Applications are invited from the suitable candidate possessing local/domicile of Balochistan purely on **contract basis for the period of 2 Years** (male and female) for filling up the following posts, subject to the requisite qualifications, domicile, and age limit.

Sr. No	Name of Post	Designation	Number of Posts	Qualification	Age Limit	Local/ Domicile
1	Director MIS	BPS-18	1	HEC recognized Master's degree in MIS/related technologies or equivalent, 5 years relevant experience in the relevant field.	43 Years	Balochistan
2	Assistant Director (Admin)	BPS-17	1	HEC recognized Master's in HRM/Public Administration or equivalent, 3 years HR experience	43 Years	Balochistan
3	Assistant Director (Finance)	BPS-17	1	HEC recognized M. Com/MBA (Finance) or equivalent, 3 years related experience	43 Years	Balochistan
4	Assistant Director (Capacity Building)	BPS-17	1	HEC recognized Master's in Management/Social Sciences or equivalent, 3 years relevant experience	43 Years	Balochistan
5	Assistant Director (Works)	BPS-17	1	HEC recognized BS/BE Civil Engineering, Master's in Management, Economics, MBA or equivalent, 3 years of relevant experience. Procurement related certification/diploma from CIPS or any other recognized institution is desirable.	43 Years	Balochistan
6	Assistant Director (Goods & Services)	BPS-17	1	HEC recognized Master's in Business Administration, Supply Chain Management, Public Administration, Economics or equivalent, 3 years relevant experience, Procurement related certification/diploma from CIPS or any other recognized institution is desirable.	43 Years	Balochistan
7	Assistant Director (Grievance)	BPS-17	1	HEC recognized Master's in HRM/Public Administration or equivalent, 2-4 years' experience in HR.	43 Years	Balochistan
8	Assistant Accounts Officer	BPS-16	1	HEC recognized Bachelor's in Commerce, Business Administration, or equivalent, 2 years relevant experience in finance/accounting	43 Years	Balochistan
09	Office Assistant	BPS-14	1	HEC recognized Bachelor's Degree (at least 2nd Division) in any discipline, 2 years relevant experience	43 Years	Balochistan
10	Data Processing Supervisor	BPS-14	3	HEC recognized BCS (at least 2nd Division) or equivalent with 3 years of experience in data management	43 Years	Balochistan
11	Assistant Computer Operator	BPS-12	1	HEC recognized BCS (at least 2nd Division) or equivalent, 1 year experience	43 Years	Balochistan
12	Receptionist	BPS-12	1	Intermediate (at least 2nd Division) or equivalent, 2 years experience in front desk management	43 Years	Balochistan
13	Photostat Machine Operator	BPS-04	1	Secondary School Certificate, 2 years experience in handling photocopying and documentation	43 Years	Balochistan
14	Security Guard (Male)	BPS-02	2	Primary Pass, preference will be given to experienced candidates	43 Years	Balochistan
15	Naib Qasid	BPS-02	1	Primary Pass, preference will be given to experienced candidates	43 Years	Balochistan

Important Note: Detail job descriptions and requirements of all positions can be downloaded from www.bppra.gob.pk **Candidates applying for the position at serial # 13, 14 & 15 are requested to submit their attested copies of documents and applications in the office of BPPRA directly.**

Terms & Conditions

1. The interested candidates fulfilling the required criteria may submit their application online at http://etc.hec.gov.pk for the desired post within **15 days after publication of this advertisement**.
2. The candidature is likely to be cancelled/ rejected in case of submission of incomplete/ incorrect/ fake information at any stage.
3. Only shortlisted candidates will be called/ invited for test/ interview.
5. The candidate already in Government service shall have to produce NOC from their respective Department at the time of the interview.
6. No TA/DA shall be admissible for appearing in Test/Interview.

Written Test & Interview

Candidates applying for various positions will undergo a written test designed and administered by the **Education Testing Council (ETC)**. The test will be conducted in Quetta. The ETC team will inform candidates about the venue, date, and time of the test. ETC will communicate the test results to both the candidates and BPPRA. Interviews for shortlisted candidates will be conducted by BPPRA, with the schedule to be announced.

Note: Original documents with verified copies (verification must be obtained from concerned board/ university with their stamp) will be checked for the shortlisted candidates at the time of interview.

How to Apply/ Register for the Test:

- Interested candidates can apply online by registering themselves on http://etc.hec.gov.pk. The registration process must be completed by pressing the "SUBMIT" button for the online application before the 4 pm deadline of registration closing date given on the portal.
- During the online registration process, all the required information must be entered correctly with due diligence.
- Application received by hand or through courier/ email shall not be accepted/ entertained.
- The candidates should make sure before appearing in the examination/ test that they are eligible in all respects for the post applied for.
- In case of any difficulty during the online registration, please visit http://onlinehelp.hec.gov.pk or visit HEC Secretariat or contact HEC regional offices for guidance.
- Only SUBMITTED applications will be considered. Applications in SAVE or INCOMPLETE mode will not be entertained.
- Fee will be submitted through **1Link/1Bill Invoice** payment services with the generated consumer number.
- After depositing the fee through 1link/1Bill Invoice, click on Verify Online Payment on ETC Dashboard.
- The test fee is non-refundable and non-transferable.
- Email/ SMS will be sent to the registered applicants for examination date, time, and venue. Candidates are required to provide a valid email/ mobile number while filling their online application forms. SMS shall not be sent to the mobile numbers that have been converted from one network to another network.
- The candidates must get queries/complaints resolved before the closure of the web registration portal. Queries/complaints handling beyond the registration deadline is denied by the system due to logistics/security reasons.
- Taking a mobile or any calculating, recording, communication, or imaging electronic device inside the test centre, as well as uploading or sharing the images of question book is strictly prohibited and an offence liable to be punished as per the ETC-HEC rules.

Note: It is Mandatory to bring along the Original CNIC on the test day with the Roll No. slip issued by ETC via email or downloaded from the candidate's portal, otherwise the candidate shall not be allowed to sit in the exam.

Director (Capacity Building),
BPPRA, Arbab Town, Joint Road, Quetta
Tel: 081-2446613-7

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