



CAREER OPPORTUNITIES



National Energy Efficiency and Conservation Authority (NEECA), Ministry of Energy (Power Division) invite applications from candidates of known integrity and professionalism for the following regular posts.

S. No.	Name of Post	No. of Posts	Qualification & Experience
1.	Director Accounts and Finance (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none">• At least Master's Degree (18 years of education) in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized university.• The candidate should have at least 10 years of post-qualification recognized and verifiable experience in the relevant field.• Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
2.	Sr. Assistant Director Accounts and Finance (NPG-4) (Location: HQ Islamabad)	01	<ul style="list-style-type: none">• Bachelor's Degree (16 years of education) in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized university.• The candidate should have at least 05 years of post-qualification experience in the relevant field.• Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.
3.	Assistant Director Accounts and Finance (NPG-5) (Location: HQ Islamabad)	01	<ul style="list-style-type: none">• Bachelor's Degree (16 years of education) in Finance, Accounting, Auditing, business administration or any other relevant field from HEC recognized university.• The candidate should have at least 03 years of post-qualification experience in the relevant field.• Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
4.	Director	01	<ul style="list-style-type: none">• Master's Degree (18 years of

	Administration Services (NPG-1) (Location: HQ Islamabad)		<p>education) in Administrative sciences or any other relevant field from HEC recognized university.</p> <ul style="list-style-type: none"> • At least 10 years of post-qualification professional experience in administration/support services preferably in similar industry. Must possess experience as a trusted resource as a member of a senior-level executive team. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
5.	Director Human Resource and Operations (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Human Resources Management or Business/ Administrative sciences or any relevant field from HEC recognized university. • At least 10 years of post-qualification professional experience in human resources, business administration/support services preferably in similar industry. Must possess experience as a trusted resource as a member of a senior-level executive team. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
6.	Sr. Assistant Director Human Resource and Operations (NPG-4) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Human Resources Management or Business/ Administrative sciences or any relevant field from HEC recognized university. • At least 05 years of post-qualification professional experience in human resources, business administration/support services preferably in similar industry. • Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.
7.	Assistant Director Administration	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Administrative Sciences

	Services (NPG-5) (Location: HQ Islamabad)		<p>or any other relevant field from HEC recognized university.</p> <ul style="list-style-type: none"> • Candidate must have at least 03 years of post-qualification experience in the relevant field. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
8.	Assistant Director Human Resource and Operations (NPG-5) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Human Resources Management or Business/ Administrative sciences or any relevant field from HEC recognized university. • At least 03 years of post-qualification professional experience in human resources, support services preferably in similar industry. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
9.	Director IT Support, Applications, Web & Social Media (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Master Degree (18 years of education) Computer Science/Software/ Telecom /IT (First Class) or any relevant discipline from HEC recognized university. • At least 10 years of post-qualification experience along with understanding of doing business with the Government • CERT, Information Security and other key areas, frameworks and legislations related to Cyber Security and data protection. Proficient in technical trends related to Internet (VoIP, OTT, HTTP, HTTPS, IoT, CDN, IXP, DPI, PKI). Conception, implementation and supervision of large enterprise wide ICT projects • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
10.	Director IT Network Infrastructure (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Computer Science / Software / IT or any other relevant discipline from HEC recognized

			<p>university.</p> <ul style="list-style-type: none"> • At least 10 years of post-qualification experience with understanding of doing business with the Government. • Thorough understanding of Computer Network technologies and data/voice delivery over the Internet. Proficient in technical trends related to Internet (VoIP, OTT, HTTP, HTTPS, IoT, CDN, IXP, DPI, PKI). Familiarity with IEEE, ETSI, ITU, 3GPP/3GPP2, ISO 27001, NIST Standards • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
11.	<p>Assistant Director IT Support, Applications, Web & Social Media (NPG-5) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Computer Science/Software/Telecom/IT (First Class) or any relevant discipline from HEC recognized university. • At least 03 years of post-qualification experience along with understanding of doing business with the Government. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
12.	<p>Assistant Director IT Network Infrastructure (NPG-5) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Computer Science / Software / IT or any other relevant discipline from HEC recognized university. • At least 03 years of post-qualification experience with understanding of doing business with the Government. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
13.	<p>Director Legal (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Must have a Law degree preferably LLM from an HEC recognized local or foreign university. Candidate having higher qualification would be preferred. • The candidate should have at least 10 years of post-qualification

