

# VACANT POSTS

Online applications are invited for filling the following posts on Adhoc/contract basis of a public sector organization. Terms and conditions apply:

S.No.	DESIGNATION	QUALIFICATION	No. OF POSTS	QUOTA	AGE
1.	Assistant Registrar (BPS-17)	At least 2nd class LLB from HEC recognized University with 03 years relevant experience of program related to rule of law.	01	Merit	25-32
2.	Public Relation Officer (BPS-16)	At least 2 <sup>nd</sup> Class Master's Degree in Journalism/ Mass Communication/ Media Studies/Sociology/ Anthropology from HEC recognized University with three (03) years' practical experience of communication, promotional coordination with Government and Non-Government organization.	01	Merit	25-32
3.	District Monitoring Officer (BPS-16)	At least 2 <sup>nd</sup> Class Master's Degree in one of the Social Sciences from HEC recognized University.	16	Merit = 05 Female = 01 Zone I = 03 Zone II = 03 Zone III= 02 Zone IV=01 Zone V= 01	25-32
4.	Media Assistant (BPS-16)	At least 2 <sup>nd</sup> Class Bachelor's Degree in Journalism/ Mass Communication/ Media Studies/Sociology/ Anthropology from HEC recognized University with three (03) years' experience in relevant field in promotional publicity, community awareness and linkages with print and electronic media will be preferable <b>OR</b> 2 <sup>nd</sup> Class Master's Degree in Journalism/ Mass Communication/ Media Studies/Sociology/ Anthropology from HEC recognized University with two (02) years' experience in above relevant field.	01	Merit	25-30
5.	Accounts Assistant (BPS-16)	At least 2 <sup>nd</sup> class Bachelor's Degree in Commerce or Business Administration with Major in Finance from HEC recognized University with two years' experience in relevant field.	01	Merit	25-30
6.	Assistant to Chief Commissioner / Commissioner (BPS-16)	At least 2 <sup>nd</sup> Class Bachelor's Degree from HEC recognized University with: i. 30 W.P.M. in typing ii. Knowledge of Computer in using Microsoft Office iii. 03 years' relevant experience	02	Merit	25-30
7.	Assistant to Secretary (BPS-16)	At least 2 <sup>nd</sup> Class Bachelor's Degree in Computer Science - BCS (Hons.) / Bachelor's Degree in Information Technology - BIT (Hons.) or its equivalent qualification from HEC recognized University with: i. 30 W.P.M. in typing ii. Knowledge of Computer in using Microsoft Office 03 years' relevant experience	01	Merit	25-32
8.	Junior Clerk / Assistant (BPS-11)	At least 2 <sup>nd</sup> Class Matriculation or equivalent qualification from recognized BISE with Typing Speed of 30 W.P.M.  <b>Note:</b> <b>For the post of Junior Clerk / Assistant (BS-11), candidates only from the</b>	25	Female = 03 Zone I = 06 Zone II = 06 Zone III= 04 Zone IV= 02 Zone V = 04	18-32

		<b>following districts shall apply:</b> <b>Zone I:</b> All districts <b>Zone II:</b> Nowshera and Mardan <b>Zone III:</b> Malakand, Dir Lower, Swat, Shangla, Dir Upper, Bunner, Battagram, Torghar, Kohistan. <b>Zone IV:</b> Lakki Marwat, Tank and Hangu <b>Zone V:</b> Haripur and Mansehra		
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### **Terms & Conditions:**

1. A candidate intending to apply for more than one post shall apply separately for each post.
2. Candidates must possess domicile of Khyber Pakhtunkhwa.
3. Relaxation in age admissible as per rules.
4. Official/Semi-Official/Autonomous Bodies/Corporation Employee should send their applications through proper channel.
5. As per the Government Policy, sanction of post(s), readjustment(s), requirement of the Commission, the number of posts, in all categories including merit, gender and zonal allocation, can be increased or decreased or abolished at any stage of recruitment process or after finalization of the process.
6. The marks awarded by Khyber Pakhtunkhwa ETEA will be considered for screening purpose.
7. Incomplete applications will be not entertained.
8. There is no restriction on gender.
9. Candidates only with relevant experience would be awarded experience marks.
10. Experience of self-employment and independent practice in any discipline or as volunteer will carry no marks.
11. No TA/DA will be admissible for test/interview.
12. Only shortlisted candidates will be called for interview.
13. The Commission will not be responsible for none or late delivery of Call Letter for test/interview.

### **HOW TO APPLY**

1. Interested candidates may first visit [www.etea.edu.pk](http://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/- as test fee (non refundable) in any branch of UBL 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. Please do not send any documents to ETEA; Provision of documents/testimonials, with the online application will not be required at the time of submission of forms/ before the test. Copies of testimonials/documents will however, be provided by the short-listed candidates only in the screening test as and when required by ETEA/appointing authority for scrutiny purposes after the screening test.
6. A candidate intending to apply for more than one post shall apply separately for each post
7. Availability of online Application Form on [www.etea.edu.pk](http://www.etea.edu.pk) on **12<sup>th</sup> July 2019**
8. Last date for submission of online Application is **31<sup>st</sup> July 2019**
9. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from [www.etea.edu.pk](http://www.etea.edu.pk).
10. Test Date, Time & Venue will be mentioned on Roll No. Slip.
11. 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.

**Secretary Khyber Pakhtunkhwa  
Right to Public Service Commission  
12/A, Chinar Road, University Town, Peshawar  
Phone: 091-9216375 and 091-9216328**