



POSITIONS VACANT

Applications are invited from Pakistani / AJK nationals to fill the following regular position in the Higher Education Commission:-

S#	Name & BPS of Post	Domicile / Quota	Qualification & Experience	Age Limit	
				Min.	Max.
1.	Assistant Private Secretary (BPS-16) (02 Posts)	Punjab = 2	Graduate with 100/50 w.p.m. speed in shorthand/ typing respectively. Preferably 03 years experience as Stenotypist. Knowledge of MS office is also required.	21 Years	35 Years
2.	Accountant (BPS-16) (01 Post)	Balochistan-1	B.COM / BBA from a recognized university with three (03) years service experience in the relevant field in any Government / Semi Government / Autonomous Body.	21 Years	35 Years
3.	Assistant Quantity Surveyor (BPS-16) (01 Post)	Punjab-1	3 years DAE (Diploma of Associate Engineering) Civil with focus on Quantity Surveying with 5 years' experience in estimation of different projects using Pak PWD schedule of rates/ preparation of tender documents/cost effects etc.	25 Years	40 Years
4.	Assistant (BPS-15) (07 Posts)	Merit-1 Punjab-3 Sindh (UJ)-1 KPK-1 Balochistan-1	Graduate (at least 2 nd Division) from HEC recognized university/Institute with two (02) years of work experience in public/private sector organization of good repute. Compulsory: Six weeks basic IT training course from NITB (including MS Office) after recruitment.	20 Years	35 Years
5.	Electrical Supervisor (BPS-15) (01 Post)	Punjab-1	Matric with three year Diploma of Associate Engineer in the relevant discipline from recognized institute and five year experience in the relevant field.	20 Years	35 Years
6.	Transport Supervisor (BPS-14) (01 Post)	Merit-1	Matric with 15 years' experience as Driver in any Government/Semi Government/ Autonomous Body including eight (08) years' experience with executive/senior officers. Well conversant with Pakistan Highway Code. Must possess Heavy Duty License. PSV license holder will be given preference.	30 Years	45 Years
7.	Kitchen Supervisor (BPS-12) (01 Post)	Merit -1	Intermediate with 05 years relevant experience in working and managing well known and large Guest House/Hotel Kitchens.	25 Years	40 Years
8.	Staff Car Driver (BPS-12) (02 Posts)	Merit-2	Middle Pass with 12 years' experience as Driver in any Government/Semi Government/ Autonomous Body including five (05) years' experience with executive/senior officers. Must possess Heavy Duty License.	30 Years	45 Years
9.	Lower Division Clerk (BPS-11) (02 Posts)	Punjab-1 Balochistan-1	Matric with minimum typing speed of 30 w.p.m. Compulsory: 03 weeks basic IT training course from NITB (including MS Office) after recruitment.	18 Years	30 Years
10.	Plumber (BPS-10) (01 Post)	Punjab-1	Matriculation with Six months' Plumber Certification Course from Government/ Private Institution. 05 Years' experience operation and maintenance of plumbing installations in office/commercial buildings.	18 Years	35 Years
11.	Painter (BPS-07) (01 Post)	Merit -1	Matriculation with 05 Years' experience in relevant field in well repute public/private organization.	18 Years	35 Years
12.	Garden Supervisor (BPS-06) (01 Post)	Punjab-1	Middle Pass with (10) years relevant experience.	25 Years	40 Years
13.	Driver (BPS-05) (04 Posts)	ICT-1 Local Peshawar-1 Local Lahore-1 Local Quetta-1	Middle pass with at least 5 years experience. Must possess Heavy Duty License.	18 Years	30 Years
14.	Dispatch Rider (BPS-05) (01 Post)	ICT-1	Matric with at least 5 years experience. Must possess valid driving License.	18 Years	30 Years
15.	HVAC Technician (BPS-05) (01 Post)	ICT-1	Matriculation with 1 year Diploma in Heating Ventilation, Air Conditioning & Refrigeration (HVACR) from Govt./Pvt. Institution. 04 Years' experience in operation and maintenance of HVAC Equipment in office/commercial buildings.	18 Years	35 Years
16.	Electrician (BPS-05) (01 Post)	Local Lahore-1	Matriculation with Six months' Electrical Wiring Technician Certification Course from Govt. Institution. 03 Years' experience in operation and maintenance of electrical wiring and circuits in office/commercial buildings.	18 Years	35 Years
17.	Qasid (BPS-03) (01 Post)	ICT-1	Matric with two years experience as Naib Qasid.	18 Years	30 Years
18.	Mali (BPS-03) (03 Posts)	ICT-3	Middle with two years experience as Mali.	18 Years	30 Years
19.	Mali (BPS-01) (01 Post)	ICT-1	3 Years' experience as Mali.	18 Years	30 Years
20.	Attendant (BPS-01) (02 Posts)	ICT-1 Local Karachi-1	Middle Pass.	18 Years	30 Years
21.	Naib Qasid (BPS-01) (03 Posts)	ICT-2 Local Peshawar-1	Matric.	18 Years	30 Years

* "Experience" means experience gained after obtaining the minimum required qualification.

Application Process:

- Applicants are required to apply online through HEC website: <https://careers.hec.gov.pk>. No need to send hard copy of C.V and Documents.
- Test / Interview of eligible candidates residing outside the Islamabad/Rawalpindi region and vicinity will be conducted via Audio/Video conferencing at the nearest possible location of the candidates (Karachi, Lahore, Quetta & Peshawar). **However, only shortlisted candidates meeting eligibility criteria for the advertised positions in BPS-01 to BPS-04 will be called for interview.**
- Application processing fee @ Rs. 600/- (for BPS-05 to BPS-16 posts) may be deposited in the online A/C No. 17427900133401 of HEC maintained for the purpose in Habib Bank Ltd. and proof of the receipt may be uploaded on the HEC website <https://careers.hec.gov.pk>.
- Those already in Government Service should apply through proper channel. **Five (05) years** general age relaxation has already included. Further age relaxation will be given as per Government rules.
- The experience as part time, honorary, apprentice and internee (as a part of study) will not be considered/counted as experience.
- Selected person can be posted anywhere in Pakistan.
- No TA/DA will be admissible for appearing in test / interview. HEC reserves the right to reject any or all the applications without assigning any reason as well as to increase/ decrease the number of vacancies as per requirement.
- Last date for submission of online application is **01-04-2024**. Incomplete/Late application will not be entertained.

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