GOVERNMENT OF PAKISTAN

M/o National Health Services, Regulations & Coordination (NHSR&C)

Allied Health Professionals Council (AHPC)

Ex. PAKISTAN HEALTH RESEARCH COUNCIL. Building

Shahrah-e-Jamhuriat. Off Constitution Avenue, Sector G-5/2, Islamabad

SITUATION VACANT

Applications are invited from eligible Pakistani nationals on open merit basis for the following posts in the Allied Health Professionals Council (AHPC), Islamabad and its Regional Offices. All appointments will be made purely on a one-year contract basis and are strictly temporary.

S. No	Designation and BPS of the post	No. of Posts	Qualification and experience	Maximum age limit
	PLACE OF POSTING: HEAD OFFICE, ISLAMABAD			
1.	Secretary (BPS-20)	01	BS (16 years of education) or equivalent recognized by HEC in any discipline of Allied Health as per schedule I of AHPC Act & M.Phil. / MS (18 years of education) or equivalent recognized by HEC and must be in relevant discipline of Allied Health as per Schedule-I of AHPC Act Or PhD. in relevant discipline of AHS. At least 17 years experience. **Must be registered with AHPC**	50
2.	Registrar (BPS-20)	01	BS (16 years of education) or equivalent recognized by HEC in any discipline of Allied Health as per schedule I of AHPC Act and M.Phil. / MS (18 years of education) or equivalent recognized by HEC and must be in relevant discipline of Allied Health as per schedule I of AHPC Act. Or PhD. in relevant discipline of AHS. At least 17 years experience. **Must be registered with AHPC**	50
3.	i. Director (Education & Training) (BPS-19) ii. Director (Licensing, Examination and Accreditation) (BPS-19) iii. Director (Registration and Quality Assurance) (BPS-19) iv. Director (Research and Development) (BPS-19) v. Director (Compliance & Anti-quackery) (BPS-19)	05	BS (16 years of education) or equivalent recognized by HEC in any discipline of Allied Health as per Schedule-I of AHPC Act and M.Phil. / MS (18 years of education) or equivalent recognized by HEC and must be in relevant discipline of Allied Health as per schedule I of AHPC Act. Or PhD in relevant discipline of AHS. At least 12 years experience must be in relevant discipline of AHS. **Must be registered with AHPC**	45
4	Director (19) (Admin & HR)	01	First or Second-class Master's Degree (16 years of education) in Public Administration, Business Administration (HRM / Management) Administrative from an HEC recognized institutions. At least 12 years experience.	45
5	Director (19) (Finance and Audit)	01	First or Second-Class Master's degree in Commerce, Business Administration (Finance/Accounts) from an HEC recognized institutions. OR Chartered Accountant (CA). At least 12 years experience.	45
6	Consultant (Admin & HR)	01	First or Second-class Graduation/Master's Degree (16 years of education) in Public Administration, Business Administration (HRM / Management) from an HEC recognized institutions. At least 20 years relevant experience in reputable and recognized institutions	50
7	Consultant (Finance and Audit)	01	First or Second-Class Graduation/Master's degree in Commerce, Business Administration (Finance/Accounts), from an HEC recognized institutions. OR Chartered Accountant (CA). At least 20 years experience in reputable and recognized institutions.	50
8	Director (ICT) (BPS-19)	01	First or Second-class Master's Degree (16 years of education) in Computer Sciences/Software Engineering or equivalent recognized by HEC OR MS Computer Sciences/Software Engineering or equivalent recognized by HEC. At least 12 years experience.	45
9.	Director (Legal) (BPS-19)	01	i. LLB/LLM or equivalent recognized by HEC ii. Advocate Supreme Court iii. At least 12 years experience of high court supreme court	45
10.	Public Relations Officer (PRO) (BPS-18)	01	Graduation (16 years of education) in relevant discipline and M.Phil./MS/ Post graduation from HEC recognized institutions and must be in relevant discipline. Masters in Mass Communication or Masters in Journalism/ /**Media** Studies/Sociology or Anthropology or equivalent. At least 05 years post-qualification experience in relevant Discipline.	40
11.	i. Deputy Director (Education & Training) (BPS-18) ii. Deputy Director (Licensing, Examination & Accreditation) (BPS-18) iii. Deputy Director (Registration & Quality Assurance) (BPS-18) iv. Deputy Director (Research & Development) (BPS-18) v. Deputy Director (Compliance & Anti-Quackery) (BPS-18)	05	Graduation (16 years of education) in relevant discipline and M.Phil./MS/ Post graduation from HEC recognized institutions and must be in relevant discipline. At least 05 years relevant experience **Must be registered with AHPC**	40
12.	Deputy Director (Admn & HR) (BPS-18)	01	First or Second-class Master's Degree (16 years of education) in Public Administration / Business Administration (HRM Management) from an HEC recognized university. At least 5 years experience.	40
13.	Deputy Director (Finance and Audit) (BPS-18)	01	First or Second-Class Master's degree in Commerce/Business Administration Finance/Accounts) from an HEC recognized university or Chartered Accountant CA. At least 05 years experience.	40
14.	Deputy Director (ICT) (BPS-18)	02	First or Second-class Master's Degree (16 years of education) in Computer Sciences/Software Engineering or equivalent recognized by HEC And MS Computer Sciences/Software Engineering or equivalent recognized by HEC. At least 05 years experience must be in relevant field.	40
