



PAKISTAN INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED MINISTRY OF HOUSING & WORKS GOVERNMENT OF PAKISTAN

26 Mauve Area, G-9/1, Islamabad

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JOB OPPORTUNITIES

Pakistan Infrastructure Development Company Limited (PIDCL), Ministry of Housing & Works invites applications of qualified and experienced professionals for the following positions on open merit, purely on contract basis:

Sr.	Position	No. of Positions	Station	Qualification
1.	GM (Engineering) Civil (South)	01	Karachi	Bachelor's degree in Civil Engineering from HEC recognized university, with minimum 20 years of relevant field, valid registration with PEC is mandatory.
2.	Manager (Admn. & HR)	01	Karachi	Master degree preferably in Public/ Business Administration/IR with minimum (05) experience in relevant field, preferably in a responsible position equivalent to basic pay scale 17 and above in Government / semi-Government/public sector organization.
3.	Manager (Finance)	02	Islamabad-01 Karachi-01	Master's degree in Finance, Accounting & Commerce / MBA (Finance) from recognized university/ Institute/ ACCA / APFA / CA CAF, at least (05) years relevant experience in finance.
4.	Manager Internal Auditor	01	Karachi	Member of recognized body of professional accountants / OR ACCA/ CA (Finalist) or person holding a Master's Degree in Finance/ Commerce from a recognized university with minimum (05) years of External/ Internal Audit.
5.	Manager Contract Procurement	01	Islamabad	Bachelor's degree in Civil Engineering from an HEC recognized university. MBA in Supply Chain Management/ Procurement/ Finance/ Business Administration, or a relevant field will be preferred alongwith minimum of (05) years in contract management, procurement, tendering, bidding, contract negotiation and compliance with PPRA rules, valid registration with PEC is mandatory.
6.	Manager Project Monitoring	01	Karachi	Bachelor's degree in Civil Engineering/ Project Management from an HEC recognized university, with at least (05) years of relevant experience. Valid registration with the PEC is mandatory.
7.	Manager MEP	02	Islamabad-01 Karachi-01	Bachelor's degree in Electrical/Mechanical from an HEC recognized university, with at least (05) years of relevant experience. Valid registration with the PEC is mandatory.
8.	Assistant Manager Legal	01	Islamabad	LL.B. from an HEC recognized institution, minimum (02) years' relevant post-qualification experience in legal matters, preferably in corporate, contracts, litigation, or regulatory affairs.
9.	Assistant Manager (IT)	01	Islamabad	16 years of education (Bachelor's degree) in IT or computer science from HEC recognized university, at least (02) years of experience in the similar role will be considered an added advantage.
10.	Assistant Manager (Admn. & HR)	02	Islamabad-01 Karachi-01	16 years of education (Bachelor's degree) in Public/ Business Administration/ Analytics or related discipline from HEC recognized university alongwith minimum experience of (02) years in relevant field.

Sr.	Position	No. of Positions	Station	Qualification
11.	Assistant Manager Architecture	01	Islamabad	Bachelor's degree in Architecture (B.Arch.) from an HEC recognized institution, (02) years of relevant post qualification experience in architectural design, planning, project management, and supervision, valid registration with PCATP is mandatory.
12.	Assistant Manager Contract Procurement	01	Karachi	Bachelor's degree in Civil Engineering from HEC recognized university. MBA in Supply Chain Management/ Procurement/ Finance/ Business Administration, or a relevant field will be preferred alongwith minimum of (02) years in contract management, procurement, tendering, bidding, contract negotiation and compliance with PPRA rules, valid registration with PEC is mandatory.
13.	Assistant Manager Project Monitoring	02	Islamabad-01	Bachelor's degree in Civil Engineering/ Project Management from HEC recognized university, with at least (02) years of relevant experience. Valid registration with the PEC is mandatory.
			Karachi-01	
14.	Assistant Manager Technical Execution	05	Islamabad-02	Bachelor's degree in Civil Engineering from HEC recognized university, with at least (02) years of relevant experience. Valid registration with PEC is mandatory.
			Karachi-03	
15.	Assistant Manager MEP	03	Islamabad-02	Bachelor's degree in Electrical/ Mechanical from HEC recognized university, with at least (02) years of relevant experience. Valid registration with the PEC is mandatory.
			Karachi-01	
16.	Assistant Manager Structure	02	Islamabad-01	Bachelor's degree in Civil Engineering from HEC recognized university, with at least (02) years' experience in structure designing. Valid registration with PEC is mandatory.
			Karachi-01	
17.	Senior Account Officer	01	Islamabad	Bachelor's degree in Finance, Accounting & Commerce from HEC recognized university/Institute with at least (02) years of relevant experience. Master's degree in Economics/Finance will be preferred.
18.	Accounts Officer	01	Islamabad	Bachelor's degree in Finance, Accounting & Commerce from recognized university/ Institute with at least (02) years of relevant experience. Master's degree in Economics/ Finance will be preferred.
19.	Finance Assistant	02	Karachi	Bachelor's degree in Finance, Accounting & Commerce from recognized university/Institute with at least (02) years of relevant experience.
20.	EPADS Specialist	01	Islamabad	Bachelor's degree in Computer Science, Information Technology from an HEC-recognized university preferably (02) year experience in relevant field.
21.	Quantity Surveyor/ Estimator	08	Islamabad-03	Diploma of Associate Engineer (DAE)/ Quantity Surveying from a recognized Board of Technical Education, with relevant experience in estimation and rate analysis. Preferably (02) year experience in relevant field.
			Karachi-05	
22.	Sub-Engineer/ Field Officer	02	Islamabad	Diploma of Associate Engineer (DAE) in Civil, Mechanical, or Electrical Engineering from a recognized Board of Technical Education, preferably with at least two (02) years of relevant experience.
23.	Office Assistant	02	Islamabad	Minimum Intermediate with experience of Office Assistant, preference will be given to Bachelor Degree.
24.	Document Controller	10	Islamabad-06	Bachelor's Degree preferably with relevant experience.
			Karachi-04	
25.	Personal Assistant	04	Islamabad-03	Bachelor's Degree preferably with relevant experience.
			Karachi-01	
26.	Receptionist	01	Islamabad	Bachelor's Degree preferably with relevant experience.
27.	Transport Supervisor	01	Islamabad	Minimum Matriculation preferably with relevant experience.

Terms & Conditions:

- Appointment will be made purely on contract basis, extendable annually upon satisfactory performance, subject to approval of the competent authority i.e. Board of Directors, PIDCL, as per HR Policy on the basis of evaluation/recommendations of the HR committee.
- Candidates presently employed in Government service shall be required to submit a No Objection Certificate (NOC) alongwith their CV. The offer of appointment shall be conditional upon submission of resignation from the previous post.
- 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. A mobile number ported from the original mobile company must not be provided.
- 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.
- Test Fee of Rs. 2,000/- will be submitted through 1Link/1Bill Invoice payment services using 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 center, 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.
- The test shall be conducted in Islamabad and Karachi.
- PIDCL may increase or decrease number of vacancies.
- PIDCL reserves the right to review or cancel the recruitment process at any stage.
- No TA/DA will be admissible for appearing in test/interview.
- Note: It is Mandatory to bring along the Original CNIC/ Original Passport 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.

PID (I) 3119/26

Manager (Admn. & HR)

Pakistan Infrastructure Development Co. Ltd.

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