

JOB OPPORTUNITIES

Online applications are invited from suitable candidates having domicile of Khyber Pakhtunkhwa 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.	Private Secretary to Executive Director (BPS-16)	20 to 30 years	(i) At least Second Class Bachelor's Degree or equivalent from a recognized University; (ii) at least three (3) years of work experience in office Administration etc. in Govt./ Semi-Government/Autonomous bodies Multinational Company or a national level organization of good repute; and (iii) proficiency in MS Office.
2.	Store Keeper (BPS-12)	20 to 30 years	(i) At least Second Division Intermediate Certificate with at least two (2) years' experience in store keeping in a Government/semi-Govt./autonomous/ semi-autonomous bodies or a national level organization of good repute; (ii) preference shall be given to F.Sc (computer/I.T) or F.A with D.I.T or MS Office certification; and (iii) experience in warehouse stock products (pick, unload, label, store). inventory controls and quality standards high for audits will be preferred.

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

- Interested candidates may first visit www.etea.edu.pk and apply for the posts online.
- 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.
- 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.
- 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.
- 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.
- Availability of online Application Form on www.etea.edu.pk on **December 05, 2022**.
- Last date for submission of online Application is **December 20, 2022**.
- 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.
- Test Date, Time & Venue will be mentioned on Roll No. Slip.
- No separate Call Letter will be issued to candidates for screening test through postal/courier means.

(DEPUTY DIRECTOR ADMIN)

PUBLIC SECTOR ORGANIZATION