15.	Deputy Director (Legal) (BPS-18)	01	i. LLB or equivalent recognized by HEC ii. License from High Court At least 05 years relevant experience in high court	40
16.	Senior Media Manager (BPS-18)	01	Masters in Mass Communication or Masters in Journalism/ /Media Studies or equivalent. At least 05 years relevant experience	40
17.	i. Assistant Director (Education & Training) (BPS-17) ii. Assistant Director (Licensing, Examination & Accreditation) (BPS-17) iii. Assistant Director (Registration & Quality Assurance) (BPS-17) iv. Assistant Director (Research & Development) (BPS-17) v. Assistant Director (Compliance & Anti-Quackery) (BPS-17)	05	M. Sc. / BS (16 years of education) or equivalent recognized by HEC in any discipline of Allied Health as per schedule I of AHPC Act. 03 years of experience must be in relevant field preferable **Must be registered with AHPC**	35
18.	Media Manager (BPS-17)	01	Graduation (16 years of education) in relevant discipline. Masters in Mass Communication or Masters in Journalism/Media Studies or equivalent. At least 03 years post-qualification experience.	35
19.	Assistant Director (Admn & HR) (BPS-17)	01	First or Second-class Master's Degree (16 years of education) in Public Administration/Human Resource Management & /MBA IN HRM OR Equivalent from an HEC recognized university. At least 3 years experience.	35
20.	Assistant Director (Legal) (BPS-17)	01	i. LLB or equivalent recognized by HEC ii. Valid License from Bar Council ii. Up to 3 years relevant experience	35
21.	Assistant Director (Audit and Finance) (BPS-17)	01	MBA (Finance) / M. Com or equivalent recognized by HEC or Chartered Accountant (CA-Inter). 03 years relevant experience preferable.	35
22.	Assistant Director (ICT) (BPS-17)	02	First or Second-class Master's Degree (16 years of education) in Computer Sciences/Software Engineering or equivalent recognized by HEC OR MS Computer Sciences/Software Engineering or equivalent recognized by HEC. At least 03 years experience.	35
23.	Private Secretary (BPS-16)	02	Second Class or Grade 'C' Bachelor's Degree (14 years of education) from a HEC recognized university. 02 years relevant experience preferable. Minimum 50 words per minute in typing. Proficient in MS Office suite (MS Word, Excel, PowerPoint) and general computer operations.	35
24.	Office / Media / AHP / IT Assistants (BPS-16)	11	BA / B.Sc. / B. Com / BBA (Finance) or equivalent recognized by HEC for Admn / Accounts / IT / Media Assistants. 02 years experience in relevant field	35
25.	Office Assistant (Legal) (BPS-16)	01	BA / B.Sc. / or equivalent recognized by HEC. At least 02 years of legal drafting experience.	35
26.	Driver (BPS-04)	05	Primary pass. Valid driving licence holder. Local domicile based.	25
27.	Naib Qasid (BPS-01)	06	Primary. Relevant experience preferable. Local domicile based.	25
28.	Security Guard / Chowkidar (BPS-01)	03	Primary. Relevant experience preferable. Local domicile based.	25
	REGIONAL POSTS — SINDH, AJ&K, KHYBER PAKHTUNKHWA, PUNJAB, BALOCHISTAN & GB — 36 posts			
1.	Assistant Director (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (BPS-17)	06	MSc. / BS (16 years of education) or equivalent recognized by HEC in any discipline of Allied Health as per schedule I of AHPC Act. 03 years relevant experience preferable **Must be registered with AHPC**	35
2.	IT Assistant (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (BPS-16)	06	16 or 14 years of education in computer science or IT from HEC recognized university. 02 years experience in relevant field preferred.	35
3.	Data Entry Operator (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (As per approved scale)	06	I.C.S with 05 years relevant experience or Intermediate with one-year Diploma in IT and 03 years relevant experience.	28
4.	Attendant (Naib Qasid) (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (BPS-01)	06	Primary. Relevant experience preferable. Local domicile based.	25
5.	Security Guard (Chowkidar) (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (BPS-01)	06	Primary. Relevant experience preferable. Local domicile based.	25
6.	Sweeper (01 each: Sindh, AJ&K, KPK, Punjab, Balochistan & GB) (BPS-01)	06	Primary. Relevant experience preferable. Local domicile based.	25

GENERAL TERMS AND CONDITIONS

1. All positions are strictly on a purely temporary contract basis for a period of one (01) year, extendable subject to satisfactory performance.
2. A general age relaxation up to 10 years in the upper age limit shall be granted by the AHPC.
3. Eligible candidates must apply through AHPC Job Portal at **https://ahpc.org.pk/jobs-and-opportunities.html** and upload scanned copy of bank challan within 15 days of the publication of this advertisement.
4. Length of experience will be reduced by 02 years in case of M.Phil and 04 years in case of PhD.
5. Incomplete/late application will not be considered.
6. AHPC reserves the rights to accept/reject, decrease the number of posts advertised.
7. Only shortlisted candidates meeting the qualification criteria will be called for test/interview.
8. No TA/DA will be admissible
9. Candidates are required to deposit the requisite fee for BPS-20 (Rs. 5000), BPS-19 (Rs. 3000), BPS-17 & 18 (Rs. 2000), BPS-16 & below (Rs. 1000) for each post applied for through bank challan in favor of AHPC FUNDS AND COLLECTION ACCOUNT Askari Bank Account Number: 0581890000025 or MCB Bank Account Number: 1522917891003398.

DR. IBRAR RAFIQUE

Secretary, AHPC, Ph # 051-9216775

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