

VACANCY ANNOUNCEMENT

A Public Sector Department, Government of Khyber Pakhtunkhwa needs applications of eligible candidates of Khyber Pakhtunkhwa for the following regular posts as per prescribed requirements/qualifications:

S.No	Position	Requirements/Qualification	No. of Post	Zonal Allocation	Age Limit
1.	Assistant (BPS-16)	At least 2 nd Class Bachelor Degree from a recognized University	06	Merit = 1 Zone-I= 1 Zone-IV = 2 Zone-V = 2	18 to 30
2.	Stenographer (BPS-16)	a) At least 2 nd Class Bachelor's from a recognize University b) A speed of 70 word per minutes in short hand in English and 45 words per minute in English typing c) Computer Knowledge of MS Word and Excel	01	Merit = 1	18 to 30
3.	Computer Operator (BPS-16)	At least 2 nd Class Bachelor's Degree in Computer Science/Information Technology (BCS or BIT four years) or Equivalent qualification from a recognized University. OR At least 2 nd Class Bachelor Degree from a recognized University with one (01) year Diploma in Information Technology (D.I.T) from a recognized Board of Technical Education.	05	Merit =1 Zone-II =1 Zone-III= 1 Zone-IV= 1 Zone-V =1	18 to 30
4.	Steno Typist (BPS-14)	a) Intermediate / D.Com from a recognize board b) A speed of 50 word per minutes in short hand in English and 35 words per minute in English typing c) Computer Knowledge of MS Word and Excel	08	Merit =2 Female Quota =1 Zone-I = 1 Zone-II = 1 Zone-III = 1 Zone-IV = 1 Zone-V =1	18 to 30

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 i.e. 24thApril, 2019.
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 should visit any **UBL branch**, deposit application fee of Rs. 500/- in ETEA **UBL Bank Account No. 247812729**
- 2) Get Printed Receipt from the Bank Counter having 09 or 10 digit transaction number, 04 digit bank branch code and date of transaction. [Deposit fee on your own CNIC & Name]
- 3) Give the information on the bank printed receipt in the respective fields on online application form.
- 4) Complete/fill up your form and submit the online Form.
- 5) A candidate intending to apply for more than one post shall apply separately for each post.
- 6) Availability of online Application Form on www.etea.edu.pk on **8th April, 2019**.
- 7) Last date for submission of online Application is: **24th April, 2019**.
- 8) Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slips from www.etea.edu.pk
- 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 apply.
- 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.
- Provision of 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.

Director
I & Human Recourse Dev: Mgt:
Forest Department Khyber Pakhtunkhwa