Engineering, registered by PEC, at least Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in BPS-14/16 or above in a University/DAI, Government Department/Organization, or reputable organization; OR	35 Years

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			(b) M.E./MS or equivalent degree (18 years of education) in Civil Engineering from an HEC-recognized University/DAI, with a PEC-recognized undergraduate Engineering qualification in the relevant discipline. Preference: Experience in project planning, execution and supervision, repair and maintenance works, preparing technical estimates and reports, and maintaining engineering/project records.	
9	Security Officer	17	(a) Master's/BS or equivalent degree (16 years of education), at least Second Division, from an HEC-recognized University/DAI, with a valid physical fitness certificate, with at least two (02) years of relevant experience in the Armed Forces, Civil Armed Forces, Police, other Government security organization, or a reputable organization; OR (b) MS/M.Phil. or equivalent degree (18 years of education) in Security Studies, Defence and Strategic Studies, Criminology, Public Safety, or a relevant field from an HEC-recognized University/DAI, with a valid physical fitness certificate and relevant experience. Preference: Experience in campus management, emergency response, access control, and surveillance with good communication and computer skills.	40 Years
10	Accountant	16	(a) MBA/BBA (Finance/Accounting), M.Com., BS Accounting & Finance, M.Sc./BS Economics majoring in Finance, Banking, Monetary or Financial Economics, or equivalent qualification (16 years of education), at least Second Division, from an HEC-recognized University/DAI; OR (b) ADP/Bachelor's or equivalent degree (14 years of education) in, Accounting, Finance, Economics (Finance/Banking), or a relevant discipline, at least Second	30 Years

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			Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in these areas. Preference: Higher qualification or professional certification in Accounting, Finance, Commerce, or Economics, and practical experience in accounts preparation, budgeting, financial reporting, reconciliation, audit compliance, taxation, and financial management, with proficiency in ERP/financial management systems, accounting software, and MS Office applications.	
11	Office Assistant	16	(a) Master's/BS or equivalent degree (16 years of education), Second Division, from an HEC-recognized University/DAI, with proficiency in MS Office and office automation applications; OR (b) ADP/Bachelor's or equivalent degree (14 years of education), Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant administrative/office experience in BPS-11/14 or above in a University/DAI, Government Department/Organization, or reputable organization, and proficiency in MS Office and office automation applications. Typing speed: At least 40 words per minute, certified by a recognized institution. Preference: A recognized diploma/certificate in computer applications or office automation and experience in official correspondence, record management, noting and drafting, data handling, and office management applications.	30 Years
12	PA to the Vice Chancellor	16	(a) Master's/BS or equivalent degree (16 years of education), Second Division, from an HEC-recognized University/DAI, with proficiency in MS Office and office automation applications;	30 Years

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			OR (b) ADP/Bachelor's or equivalent degree (14 years of education), Second Division, from an HEC-recognized University/DAI, with at least two (02) years of relevant administrative/office experience in BPS-11/14 or above in a University/DAI, Government Department/Organization, or reputable organization, and proficiency in MS Office and office automation applications. Typing speed: At least 40 words per minute, certified by a recognized institution. Preference: A recognized diploma/certificate in computer applications or office automation and experience in official correspondence, record management, noting and drafting, data handling, and office management applications.	
13	IT Technician	16	(a) BS/BCS/BSIT or equivalent degree (16 years of education) in Computer Science, Information Technology, Computer Engineering, Software Engineering, or a relevant computing discipline, at least Second Division, from an HEC-recognized University/DAI; OR (b) Associate/Bachelor's degree in Computer, Information Technology, Electronics, or a relevant technology, at least Second Division, from a recognized Board/Institution, with at least two (02) years of relevant experience in computer hardware/software installation and maintenance, computer laboratory support, troubleshooting, repair of computers and peripheral devices, or related IT support functions in a University/DAI, Government Department/Organization, or reputable organization. Preference: Experience in computer lab management, hardware and software installation, troubleshooting and maintenance of computers and peripheral	30 Years

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			devices, basic networking and end-user IT support, with relevant professional certification such as CompTIA A+ or equivalent.	
14	Sub Engineer	16	(a) B.E./BS (16 years of education) in Civil Engineering/Electrical Engineering registered by PEC, at least Second Division, from an HEC-recognized University/DAI. OR (b) Diploma of Associate Engineering in the relevant discipline (Civil/Electrical) from an HEC-recognized University/DAI, with at least two (02) years of relevant experience in BPS-11/14 or above in a University/DAI, Government Department/Organization, or reputable organization; Preference: Experience in project execution and supervision, repair and maintenance works, preparing technical estimates and reports, and maintaining engineering/project records.	30 Years
15	Library Assistant	14	ADP/Bachelor's or equivalent qualification (14 years of education) in Library & Information Sciences, at least Second Division, from an HEC-recognized University/DAI, with at least one (01) year of relevant experience in library services, cataloguing, classification, accessioning, circulation, or library automation in a University/DAI, Government Department/Organization, educational/research institution, or reputable organization. Preference: Practical experience in cataloguing and classification, DDC/LCC, AACR2/RDA, MARC standards, accessioning, OPAC/library automation systems, stock verification, digital library services, and computerized library record management.	30 Years
16	Pesh Imam	14	(a) ADP/Bachelor's or equivalent qualification (14 years of education) in Islamic Studies, Arabic, or a relevant discipline, at least Second Division, from an HEC-	45 Years

