

JOB OPPORTUNITIES

Online applications are invited from suitable candidates having domicile of Khyber Pakhtunkhwa/Merged Districts to fill the following vacant posts, purely on contract basis for a period of one year, in a public sector organization, Government of Khyber Pakhtunkhwa.

S. No.	Nomenclature of the Post	Age Limit	Qualification
1.	Director (Information Technology) (BPS-19)	35 to 40 years	(i) M.S/M.Phil. In Computer Science/IT from a recognized University/Institute with at least eight (8) years' experience in Programming, Web Development, App Development, Database Development and Management, Network Management and Administration, Software Development etc. or (ii) at least Second-Class Master's Degree in any of the subjects mentioned in clause (i) from a recognized University/Institute with at least ten (10) years of experience in Programming, Web Development, App Development, Database Development and Management, Network Management and Administration, Software Development etc.
2.	Deputy Director (Academics) (BPS-18)	32 to 35 years	(i) At least Second Class M.A/M.Sc. Degree in Social Sciences/ Management Sciences/Applied Sciences or equivalent from a recognized University/Institution with at least eight (8) years' experience in teaching and academics; or (ii) at least Second Class Bachelor's Degree in any of the subjects mentioned at clause (i) from a recognized University/Institute with at least ten (10) years' experience teaching and academics; and (iii) shall be proficient is using MS office.
3.	Assistant Director (Procurement) (BPS-17)	25 to 35 years	(i) At least Second Class Master's Degree in Supply Chain Management (SCM), Management Sciences with specialization in SCM from a recognized University/Institute with at least three (3) years' relevant experience in the field of procurement, logistics preferably in public sector; or (ii) at least Second Class Bachelor's Degree in any of the subjects mentioned in clause (i) from a recognized University/Institute with at least five (5) years experience in the field of procurement, logistics preferably in public sector; and (iii) proficiency in MS Office.
4.	Assistant Director (Finance) (BPS-17)	25 to 35 years	(i) At least Second Class Master's Degree in Business Administration (Finance)/M.Com or equivalent qualification from a recognized University/Institute with at least three (3) years' experience in Budgeting and Accounts, Financial Management, Finance Administration etc. in Govt./Semi-Govt./Autonomous bodies Multinational Company or a national level organization of good repute; or (ii) at least Second Class Bachelor's Degree in any of the subjects mentioned at clause (i) from a recognized University/Institute with at least five (5) years' experience in Budgeting and Accounts, Financial Management, Finance Administration etc. in Government/ Autonomous Body/Multinational Company or a national level organization of good repute; (iii) shall be proficient is using MS Excel, computer based accounting software i.e. PeachTree, QuickBooks, Fresh Books etc; (iv) experience in Budgeting, planning and reporting preferably in public sector; and (v) shall have knowledge regarding updated online taxation systems/e-filing.
5.	Internal Audit Officer (BPS-17)	25 to 35 years	(i) At least Second Class Master's in Business Administration (Finance)/M.Com or equivalent qualification from a recognized University/Institute with at least three (3) years' experience in Budgeting and Accounts, Financial Management, Finance Administration etc. in Govt./Semi-Govt./Autonomous bodies Multinational Company or a national level organization of good repute; or (ii) at least Second Class Bachelor's Degree in any of the subjects mentioned at clause (i) from a recognized University/Institute with at least five (5) years' experience in

