



# HIGHER EDUCATION COMMISSION

H-9, Islamabad-Pakistan



## OPPORTUNITY FOR TEST ADMINISTRATION STAFF

Test City Coordinators, Chief Supervisors, Supervisors, Invigilators and Supporting Staff

### EDUCATION TESTING COUNCIL

The Higher Education Commission (HEC) requires the services of ethically strong dynamic individuals to be included in the qualified pool of individuals for "Education Testing Council (ETC)" to work on call as part of Test Administration Staff in the below mentioned capacities at the Examination/Test Centres throughout the country. The officials will be engaged mostly on weekends (Saturdays & Sundays) at District level. Female candidates will be given equal opportunity to serve. The prospective candidates should have experience in building effective evaluation systems as well as good administrative and interpersonal skills.

S. No.	Name of Position	Educational Qualification / Experience	No. of Position
1.	Test City-Coordinator (Male / Female)	Master's Degree (18 years) in any discipline from a recognized university in Pakistan with a minimum of 2 years' experience OR Minimum Bachelor Degree (16 years education) with 5 years' experience in the field of Teaching, Examination Coordination, Invigilation / Test Administration. Duties: Responsible for Venue / Center identification, arrangements, staff deployment, and security arrangements.	340
2.	Chief Supervisor (Male / Female)	Master's Degree (18 years) in any discipline from a recognized university in Pakistan with a minimum of 2 years' experience OR Minimum Bachelor's Degree (16 years education) with 5 years' experience in the field of Teaching, Invigilation / Test Administration. Duties: Overall responsible for Test Conducting at the specific Center / Venue.	800
3.	Supervisor (Male / Female)	Minimum Bachelor's Degree (16 years education) in any discipline with a minimum of 2 years' experience in the field of Teaching, Invigilation / Test Administration. Duties: Mainly responsible for liaising between Invigilators and the Chief Supervisor in all aspects of exams / tests.	2666
4.	Invigilator (Male / Female)	Minimum Intermediate (12 years education) with minimum 6 months relevant experience in the field of Teaching, Invigilation / Test administration. Duties: Test conducting, maintenance of exam hall discipline, monitoring duties and all invigilation related responsibilities.	13334
5.	Mobile Searching Staff/Gate Security (Male / Female)	Minimum Matriculation (10 years education) with minimum 6 months' relevant experience.	3200

#### Important Information

- Candidates selected and included in the pool will be stationed across Pakistan for tests, mostly over weekends, when and where needed.
- Applicants are required to apply online on HEC website <https://etc.hec.gov.pk/> within 30 days from the date of publication of the advertisement. There is no requirement to send a hard copy of your CV and documents.
- Incomplete / late applications will not be entertained.
- Only shortlisted candidates will be called for the interview.
- Interview of shortlisted candidates residing outside the Islamabad / Rawalpindi region and vicinity can be arranged via audio / video conferencing at the nearest HEC Regional Offices located at Karachi, Lahore, Quetta & Peshawar.
- No TA / DA will be admissible for appearing in the interview.
- ETC-HEC reserves the right to reject any or all applications without assigning any reason.

#### How to Register

- For the Application Form, Processing Fee, and detailed instructions please visit the following link: <http://etc.hec.gov.pk> for online registration.
- In case of any difficulty during the online registration, please visit [onlinehelp.hec.gov.pk](http://onlinehelp.hec.gov.pk) or visit HEC Secretariat or contact HEC regional offices for guidance.
- Only SUBMITTED applications will be considered for Test and applications in the SAVE or INCOMPLETE mode will not be entertained.

#### How to Pay Fee

- Non-refundable Test Fee of Rs.1200/- is to be deposited via 1Link 1Bill Invoice at participating Banks/ATM/Internet Banking/Mobile Banking/Easypaisa/JazzCash/Upaisa.
- Once you have selected 1Link 1Bill Invoice payment service, Open / Sign into your mobile App and click on Bill payment or payment services (as per your mobile banking App options).
- Click on 1Bill Invoice payment services and enter the consumer number generated by the ETC portal. Once you see the details, pay the amount.
- After depositing the fee through 1Link 1Bill Invoice, click on "Verify Online Payment" on the ETC-HEC Dashboard.
- The test fee is non-refundable and non-transferable.
- 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.

#### Deadline for Online Registration

- The deadline for online registration is 1600 Hours (4:00 pm) on 13th November, 2023.
- Helplines: 051-111-119-432, 0334-111-9432