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			recognized University/DAI, with at least two (02) years of relevant experience as Pesh Imam, Khateeb, or in related religious duties; OR (b) Shahadat-ul-Aliyah from Wafaq-ul-Madaris/Tanzeem-ul-Madaris, and at least two (02) years of relevant experience in mosque/religious duties. Preference: Sound knowledge of the Holy Qur'an and Hadith, proficiency in Qur'anic recitation, sufficient command of Arabic, Hafiz-e-Qur'an/ Qira'at certification, higher qualification in Arabic/Islamic Studies, and experience in Khutbah delivery and mosque management.	
17	Computer Lab Assistant	11	Graduation or equivalent qualification from a recognized institution with Computer Certificate in the relevant field. OR (b) Intermediate (F.Sc.) or equivalent qualification in Science, at least Second Division, from a recognized Board/Institution, with at least one (01) year of relevant experience in a Computer laboratory in a University/DAI, Government Department/Organization, research institution, or reputable organization. Preference: Experience in computer lab management, hardware and software installation, troubleshooting and maintenance of computers and peripheral devices, basic networking and end-user IT support.	30 Years
18	Junior Clerk	11	(a) ADP/Bachelor's or equivalent qualification (14 years of education), at least Second Division, from an HEC-recognized University/DAI, with a typing speed	30 Years

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			of at least thirty (30) words per minute and proficiency in MS Office and basic computer applications; OR (b) Intermediate or equivalent qualification, at least Second Division, from a recognized Board/Institution, with at least one (01) year of relevant experience in office administration, record keeping, data entry, correspondence, or related clerical functions in a University/DAI, Government Department/Organization, or reputable organization, and a typing speed of at least thirty (30) words per minute. Preference: Proficiency in MS Office, office automation, computerized record management, data entry, and other office management applications.	
19	Dispenser	8	Matriculation with Dispenser Diploma/Certificate from a recognized Institute. Experience in the relevant field. Certificate of experience and proficiency on the required job / skill from a Government or Semi-Government Office / Autonomous Body/ Commercial firm of repute.	30 Years
20	Electrician	7	SSC/Matriculation, Middle Standard Pass Certificate or equivalent qualification from a recognized Board/Institution, with at least a six-month Certificate Course in Electrical Wiring/Electrical Technology or a relevant electrical qualification from a Government-recognized Technical Training Centre/Institute, and at least one (01) year of relevant practical experience in electrical installation, wiring, repair, maintenance, or related electrical works.	30 Years

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			Preference: Practical experience in electrical wiring, installation and maintenance of electrical fixtures/equipment, fault detection and repair, preventive maintenance, and observance of electrical safety procedures.	
21	Driver	7	SSC/Matriculation, Middle Standard Pass Certificate or equivalent qualification from a recognized Board/Institution, with a valid LTV/HTV driving licence, as applicable, and at least two (02) years of relevant driving experience in a Government Department/Organization, University/DAI, Autonomous Body, or reputable organization. Preference: Experience in driving and routine care of official vehicles, knowledge of traffic rules and road safety, basic vehicle maintenance, and maintenance of logbooks/vehicle records.	30 Years
22	Cook	5	SSC/Matriculation/Middle Standard or equivalent qualification from a recognized Board/Institution, with at least two (02) years of relevant practical experience in cooking, food preparation, kitchen operations, or catering services in a hotel, hostel, mess or reputable organization. Preference: A recognized Certificate/Diploma in Cooking, Culinary Arts, Food Production, or Catering Services, and practical experience in institutional cooking, menu preparation, food hygiene and safety, kitchen equipment handling, and maintenance of kitchen stores and records.	
23	Tube Well Operator	5	SSC/Matriculation/Middle Standard or equivalent qualification from a recognized Board/Institution, with a recognized Certificate in Pump Operation/Maintenance, Tube-Well Operation, Water-Supply Systems, or a relevant technical skill from a Government-recognized Technical Training Centre/Institute, and at least one (01) year of relevant practical experience in operation, maintenance, troubleshooting, or repair of tube wells, pumps, motors, valves, pipelines, water-supply systems, or allied equipment.	30 Years

S/ N	Post	BPS	Qualification & Experience	Max. Age Limit
			Preference: Practical experience in operation and maintenance of tube wells, pumps, electric motors, valves, water-distribution systems, pipeline control, fault detection, preventive maintenance, and maintenance of operational records, with knowledge of relevant safety procedures.	
24	Peon	2	Literate, preferably Middle Standard or equivalent qualification, from a recognized educational institution, and physically fit to perform the duties of the post. Preference: Relevant experience in office support, watch and ward, record/file movement, or other related support functions, as applicable to the post.	30 Years
25	Sweeper	2	Literate and physically fit to perform sanitation, cleaning, waste handling, and related janitorial duties. Preference: Relevant experience in cleaning and sanitation of offices, classrooms, laboratories, hostels, washrooms, residential facilities, waste collection and disposal.	30 Years
26	Mali	2	Literate, preferably Middle Standard or equivalent qualification, from a recognized educational institution, and physically fit to perform gardening, plantation, irrigation, landscaping, nursery, and related field duties. Preference: Practical experience in gardening, nursery management, plantation, lawn maintenance, pruning, irrigation, landscaping, handling of gardening tools/equipment, and basic plant, flower, shrub and tree care.	30 Years

Note: Age relaxation shall be admissible as per the Government of Balochistan Notification No. S.O(R-I)3(12)S&GAD-2025-Vol-II/1941-2040, dated the 31st August, 2026.