

**HIGHER EDUCATION COMMISSION  
PAKISTAN**

**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.	<b>Assistant Private Secretary (BPS-16) (02 Posts)</b>	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.	<b>Accountant (BPS-16) (01 Post)</b>	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.	<b>Assistant Quantity Surveyor (BPS-16) (01 Post)</b>	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.	<b>Assistant (BPS-15) (07 Posts)</b>	Merit-1 Punjab-3 Sindh (U)-1 KPK-1 Balochistan-1	Graduate (at least 2 <sup>nd</sup> Division) from HEC recognized university/Institute with two (02) years of work experience in public/private sector organization of good repute. <b>Compulsory:</b> Six weeks basic IT training course from NITB (including MS Office) after recruitment.	20 Years	35 Years
5.	<b>Electrical Supervisor (BPS-15) (01 Post)</b>	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.	<b>Transport Supervisor (BPS-14) (01 Post)</b>	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	30 Years	45 Years

			possess Heavy Duty License. PSV license holder will be given preference.		
7.	<b>Kitchen Supervisor (BPS-12) (01 Post)</b>	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.	<b>Staff Car Driver (BPS-12) (02 Posts)</b>	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.	<b>Lower Division Clerk (BPS-11) (02 Posts)</b>	Punjab-1 Balochistan-1	Matric with minimum typing speed of 30 w.p.m. <b>Compulsory:</b> 03 weeks basic IT training course from NITB (including MS Office) after recruitment.	18 Years	30 Years
10.	<b>Plumber (BPS-10) (01 Post)</b>	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.	<b>Painter (BPS-07) (01 Post)</b>	Merit -1	Matriculation with 05 Years' experience in relevant field in well repute public/private organization.	18 Years	35 Years
12.	<b>Garden Supervisor (BPS-06) (01 Post)</b>	Punjab-1	Middle Pass with (10) years relevant experience	25 Years	40 Years
13.	<b>Driver (BPS-05) (04 Posts)</b>	ICT-1 Local Peshawar-1 Local Lahore-1 Local Queta-1	Middle pass with at least 5 years experience Must possess Heavy Duty License	18 Years	30 Years
14.	<b>Dispatch Rider (BPS-05) (01 Post)</b>	ICT-1	Matric with at least 5 years experience. Must possess valid driving License.	18 Years	30 Years
15.	<b>HVAC Technician (BPS-05) (01 Post)</b>	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.	<b>Electrician (BPS-05) (01 Post)</b>	Local Lahore-1	Matriculation with Six months' Electrical Wiring Technician Certification Course from Govt. Institution. 03 Years' experience in operation and maintenance of	18 Years	35 Years

			electrical wiring and circuits in office/commercial buildings.		
17.	<b>Qasid (BPS-03) (01 Post)</b>	ICT-1	Matric with two years experience as Naib Qasid	18 Years	30 Years
18.	<b>Mali (BPS-03) (03 Posts)</b>	ICT-3	Middle with two years experience as Mali	18 Years	30 Years
19.	<b>Mali (BPS-01) (01 Post)</b>	ICT-1	3 Years experience as Mali	18 Years	30 Years
20.	<b>Attendant (BPS-01) (02 Posts)</b>	ICT-1 Local Karachi-1	Middle Pass	18 Years	30 Years
21.	<b>Naib Qasid (BPS-01) (03 Posts)</b>	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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