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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
HIGHER EDUCATION COMMISSION
(HRM Division)

NOTIFICATION

Islamabad, the 20th July, 2022

SUBJECT:—HIGHER EDUCATION COMMISSION EMPLOYEES
(RECRUITMENT), RULES, 2009.

S. R. O. 1192(I)/2022.—In exercise of the powers delegated by the Commission in its 22nd meeting held on 19-04-2010 to the Chairman HEC, conferred under sub-rule (3) of rule 4 of Higher Education Commission Employees (Recruitment) Rules, 2009, notified *vide* S.R.O 822(I)/2009 dated 1st September, 2009, the following additions/amendments shall be made in Schedules-I, II & III of the Rules, to the under mentioned posts:—

S. #	Name of Post	BPS
1.	Assistant Attestation Officer	16
2.	Sub-Engineer (Electrical)	16
3.	Assistant Quantity Surveyor	16
4.	IT/LAN Administrator	16

2733 (1—5)

Price : Rs. 10.00

[8679 (2022)/Ex. Gaz.]

S. #	Name of Post	BPS
5.	House Keeping Supervisor	15
6.	Mechanical Transport Supervisor	14
7.	Kitchen Supervisor	12
8.	Driver	10
9.	Caretaker	10
10.	Plumber	10
11.	Sr. Electrician	10
12.	Distributer	08
13.	Supervisor Cook	08
14.	Library Attendant	08
15.	Sr. Cook	07
16.	Painter	07
17.	Cook	06
18.	Electrician	05
19.	HVAC Technician	05
20.	Receptionist/Caretaker	05
21.	Library Attendant	04
22.	Qasid/Mali/Sanitary Worker	04
23.	Qasid/Mender/Daftri	03
24.	Helper (Cook) /Attendant/ Tandoorchi	03
25.	Mali	03
26.	Security Guard	03
27.	Sanitary Worker	03

Schedule-I**Method of Appointment**

The Method of appointment to the posts shall be as under:-

S. #	Designation and Scale/BPS of the Post		By Promotion %	By Initial Appointment %
	Designation	Scale/BPS		
1	2	3	4	5
1.	Assistant Attestation Officer	16	-	100%
2.	Sub-Engineer (Electrical)	16	-	100%
3.	Assistant Quantity Surveyor	16	-	100%
4.	IT/LAN Administrator	16	100%	-
5.	House Keeping Supervisor	15	50%	50%
6.	Mechanical Transport Supervisor	14	-	100%
7.	Kitchen Supervisor	12	-	100%
8.	Driver	10	100%	-

S. #	Designation and Scale/BPS of the Post		By Promotion %	By Initial Appointment %
	Designation	Scale/BPS		
1	2	3	4	5
9.	Caretaker	10	100%	-
10.	Plumber	10	-	100%
11.	Sr. Electrician	10	100%	-
12.	Distributer	08	100%	-
13.	Supervisor Cook	08	100%	-
14.	Library Attendant	08	100%	-
15.	Sr. Cook	07	100%	-
16.	Painter	07	-	100%
17.	Cook	06	100%	-
18.	Electrician	05	50%	50%
19.	HVAC Technician	05	-	100%
20.	Receptionist/Caretaker	05	-	100%
21.	Library Attendant	04	-	100%
22.	Qasid/Mali/Sanitary Worker	04	100%	-
23.	Security Guard	03	100%	-
24.	Qasid/Mendar/Daftri	03	70%	30%
25.	Helper (Cook) /Attendant/ Tandoorchi	03	70%	30%
26.	Mali	03	70%	30%
27.	Sanitary Worker	03	70%	30%

Schedule-II**Conditions for Promotion**

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:-

S. #	Designation and BPS of the Post		Persons Eligible	Conditions of eligibility
	Designation	BPS		
1	2		3	4
1.	IT/LAN Administrator	16	Computer Operator (BPS-15)	(i) 3-years' satisfactory service as Computer Operator (BPS-15). (ii) Master / Bachelor Degree (16-years) in Information Technology / Computer Sciences / BCS / BCE / BS Engineering (Electrical / Telecom) or equivalent from HEC recognized university / Institution.