			<p>Budgeting and Accounts, Financial Management, Finance Administration etc. in Government/ Autonomous Body/Multinational Company or a national level organization of good repute;</p> <p>(iii) shall be proficient is using MS Office.</p> <p>(iv) experience in Auditing and reporting preferably in public sector;</p> <p>(v) shall be capable of conducting performance and processes audit; and</p> <p>(vi) shall have knowledge of audit procedures and rules of Auditor General of Pakistan Office.</p>
6.	Database Administrator (BPS-17)	25 to 35 years	<p>(i) At least Second Class Master's Degree in Computer Science, Information Technology or equivalent from a recognized University/Institution with at least three (3) years' experience in database administration and management; or</p> <p>(ii) at least Second Class Bachelor's Degree in any subjects mentioned at clause (i) with at least five (5) years' experience in database administration and management;</p> <p>(iii) hands-on experience with database standards and end user applications;</p> <p>(iv) excellent knowledge of data backup, recovery, security, integrity and SQL Familiarity with database design, documentation and coding previous experience with DBA case tools, (frontend/backend) and third-party tools;</p> <p>(v) familiarity with programming languages API and Oracle Certification will be of additional advantage; and</p> <p>(vi) problem solving skills and ability to think algorithmically.</p>
7.	Web Developer/ Designer/ Desktop Application Developer/ Mobile Application Developer (BPS-16)	25 to 30 years	<p>(i) At least Second Class Master's Degree in Computer Science/ IT or equivalent from a recognized University/Institution with at least two (2) years' relevant experience; or</p> <p>(ii) at least Second Class Bachelor's Degree in any of the subjects mentioned at clause (i) from a recognized University/Institute with at least three (3) years' experience; in PHP, MYSQL, MVC frameworks, Node.js, Vue.js, Angular4, MongoDB, JavaScript, JQuery, Ajax, HTML 5, CSS, Bootstrap, Adobe Photoshop, Adobe Flash, Adobe Illustrator, Adobe InDesign, Word Press, NOSQL, firebase, SQL server, SQL Lite; or</p> <p>(iii) proven working experience in web programming, designing, app development and designing;</p> <p>(iv) in-depth knowledge of modern HTML/CSS. Familiarity with PHP, ASP.NET, JavaScript, C#, Dev-express & Java;</p> <p>(v) hands on experience in Flutter/React-Native, IonicFramework, and Xamarin.Forms;</p> <p>(vi) a solid understanding of how web/mobile/desktop application/web services including security, session management, and best development practices;</p> <p>(vii) adequate knowledge of relational database systems, object-oriented programming and web application development; and</p> <p>(viii) excellent working skills in version control systems (GitHub, Bitbucket).</p>
8.	Accountant /Cashier (BPS-16)	23 to 30 years	<p>i. At least Second Class Bachelor's Degree in Business Administration (Finance)/Commerce or equivalent from a recognized University/ Institute with at least three (3) years' experience in Accounts Management, Finance Administration etc. in Govt./Semi-Government/Autonomous bodies Multinational Company or a national level organization of good repute; and</p> <p>ii. shall be proficient is using MS Excel, computer based accounting software i.e. PeachTree, QuickBooks, FreshBooks etc.</p>
9.	Telephone/Call Center Operator (BPS- 11)	20 to 30 years	<p>(i) At least Second Division Intermediate Certificate or equivalent qualification from a recognized Board with two (2) year experience as telephone operator in Government/Semi-Government/ autonomous/semi-autonomous organization or a national level organization of good repute; and</p> <p>(ii) preference shall be given to the candidates having experience in call center operations.</p>
10.	Driver (BPS-06)	21 to 40 years	<p>(i) Literate;</p> <p>(ii) having valid driving license;</p> <p>(iii) good interpersonal etiquette; and</p>

			(iv) good physical and mental health.
11.	Naib Qasid (BPS-03)	18 to 40 years	(i) Literate; (ii) good interpersonal etiquette; and (iii) good physical and mental health.
12.	Sweeper BS-03	18 to 40 years	(i) Good interpersonal etiquette; and (ii) good physical and mental health.

TERMS & CONDITIONS.

1. Candidates will be provisionally allowed to appear in the ETEA screening test. However detailed scrutiny will be carried out by the appointing authority and if any candidate is found ineligible in any respect at any stage of the recruitment process, he/she will be disqualified by the Appointing Authority.
2. Interview calls letter will be issued to short listed candidates only.
3. Short listing will be based on the Screening Test conducted by ETEA.
4. Candidates should be eligible in all respects by the last date of receipt of the applications.
5. Incomplete applications and applications received after due dates will not be entertained.
6. The candidates working in Government/Semi-Government bodies should apply through proper channel.
7. Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
8. Competent Authority reserves the right to cancel/reject any application with assigning reason.
9. No TA/DA will be admissible for test/Interview.
10. In case of foreign degree, equivalent certificates from HEC must be provided.

HOW TO APPLY

1. Interested candidates may first visit www.etea.edu.pk and apply for the posts online.
2. After successful submission of online application, a prescribed UBL/Easypaisa/JazzCash online deposit slip (having token number, Project code and candidates personal information) will be generated.
3. Take a printout of the generated deposit slip and deposit the prescribed test fee (nonrefundable) in any branch of UBL Bank at UBL OMNI agent, Easypaisa app or agent, JazzCash app or agent.
4. After successful fee submission, please keep the original deposit slip (candidate copy) having agent's stamp with yourself and do not share it with anyone else.
5. After online apply, don't send documents/testimonials to ETEA office, copies of testimonials/documents will however, be provided by the candidates who qualify the screening test, as and when required by ETEA or the Appointing Authority for scrutiny purposes.
6. Availability of online Application Form on www.etea.edu.pk on **1st May 2022**
7. Last date for submission of online Application is **26th May 2022**
8. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from www.etea.edu.pk. Candidates are directed to do not give ported/converted mobile number.
9. Test Date, Time & Venue will be mentioned on Roll No. Slip.
10. No separate Call Letter will be issued to candidates for screening test through postal/courier means.
11. Candidates for the posts of Drivers, Naib Qasids and Sweepers do not have to appear in ETEA's screening test. They are required to submit online application only, **free of charge**.

Deputy Director
Public Sector Organization