

VACANCY ANNOUNCEMENT

District Administration, Swat needs applications of eligible candidates having domicile of District Swat for the following regular posts as per prescribed requirements/qualifications:

S. No	Position	Requirements/Qualification	No. of Post	Allocation of quota	Age Limit
1.	Assistant (BPS-16)	At least Second Class Bachelor's Degree from a recognized University	09	Female=01 Merit=08	20-30 Years
2.	Computer Operator (BPS-16)	(i) At least Second Class Bachelor's Degree in Computer Science/ Information Technology (BCS/BIT Four Years) from a recognized University (ii) At least Second Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology (DIT) from a recognized Board of Technical Education	11	Female=08 Disable=01 Merit=02	18-28 Years
3.	Junior Scale Stenographer (BPS-14)	(i) At least Second Class Intermediate or equivalent qualification from a recognized board (ii) A speed of 50 words per minute in short hand in English and 35 words per minute in typing and (iii) Knowledge of computer in using MS Word, MS Excel	02	Merit=02	18-30 Years
4.	Junior Clerk (BPS-11)	(i) At least Second Class Secondary School Certificate or equivalent qualification from a recognized Board and (ii) A speed of 30 words per minute in typing.	06	Female=01 Merit=05	18-30 Years
5.	Sub Engineer (BPS-11)	Diploma in Associate Engineering in Civil Technology from Board of Technical Education with certificate in Computer Aided Design (CAD) from recognized Institution	01	Merit=01	18-30 Years
6.	Record Keeper (BPS-07)	At least Second Division in Secondary School Certificate or equivalent qualification from a recognized Board	02	Female=01 Merit=01	18-30 Years

TERMS & CONDITIONS.

1. Interview calls letter will be issued to short listed candidates only.
2. Short listing will be based on the Screening Test conducted by ETEA.
3. Candidates should be eligible in all respect 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 is admissible as per Rules.
6. The candidates working in Government/Semi-Government bodies should apply through proper channel.
7. Original documents shall be produced at the time of Interview.
8. No TA/DA will be admissible for test/Interview.
9. In case of foreign degree, equivalent certificates from HEC must be provided.

10. Errors/Omissions in number of posts are subject to rectification.

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/-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 on **17th July 2019**
8. Last date for submission of online Application is **6th August 2019**
9. Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from 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.

DEPUTY COMMISSIONER, SWAT