			<p>professional experience with at least 5 – 7 years of experience at a senior management position specifically handling matters related to rules /regulations/ services / local and International laws.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
14.	<p>Assistant Director-Legal (NPG-5) (Location: HQ Islamabad)</p>		<ul style="list-style-type: none"> • Must have a Law degree from an HEC recognized local or foreign university. Candidate having higher qualification would be preferred. • The candidate should have at least 03 years of post-qualification professional experience of handling matters related to rules /regulations/ services / local and International laws. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
15.	<p>Director Awareness and Outreach (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Master’s Degree (18 years of education) in Mass Communication, Media Sciences or any related discipline from HEC recognized university/international university. • At least 10 years of post-qualification experience in the field of awareness raising, mass media and communication. Experience of working in the energy sector, track record of establishing/leading organizations process will be preferred. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
16.	<p>Sr.AD Awareness and Outreach (NPG-4) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor’s Degree (16 years of education) in Mass Communication, Media Sciences or any related discipline from HEC recognized university. • At least 5 years of post-qualification experience in the field of awareness raising, mass media and communication. Candidate having

			<p>experience of working in energy sector will be given preference.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.
17.	<p>Assistant Director Awareness and Outreach (NPG-5) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Mass Communication, Media Sciences or any related discipline from HEC recognized university. • At least 3 years of post-qualification experience in the field of awareness raising, mass media and communication. Candidate having experience of working in energy sector will be given preference. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
18.	<p>Director Enrollment, Testing & Assessment (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Public Policy, Planning & Management, Social Sciences or any other relevant discipline from HEC recognized university/international university. • At least 10 years of post-qualification professional experience in relevant field relevant to training, assessment/examinations and executing ToT programmes. Experience of working in the energy sector, track record of establishing/leading organizations process will be preferred. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
19.	<p>Sr. Assistant Director Enrollment, Testing & Assessment (NPG-4) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Public Policy, Planning & Management, Social Sciences or any other relevant discipline from HEC recognized university/international university. • At least 5 years of post-qualification professional experience in relevant field relevant to training,

			<p>assessment/examinations and executing ToT programmes.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.
20.	<p>Assistant Director Enrollment, Testing & Assessment (NPG-5) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Public Policy, Planning & Management, Social Sciences or any other relevant discipline from HEC recognized university/international university. • At least 03 years of post-qualification professional experience in relevant field relevant to training, assessment/examinations and executing ToT programmes. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
21.	<p>Director Strategy, Policy and Regulations (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university/international university. • At least 10 years of post-qualification professional experience in the field of policy research, program development and innovation. Experience of working in the energy sector, track record of establishing/leading organizations process will be preferred. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
22.	<p>Sr. Assistant Director Strategy, Policy & Regulations (NPG-4) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university/international university • At least 5 years of post-qualification professional experience in the field of policy research, program development and innovation.

			<p>Candidate having experience of working in energy sector will be given preference.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 40 years on the date of advertisement of this position.
23.	<p>Assistant Director Strategy, Policy & Regulations (NPG-5) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Bachelor's Degree (16 years of education) in Energy Engineering, Planning & Management or any other relevant discipline from HEC recognized university/international university. • At least 3 years of post-qualification professional experience in the field of policy research, program development and innovation. Candidate having experience of working in energy sector will be given preference. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
24.	<p>Director - Civil & Urban Planning (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Must have a Master's Degree (18 years of education) in Engineering, Urban planning, Environmental sciences or related field from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience OR Bachelor Degree in Engineering, Urban planning, Environmental sciences or related field from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
25.	<p>Director – Electrical (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Must have a Master's Degree (18 years of education) in Electrical Engineering from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience OR

