



National Agriculture Education Accreditation Council (NAEAC)

Job Opportunities

NAEAC an autonomous body established by HEC Govt. of Pakistan in 2008, to implement a comprehensive program of accreditation of Agriculture and Allied degree programs is seeking applications from dynamic and professional individuals for the following posts at Islamabad/Multan offices on contract basis for one year (Extendable).

| Sr# | Post | Eligibility Requirements |
|-----|--|---|
| 1. | Deputy Director Admin & Finance (Equivalent to BPS-18) | Qualification: MBE/MBA (Finance) 16 years of Education from HEC recognized institution. Experience: 9-10 years of experience in the field of Finance in reputable government/semi government/private organization. Age: Less than 45 years |
| 2. | Assistant Director Registration (Equivalent to BPS-17) | Qualification: BS Computer Science/BS (IT) 16 years of Education from HEC recognized institution. Experience: 1-2 years of experience in the field of IT in reputable government/ semi government/ private organization will be preferred. Age: Less than 35 years |
| 3. | Dispatch Rider/Office Attendant (Equivalent to BPS-5) | Qualification: Middle pass and must be able to read & write having valid driving license of LTV. Experience: 2-3 years of experience as dispatch rider/office attendant in government/semi government/ private organization. |

1. Qualified and experienced individuals may submit their applications along with CVs and attested documents on address given below on or before August 31, 2022 with a demand draft/pay order of **Rs 1500/-** for all posts excluding post at sr#3 in favor of NAEAC Account No. 17427900348303, HBL H-9 Shalimar Branch, Islamabad.
2. NAEAC provides job opportunities on the basis of gender equality.
3. Incomplete applications and those applications received after deadline will not be entertained.
4. Those candidates who are serving in Government, Semi-Government and autonomous bodies should submit their applications through proper channel.
5. Vacancies can be increased/decreased or totally withdrawn as per council needs.
6. Only shortlisted candidates would be called for interviews. No TA/DA will be paid.

Secretary

NAEAC Secretariat, Office No. 14-016, N Block, Higher Education Commission, H-8/1, Islamabad
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