

Recruitment (2017) documents to be uploaded on website

EMPLOYMENT OPPORTUNITIES

A Public Sector Autonomous body of Khyber Pakhtunkhwa invites applications from suitable individuals hailing from KPK/FATA with qualification mentioned against each post below:

S. No	Position	No. of Posts	Max. age Limit	Minimum Experience & Qualification
1	Sr. Scale Stenographer (BPS-16)	01	30 years	Bachelor's Degree (14 Years) from a recognized University/Institute, having 80/45 short hand and typing speed. Computer literate having two (2) years of relevant experience in public or private sector organization.
2	Office Assistant (BPS-16) • Open Merit (3) • Female Quota (1)	04	30 years	Bachelor's Degree (14 Years) from a recognized University/Institute. Computer literate having two (2) years of relevant experience in public or private sector organization.
3	Assistant Accountant (BPS-16)	01	30 years	Bachelor's Degree in Commerce/ Business Administration or equivalent degree from a recognized University/Institute. Computer literate having two (2) years of relevant experience in public or private sector organization.
4	Computer Operator (BPS-16)	01	28 years	Bachelor's Degree in Computer Science (16 Years) or Bachelor's Degree (14 Years) with one year diploma in computer (DIT) from board of Technical Education. Typing speed of 30 W.P.M. Having two (2) years of relevant experience in public or private sector organization.
5	Jr. Scale Stenographer (BPS-14)	02	30 years	Bachelor's Degree (14 Years) from a recognized University/Institute with shorthand and typing speed of 70/40. Computer literate having one (1) year of relevant experience in public or private sector organization.
6	Junior Clerk (BPS-11)	02	28 years	Intermediate with a typing speed of 30 words per minute.

Terms & Conditions for Applying:

- 1) Prescribed Application form and other details are available at NTS website www.nts.org.pk which must be read carefully before applying for any post.
- 2) Application form should be carefully filled in by the candidate since the provided information will be considered final for further process.
- 3) In case of any deficient, false or misleading information, candidate will be self responsible for the outcome and his/her candidature will be cancelled at any stage even after the test.
- 4) Candidates had to prove their written statements of Application form and eligibility criteria as given in the advertisement through original documents at the time of interview.
- 5) NTS Prescribed Application form shall be submitted along with Fee submitted slip (NTS copy), and attested copies of CNIC, educational testimonials, domicile, experience certificates and 2 passport size photos (blue background) to the given address.
- 6) Candidate will be responsible for outcome arising from incomplete and late applications.
- 7) The applicants having foreign degree must provide equivalency certificate from HEC.
- 8) Applicants already in Government service should apply through proper channel.
- 9) No TA/DA will be admissible for the purpose of test/ interview.
- 10) Age relaxation will be admissible as per existing government rules
- 11) Competent authority reserves the right to reject any or all applications without assigning any reason or increase/decrease the number of posts.
- 12) Last date of submission of Application to the given address in application form in light of above terms and conditions is 15 days from the date of publication of advertisement.

❖ Candidates are required to stay connected with NTS website and call center [051-844-444-1](tel:051-844-444-1) for any information and updates.

"SAY NO TO CORRUPTION" "SAY NO TO DRUGS"

Also available on www.khyberpakhtunkhwa.gov.pk

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