



GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE PRODUCTION

## SITUATIONS VACANT

Applications from Pakistani Nationals are invited to fill the following vacancies in the Ministry of Defence Production, Pak Sectt - II, Adam Jee Road, Rawalpindi:

S. No.	Name of Post/BPS	Vacancies	Age Limit	Eligibility Criteria	
1	Assistant (BPS-15)	Punjab (Merit= 2) (Women= 1)	3	18 - 28	i) Graduate ii) 06 weeks Basic IT Training course (including MS Office) conducted by NITB is mandatory for initial appointment after selection and before completion of probation period.
		KP	1		
		AJ&K	1		
2	Duplicating Machine Operator (BPS-04)	Punjab	1	18 - 25	i) Primary Pass ii) Knowledge of operating duplicating machine is essential.
3	Naib Qasid (BPS-01)	Local	1	18 - 25	Primary Pass

- Interested candidates against the vacancies at S.No. 1 (Assistant) can apply online by registering themselves on <http://etc.hec.gov.pk> within 15 days after publishing of this advertisement.
- In case of any difficulty during the online registration, please visit <http://onlinehelp.hec.gov.pk> or visit HEC Secretariat/HEC regional offices or contact HEC Helpline 051-111-119-432, 0334-111-9432 for guidance.
- Applications received in hard form for S.No. 1 (Assistant) shall not be entertained.
- Applications for S.No. 2 and 3 (Duplicating Machine Operator, Naib Qasid) shall be submitted to the undersigned directly in hard form clearly mentioning the qualification, date of birth, mailing address and contact number etc.
- The candidates should make sure before appearing in the examination/test, that they are eligible in all respects for the post, applied for.
- Test Fee of Rs. 1500/- is to be deposited via **1Link 1Bill Invoice**.
- Download bank Fee Challan while registering for the test at <http://etc.hec.gov.pk>. (Fee Challan is only available on ETC online registration portal).
- The test fee is non-refundable and non-transferable.
- Candidates already in government service must apply through proper channel failing which they will not be considered for recruitment.
- Maximum age limits shall be relax-able for five years in all cases, in addition to the age relaxation admissible under "Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993".
- The quota reserved for disables will be adhered to according to the Government's instructions. The candidates who desire to apply against disable quota must specify the same in his/her application. The Candidate who applied against disability quota should provide disability certificate issued by Council on Rights of Persons with Disabilities (CRPD), Human Rights Division.
- No TA/DA will be admissible for test/interview.
- The Competent Authority reserves the right to cancel/withdraw or postpone the recruitment process at any stage.

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