



پائیر ایجوکیشن کمیشن

HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Exchange: (051) 90400000
Tele:051-90401426, 90401411

POSITIONS VACANT

Applications are invited from Pakistani Nationals to fill the following Positions under the project "*Allama Muhammad Iqbal Scholarship for Afghan National Students (Phase-III)*" on contract basis:-

S. #	Position	Quota	Qualification / Experience	Max. Age
1.	Project Director Project Pay Scale (PPS-10) Rs. 437,500/- per month (All inclusive) No of Post = 01	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution, with twelve (12) years relevant experience in public / private sector organisation of good repute, including five years managerial experience.	55 Years
2.	Project Manager Project Pay Scale (PPS-8) Rs. 218,750/- p.m. (All inclusive) No of Posts = 02	Merit=1 Punjab=1	Master's Degree or equivalent (16 years) (at least 2nd Division) from HEC recognised University / Institution with five (05) years relevant experience in Public/Private Sector organisation of good repute, including three (03) years' experience in managerial / supervisory level. Proficiency in MS-Office and MS-Project is must.	50 Years
3.	Accounts Manager Project Pay Scale (PPS-7) Rs. 157,500/- p.m. (All inclusive) No of Posts = 02	Merit=1 Khyber Pakhtunkhwa=1	MBA (Finance)/M.Com/CMA or equivalent (16 years) (at least 2nd Division) from HEC recognised University / Institution with three (03) years' relevant experience in private / public organisation, including one year mid-level management experience after final degree.	40 Years
4.	Project Assistant Project Pay Scale (PPS-6) Rs. 105,000/- p.m. (All inclusive) No. of Posts = 02	Merit=1 Punjab=1	Master's Degree or equivalent (16 years) (at least 2nd Division) from HEC recognised University / Institution with two (02) years relevant experience. Proficiency in MS-Office and MS-Project is must.	40 Years
5.	Naib Qasid Project Pay Scale (PPS-2) Rs. 35,000/- p.m. (All inclusive) No. of Post = 01	ICT=1	Matriculate with one (01) year relevant experience.	35 Years
6.	Driver Project Pay Scale (PPS-2) Rs. 35,000/- p.m. (All inclusive) No. of Post = 01	ICT=1	Middle Pass with at least five (05) years driving experience. Must Possess LTV License.	35 Years

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

- Applicants are required to apply online on 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).

- Application processing fee @ Rs. 600/- 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 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.
- Selectee can be posted anywhere in Pakistan.
- 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 of submission of online application is **28.11.2023**. Incomplete/late applications will not be entertained.

(Maham Babar)
Assistant Director (HRM)
Higher Education Commission, Islamabad.
051-90401426 & 90401411
recruitment@hec.gov.pk
For Technical/IT Assistant, Please Contact
051-111-119-432, 0334-1119432

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