

SITUATION VACANT

Applications from eligible Male/Female Candidates are invited for the following posts from Pakistani citizens having domicile of Khyber Pakhtunkhwa/Newly Merged Districts (FATA) in the Khyber Pakhtunkhwa, Medical Teaching Institutions Appellate Tribunal.

S. No	Post	BPS	Qualification/Experience	Age Limit
1.	Reader/Assistant	16	At least Second Class Bachelor Degree from recognized Institution and Knowledge of Computer Applications	18-30
2.	Computer Operator	16	i. Second Class Bachelor's Degree in Computer Science/Information Technology (BCS/BIT 4 years) from a recognized University, or ii. Second Class Bachelor's Degree from a recognized University with One Year Diploma in Information Technology from a recognized Board of Technical Education.	18-30
3.	Assistant Cum Accountant	16	BBA (Hons)/Chartered Accountant/ICMA/BS (Hons) Graduate degree from a recognized University with commerce/Economics/Mathematics/Statistics as special subject.	18-30
4.	Junior Scale Stenographer	14	i. Intermediate/D. Com from a recognized board. ii. A speed of 50 words per minute in Short hand in English and 35 words per minute in English typing and iii. Computer Knowledge of MS Word and Excel.	18-30
5	Junior Clerk/Record Keeper	11	i. Matriculation with second division or equivalent qualification from a recognized Board; and ii. a speed of 30 words per minute in typing.	18-30

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. Relaxation of age will be admissible as per existing Govt. Rules.
7. The candidates working in Government/Semi-Government bodies should apply through proper channel.
8. Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
9. Competent Authority reserves the right to cancel/reject any application with assigning reason.
10. No TA/DA will be admissible for test/Interview.
11. In case of foreign degree, equivalent certificates from HEC must be provided.
12. 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 the prescribed 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 **4th August 2021**
7. Last date for submission of online Application is **20th August 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.

Chairman DSC, Khyber Pakhtunkhwa Medical Teaching Institutions Appellate Tribunal, Peshawar Phase-VII Hayatabad.
Address: Ground Floor, Federal Judicial Complex, Hayatabad, Phase-VII, Peshawar.

Dr. Babar Ali Shaukat

Registrar

Medical Teaching Institutions
Appellate Tribunal, Peshawar.