S. #	Designation and BPS of the Post		Persons Eligible	Conditions of eligibility
	Designation	BPS		
1	2		3	4
				OR Bachelor Degree (14-years) in any discipline from HEC recognized university / Institution with one year's diploma in IT/Computer Science.
2.	House Keeping Supervisor	15	Receptionist/ Care Taker (BPS-10)	07 years' service as Receptionist/ Care Taker in BPS-10.
3.	Care Taker	10	Receptionist/ Care Taker (BPS-05)	05 years' service as Receptionist/ Care Taker in BPS-5.
4.	Sr. Electrician	10	Electrician (BPS-05)	05 Years' Service as Electrician in BPS-05.
5.	Distributor	08	Book Binder (BPS-06)	05 years' service as Book Binder in BPS-6.
6.	Supervisor (Cook)	08	Sr. Cook (BPS-07)	5 years' service as Sr. Cook in BPS-7
7.	Library Attendant	08	Library Attendant (BPS 04)	5 years' service as Library Attendant in BPS-4
8.	Sr. Cook	07	Cook (BPS-06)	3 years' service as Cook in BPS-6
9.	Cook	06	Cook (BPS-05)	3 years' service as Cook in BPS-5
10.	Electrician	05	Helper (Electrician) (BPS-03)	5 years' service as Helper (Electrician) in BPS-03
11.	Qasid/Mali/Sanitary Worker	04	Qasid/Daftri/Mender, Mali & Sanitary Worker (BPS-03)	03 years' service as Qasid/Mali/Sanitary Worker in BPS-03
12.	Security Guard	03	Security Guard (BPS-01)	03 years' service as Security Guard in BPS-01
13.	Mali	03	Mali (BPS-01)	03 years' service as Mali in BPS-01
14.	Sanitary Worker	03	Sanitary Worker (BPS-01)	03 years' service as Sanitary Worker in BPS-01

Schedule-III**QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR
INITIAL APPOINTMENT**

S. #	Name of Post	BPS	Qualification & Experience	Age Limit
1.	Assistant Attestation Officer	16	Bachelor/Associate Degree (14 years) with 5 years' service as Assistant in any Government / Semi Government Organization / Autonomous Bodies. Advance use of MS-Office is must.	25-35
2.	Sub-Engineer (Electrical)	16	3 years DAE (Diploma of Associate Engineering) Electrical with 5 years'	25-35

S. #	Name of Post	BPS	Qualification & Experience	Age Limit
			experience in maintenance of electrical infrastructure of buildings.	
3.	Assistant Quantity Surveyor	16	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.	25-35
4.	Mechanical Transport Supervisor	14	Matric with 1 year Diploma in Auto Mechanic / Diesel Mechanic. Minimum 3 years' experience in a similar position. Good written and verbal communication skills. Well conversant with Pakistan Highway Code.	18-30
5.	Kitchen Supervisor	12	Intermediate with 05 years relevant experience in working and managing well known and large Guest House/Hotel Kitchens.	25-35
6.	Plumber	10	Matriculation with Six months' Plumber Certification Course from Government/ Private Institution. 05 Years' experience operation and maintenance of plumbing installations in office/commercial buildings.	18-30
7.	Painter	7	Matriculation with 05 Years' experience in relevant field in well reputed public/private organization.	18-30
8.	Electrician	5	Matriculation with Six months' Electrical Wiring Technician Certification Course from Govt. Institution. 03 Years' experience in operation and maintenance of electrical wiring and circuits in office/commercial buildings.	18-30
9.	HVAC Technician	5	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	18-30
10.	Library Attendant	4	Matric with three (03) years' experience as Library Attendant in well reputed public/private organization.	18-30
11.	Mali	03	Middle with two years experience as Mali.	18-25
12.	Sanitary Worker	03	Middle with two years experience as Sanitary Worker.	18-25

[No. 19(3)/HRM-Rules/2007/HEC/1616.]

RABIA FIRDOUS,
Dy. Director (HRM).