

POSITIONS VACANT

Online Applications are invited from eligible candidates (Male / Female) of Khyber Pakhtunkhwa for filling the following positions on contract basis initially for a period of one year (extendable) in Public Sector Organization, Khyber Pakhtunkhwa.

S. No	Nomenclature of the Post	Age (years)	No. of Posts	Qualifications	Minimum Experience
1.	Deputy Director	35-40	1	At least 2 nd Class Master's degree in Education Management / Public Administration or MBA HR or LLB from a HEC recognized University/Institution. Foreign qualification must be attested by concern foreign office and Pakistan High Commission	Candidates must have at least 5 years of post-qualification relevant experience in Administration including 3 years in BPS-17 in Government Sector organizations. Candidates must also have analytical, decision making, interpersonal and communication skills as well as sufficient knowledge of relevant laws, MS office and internet applications.

TERMS & CONDITIONS.

1. Candidates will be provisionally allowed to appear in the ETEA screening test. However detailed scrutiny will be carried out by the short listing committee and if any candidate is found ineligible in any respect at any stage of the recruitment process, he/she will be disqualified.
2. Interview calls letter will be issued to short listed candidates only.
3. Candidates should be eligible in all respects by the last date of receipt of the applications.
4. Incomplete applications and applications received after due dates will not be entertained.
5. Relaxation of age will be admissible as per existing Govt. Rules.
6. The candidates working in Government/Semi-Government bodies should apply through proper channel.
7. Competent Authority reserves the right to cancel/reject any application with assigning reason.
8. No TA/DA will be admissible for test/Interview.
9. Errors/Omissions in number of posts are subject to rectification.
10. CGPA 3.00 / 4.00 or above will be considered as 1st division.

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 online deposit slip (having token number, Project code & candidates personal information) will be generated.
3. Take a printout of the generated UBL deposit slip & deposit Rs. 500/- (for BPS-16 & below) and Rs. 700/- (for BPS-17 & above) as test fee (non refundable) in any branch of UBL Bank or at UBL OMNI agent on that prescribed printed deposit slip of UBL.
4. After successful fee submission, please keep the original deposit slip (candidate copy) having bank desired 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 **8th June 2021**
7. Last date for submission of online Application is **25th June 2021**
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.

NOTE / IMPORTANT

- Please keep your documents and passport size scanned picture (soft copy) with you at the time of online applies.
- Read the instructions thoroughly before filling the online application form.
- ETEA shall verify deposited fee at any stage. If your payment is not verified, your candidature shall be rejected.
- Fee deposited on someone else CNIC shall not be verified.
- Unclaimed qualification will not be accepted.
- Keep the bank printed receipt safe with yourself and do not share it with anyone else.
- Applications of all those candidates who do not give correct information while filling the online application form, will not be rejected only, but would be proceeded against and strict action shall be taken against them.