



## POSITIONS VACANT

Applications are invited from Pakistani Nationals for the following Project Funded Positions on contract basis.

S#	Position	Project Name	Quota	Qualification / Experience	Max. Age
1-	<b>Project Director/ Project Coordinator (PPS-9)</b> No of Posts = 04	Fulbright Scholarship Support Programme HEC - USEFP (Phase-III)	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University/Institution, with seven years' relevant experience in Public / Private sector organisation of good repute including five years managerial experience.	55 Years
		Award of Allama Muhammad Iqbal 3000 Scholarships to Afghan Students (Prime Minister's Directive)	Merit=1		
		Postdoctoral Fellowship Programme (Phase-III) - HEC	Khyber Pakhtunkhwa=1		
		Pak-UK Education Gateway	Punjab=1		
2-	<b>Dy. Project Director (PPS-8)</b> No of Post = 01	Indigenous PhD Fellowships for 5000 Scholars, HEC (Phase-II)	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution with five years relevant experience in Public/Private Sector organisation of good repute, including three years' experience in managerial/supervisory level. Proficiency in MS-Office and MS-Project is must.	50 Years
3-	<b>Project Manager (PPS-8)</b> No of Posts = 05	Overseas Scholarship for PhD in Selected Fields (Phase-III) - HEC	Merit=1 Punjab=1 Punjab (Women)=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution with five years relevant experience in Public/Private Sector organisation of good repute including three years' experience in managerial/supervisory level. Proficiency in MS-Office and MS-Project is must.	50 Years
		Academic & Research Linkages with Different Countries/Agencies under Bilateral Agreements (Revised)	Sindh(R)=1		
		Provision of Higher Education Opportunities for Students of Balochistan & ERSTWHILE FATA (Phase-III)	Balochistan=1		
4-	<b>Legal Adviser/ Law Officer (PPS-8)</b> No of Posts = 03	Overseas Scholarship for PhD in Selected Fields (Phase-III) - HEC	Merit=1 Punjab=1	Bachelor's degree in law (LLB) OR equivalent from HEC recognised University/Institute with five years' experience as a practicing lawyer in the field of services/corporate Law. Must possess good verbal and written communication skills. MS Office proficiency is a pre-requisite.	50 Years
		Indigenous PhD Fellowships for 5000 Scholars, HEC (Phase-II)	Khyber Pakhtunkhwa=1		
5-	<b>Accounts Manager (PPS-8)</b> No of Post = 01	Overseas Scholarship for PhD in Selected Fields (Phase-III) - HEC	Punjab=1	Master/Bachelor's degree (16 years) in Finance/Commerce or equivalent (at least 2nd Division) from HEC recognised University/Institution, with five years post-qualification relevant experience in Public/Private sector organisation of good repute including two years managerial/project handling experience.	50 Years
6-	<b>Assistant Project Director (PPS-7)</b> No of Post = 01	Indigenous PhD Fellowships for 5000 Scholars, HEC (Phase-II)	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution with minimum three years relevant experience in public / private sector organisation. Proficiency in MS-Office and MS-Project is must.	40 Years
7-	<b>Project Accountant (PPS-7)</b> No of Post = 01	Faculty Development Programme for Pakistani Universities - HEC	Sindh(U)=1	MBA (Finance)/M. Com/CMA or equivalent (at least 2nd Division) from HEC recognised University/Institution with three years' relevant experience in private/public organisation including one-year mid-level management experience after final degree.	40 Years
8-	<b>Accounts Manager (PPS-6)</b> No. of Post = 01	Award of Allama Muhammad Iqbal 3000 Scholarships to Afghan Students (Prime Minister's Directive)	Punjab=1	MBA(Finance)/M. Com/CMA (16 years education) (at least 2nd Division) from HEC recognised University/Institution with three years' experience in private/public organisation.	40 Years
9-	<b>Research Associate (PPS-6)</b> No. of Post = 01	Overseas Scholarship for PhD in Selected Fields (Phase-III) - HEC	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution with two years relevant experience in public or private sector organisation of good repute.	40 Years
10-	<b>Office Assistant (PPS-6)</b> No. of Post = 01	Postdoctoral Fellowship Programme (Phase-III) - HEC	Merit=1	Master's Degree or equivalent (at least 2nd Division) from HEC recognised University / Institution with two years relevant experience in public or private sector organisation of good repute.	40 Years
11-	<b>Sub Engineer (PPS-6)</b> No. of Post = 01	Establishment of Pir Roshan Institute of Progressive Sciences and Technologies, Miranshah, North Waziristan District	Merit=1	Matric with three (03) years Diploma of Associate Engineering (Civil) in the relevant discipline from recognised institute/technical board and three (03) years' post-qualification experience in relevant field.	40 Years
12-	<b>Office Assistant (PPS-5)</b> No. of Post = 01	Faculty Development Programme for Pakistani Universities - HEC	Merit=1	Graduation (at least 2nd Division) from HEC recognised University / Institution with two years' work experience in Public / Private sector organisation of good repute. Advance use of MS-Office is must.	40 Years
13-	<b>Data Entry Operator (PPS-5)</b> No. of Post = 01	Indigenous PhD Fellowships for 5000 Scholars, HEC (Phase-II)	Merit=1	Graduation with six months certificate in computer applications.	40 Years
14-	<b>Driver (PPS-2)</b> No. of Post = 01	Allama Muhammad Iqbal Scholarship for Afghan National Students (Phase-III)	ICT=1	Middle Pass with at least five 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 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).

\* Application processing fee @ Rs. 600/- from Sr. No. 1 to 13 may be deposited online in HEC-maintained account for the purpose, A/C No. 1742790133401 in Habib Bank Ltd. 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 is 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.

\* Selectees 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 for submission of online application is 05-03-2024. Incomplete/late applications will not be entertained.

(Wajid Ali Saleem), Deputy Director (HRM)

PID (I) No. 4912/23

Higher Education Commission (Wajid), Islamabad, 051-90401411, Email: [recruitment@hec.gov.pk](mailto:recruitment@hec.gov.pk)

For Technical/IT Assistance, Please Contact, 051-111-119-432, 0334-1119432