			<p>Bachelor Degree in Electrical Engineering from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
26.	Director – Industry (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Must have a Master’s Degree (18 years of education) in Engineering (Electrical, Mechanical, Thermal, Power, Energy or related field) from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience. • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
27.	Assistant Director Industry (NPG-5) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Master’s Degree (18 years of education) in Engineering (Electrical, Mechanical, Thermal, Power, Energy or relevant field) from an HEC recognized with minimum 02 years’ post-qualification professional experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Bachelor Degree (16 years of education) in Engineering (Electrical, Mechanical, Thermal, Power, Energy or relevant field) from an HEC recognized with minimum 03 years’ post-qualification professional experience. • Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
28.	Director – Mobility	01	<ul style="list-style-type: none"> • Must have a Master’s Degree (18

	& Vehicles (NPG-1) (Location: HQ Islamabad)		<p>years of education) in Engineering (transportation, mechanical or automobile) or other related field from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (transportation, mechanical or automobile) or other related field from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
29.	Director Power & Energy (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Engineering (Electrical, Power, Energy or related field) from HEC recognized University with minimum 10 years' post-qualification professional experience <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (Electrical, Power, Energy or related field) from HEC recognized university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
30.	Director Residential & Buildings (NPG-1) (Location: HQ Islamabad)	01	<ul style="list-style-type: none"> • Must have a Master's Degree (18 years of education) in Engineering (Civil, Architectural, Construction or related field) from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (Civil,</p>

			<p>Architectural, construction or related field) from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
31.	<p>Director Services & Agriculture (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Must have a Master's Degree (18 years of education) in Engineering (Agriculture, Energy) or other related field from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (Agriculture, Energy) or other related field from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
32.	<p>Director Thermal (NPG-1) (Location: HQ Islamabad)</p>	01	<ul style="list-style-type: none"> • Master's Degree (18 years of education) in Engineering (Electrical, Thermal, Power, Energy or related field) from HEC recognized University with minimum 10 years' post-qualification professional experience <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (Electrical, Thermal, Power, Energy) from HEC recognized university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
33.	<p>Director Transportation (NPG-1)</p>	01	<ul style="list-style-type: none"> • Must have a Master's Degree (18 years of education) in Engineering (transportation, mechanical or auto-

	(Location: HQ Islamabad)		<p>mobile) or other related field from an HEC recognized local or foreign university with minimum 10 years of post-qualification professional experience</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (16 years of education) in Engineering (transportation, mechanical or automobile) or other related field from an HEC recognized local or foreign university with minimum 12 years of post-qualification professional experience.</p> <ul style="list-style-type: none"> • Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
--	--------------------------	--	--

PREREQUISITES:

- Applicants with foreign academic qualification must furnish HEC qualification Equivalence certificate.
- In case of any false/ forged information provided in the application, NEECA reserves the right to disqualify a candidate at any stage, and the costs incurred will be recovered from the applicant.
- NEECA possesses the right to abandon the hiring process at any stage and to increase or decrease the number of vacancies.
- NEECA is an equal opportunity employer.
- Candidate should apply only if they fulfill the eligibility criteria.

IMPORTANT NOTES:

- NEECA offers market competitive salary along with fringe benefits
- All these jobs are subject to one year probation
- The candidates already in service should apply through proper channel.
- The decision of competent authority could not be challenged in any court of law.
- The selection Board reserves the right to reject any or all application without any reason.
- No TA/DA will be admissible for appearing in test/group discussion.

HOW TO APPLY?

- Candidates are required to submit applications ONLINE only. Submission in hard copy will not be entertained.
- Applications can be submitted at IBA Portal: <https://www.iba.edu.pk/neeca>
- IBA Karachi will conduct the test on the designated test centers mentioned in the application form.
- The last date for submitting the application is 15 days after the advertisement.
- Applications received after the due date will not be entertained.

- **Only shortlisted candidates will be called for the test, group discussion and interview.**
- **Test slips will be emailed after 15 days of the form submission deadline after completion of the shortlisting process.**
- **Consult NEECA Website: www.neeca.gov.pk for test pattern/format**
- **No TA/DA or any other allowance is admissible. If selected, any related travel expense will be borne by the applicant.**
- **All Documents will be required at the time of the group discussion and interview.**
- **A candidate working in any Government / Semi Govt. Department or Statutory Corporation shall provide an NOC, from respective employer at the time of interview.**
- **ALL COVID-19 RELATED SOPs WILL BE STRICTLY FOLLOWED**

(ADMINISTRATIVE OFFICER)
National Energy Efficiency & Conservation
Authority (NEECA)