



GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE PRODUCTION

## SITUATIONS VACANT

Applications from Pakistani National are invited to fill the following vacancies in the Ministry of Defence Production, Pak Sectt – II, Adam Jee Road, Rawalpindi. The pay scales, qualification, age limit, etc are as under:-

S.No.	Name of Post	Vacancies	Quota	Age Limit	Eligibility Criteria	
1	Assistant (BPS-15)	3	Punjab (Women = 1) (Minorities = 1)	2	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.
			Balochistan	1		
2	Stenotypist (BPS-14)	3	Punjab (Women)	1	18 - 25	i) Intermediate ii) Minimum speed of 80/40 w.p.m in Shorthand/ Typing respectively. iii) Must be computer literate
			Sindh (R) (Women)	1		
			Balochistan	1		
3	UDC (BPS-11)	2	Punjab	1	18 - 25	i) Intermediate ii) 03 weeks Basic IT Training course (including MS Office) conducted by NITB is mandatory for initial appointment after selection and before completion of probation period.
			Sindh (U)	1		
4	Driver (BPS-04)	2	Ex-Servicemen	2	18 - 30	i) Primary Pass ii) Valid driving license holder and well versed with traffic Rules. iii) 1 x post is against deputation vacancy up to 06.09.2024.
5	DR (BPS-04)	1	Ex-Servicemen	1	18 - 30	i) Primary Pass ii) Valid driving license holder and well versed with traffic Rules. iii) The post is against deputation vacancy up to 30.09.2025
6	Khakroob (BPS-01)	1	Local	1	18 - 25	Primary Pass

- Interested candidates against the vacancies at S.No. 1 – 3 (Assistant, Stenotypist & UDC) can apply online by registering themselves on <http://etc.hec.gov.pk> within 15 days after publishing of this advertisement.
- Applications received in hard form for S.No. 1 to 3 (Assistant, Stenotypist & UDC) shall not be entertained.
- Applications for S.No. 4 to 6 (Driver/DR & Khakroob) shall be submitted to the undersigned directly in hard form.
- 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/HEC regional offices or contact HEC Helpline 051-111-119-432, 0334-111-9432 for guidance.

6. Test Fee of Rs. 1500/- is to be deposited in the **Account No. 1742 7900 133401, Account Title: Higher Education Commission, Bank: Habib Bank Limited, Branch Code: 1742.**
7. 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).
8. All candidates are required to upload the Paid & Scanned Fee challan, duly stamped by an HBL branch, while completing the application form of ETC online registration portal to submit the application.
9. The test fee is non-refundable and non-transferable.
10. Candidates already in government service must apply through proper channel failing which they will not be considered for recruitment.
11. 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".
12. The quota reserved for disables will be adhered to according to the Government's instructions.
13. No TA/DA will be admissible for test/interview.
14. The Competent Authority reserves the right to cancel/withdraw or postpone the recruitment process at any stage.

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