



**Sindh Education Foundation**  
Government of Sindh

**CAREER OPPORTUNITIES**

Sindh Education Foundation, Government of Sindh invites applications for the following positions from suitable candidates domiciled in Sindh for appointment, purely on contract basis:

Position	Job Location	Qualification & Experience
Female Office Secretary/ Receptionist  Total no. of Position: 06	Karachi – 03 Hyderabad – 01 Larkana – 01 Sukkur - 01	(i) Bachelor degree at least in second division from recognized university. (ii) 02 years' experience as receptionist. (ii) Ability to communicate in English, Urdu & Sindhi languages.  <b>Age limit: 20-25 years</b>  (Note: Candidate belonging to Districts other than Karachi division must possess domicile of that district where post exists).
Photocopy Machine Operator (Male) Total no. of Positions: 03	Karachi- 03	(i) Matriculation at least in second division or equivalent from a recognized Board. (ii) 02 years' experience as photocopy machine operator  <b>Age limit: 20-30 years</b>
Driver (Male) Total no. of Positions: 43	Karachi – 16 Mithi -02 Mirpurkhas -01 Umerkot – 03 Sehwan – 01 Badin – 03 Thatta – 01 Sukkur – 02 Khairpur – 03 Shikarpur – 02 Larkana – 03 Shaheed Benazirabad – 01 Dadu – 02 Hyderabad-03	(i) Middle pass (ii) 03 years' driving experience (iii) Valid driving license LTV/HTV.  <b>Age limit: 22-35 years</b>  (Note: Candidate belonging to Districts other than Karachi division must possess domicile of that district where post exists).
Dispatch Rider (Male) Total no. of Positions: 02	Karachi – 02	(i) Must be literate (ii) Atleast 02 years' experience of performing outdoor official work as a dispatch rider. (iii) Must possess license of Motorbike/LTV.  <b>Age limit: 20-30 years</b>
Naib Qasid (Male) Total no. of Positions: 11	Karachi – 08 Sehwan – 01 Larkana – 01 Shaheed Benazirabad - 01	(i) Must be literate (ii) 02 years' experience as Naib Qasid.  <b>Age limit: 20-30 years</b>  (Note: Candidate belonging to Districts other than Karachi division must possess domicile of that district where post exists)
Sanitary Worker (Male/Female) Total no. of Positions: 10	(One position in each location) Karachi - 01 Mirpurkhas - 01 Mithi - 01 Khairpur - 01 Dadu - 01 Thatta - 01 Shikarpur - 01 Badin - 01 Sukkur - 01 Shaheed Benazirabad - 01	(i) 01-2 years' experience as Sanitary Worker.  <b>Age limit: 20-30 years</b>  (Note: Candidate belonging to Districts other than Karachi division must possess domicile of that district where post exists)

- (i) Send your application mentioning "post" for which applicant submits application, along with your C.V and relevant educational testimonials and domicile latest by December 31, 2016.  
(ii) Shortlisted candidates will be invited to appear for test or interview or both.  
(iii) Candidates must possess the domicile of the district where vacancy is available.  
(iv) Candidates applying for vacancy in Karachi must possess domicile of any district of Karachi division.  
(v) Applicants who have already submitted applications for the post of Driver on daily wages are also required to submit fresh applications.  
(vi) Quota for the minorities, disable persons (except for the post of Driver) and for women will be considered as per policy of Government of Sindh.  
(vii) Applications alongwith relevant documents should be sent on the following address:

**Human Resource Department, Sindh Education Foundation**  
Head Office at House No. 21-A, Block 7&8, Overseas Cooperative Housing Society,  
Ameer Khusro Road, Karachi. | Website: [www.sef.org.pk](http://www.sef.org.pk)