

# EMPLOYMENT OPPORTUNITIES

A Public Sector Autonomous body of Khyber Pakhtunkhwa invites applications from suitable candidates having domicile of Pakhtunkhwa including newly merged area (defunct fata) with qualification mentioned against each given below. Candidates having domicile of respective Divisions shall apply for the post of Jr. Clerk.

S.No.	Position	No. of Posts	Age	Minimum Experience & Qualification
1	Office Assistant (BPS-16)	01	20-32 years	At least 2nd Class Bachelor's Degree (14 Years) from a recognized University
2	Communication Assistant (BPS-16)	01	20-32 years	At least 2nd Class Bachelor's Degree (14 Years) in Mass Communication Journalism or equivalent qualification from recognized University
3	Jr. Scale Stenographer (BPS-14)	03	18-30 years	At least 2nd Division intermediate or equivalent qualification from recognized Board with 50/35 words per minute English Shorthand and Typing speed knowledge of Computer in using MS Word, MS Excel
4	Junior Clerk (BPS-11)	06 (One each for Malakand, Hazara, Mardan, Kohat, Bannu and DI Khan Division)	18-30 years	At least 2nd Division intermediate or equivalent qualification from recognized Board with a typing speed of 30 words per minute.

## 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 call letter will be issued to short listed candidates only. 3. Candidates should be eligible in all respects 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 will be admissible as per existing Govt. Rules. 6. The candidates working in Government/Semi-Government bodies should apply through proper channel. 7. Candidates intending to apply for more than one post shall apply separately for each with separate fee. 8. Competent Authority reserves the right to cancel/reject any application without assigning any reason. 9. No relaxation will be admissible for test/Interview. 10. In case of foreign degree, equivalency certificate from HEC must be provided. 11. Errors/Omissions in number of posts are subject to rectification.

## HOW TO APPLY:

- Interested candidates may first visit [www.etea.edu.pk](http://www.etea.edu.pk) and apply for the posts online.
- After successful submission of online application, a prescribed UBL online deposit slip (having token number, Project code & candidate personal information) will be generated.
- Take a printout of the generated UBL deposit slip & deposit the prescribed test fee (non-refundable) in any branch of UBL Bank or UBL OMNI agent on that prescribed printed deposit slip of UBL.
- After successful fee submission, please keep the original deposit slip (candidate copy) having bank desired stamp with you and do not share it with anyone else.
- After online apply, don't send documents/testimonials to ETEA office, copies of testimonials/documents will however, be provided to the candidates who qualify the screening test, as and when required by ETEA or the Appointing Authority for scrutiny purposes.
- Availability of online Application Form on [www.etea.edu.pk](http://www.etea.edu.pk) on **29th October 2021**.
- Last date for submission of online Application is **18th November, 2021**.
- 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). Candidates are directed to do not give ported/converted mobile number.
- Test Date Time & Venue will be mentioned on Roll No. Slip.
- 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 application.
- 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 entertained, but would be proceeded against and strict action shall be taken against them.

## ملازمت کے مواقع

خیبر پختونخوا انفارمیشن کمیشن میں درج ذیل مستقل آسامی کیلئے ضلع پشاور و ملحقہ قبائلی علاقہ جات کے ڈومیسائل (مرد/خواتین) امیدواران سے درخواستیں بذریعہ ڈاک / کوریئر سروس درج ذیل پتہ پر مورخہ 08 ستمبر 2022 تک یا اس سے پہلے پہنچ جانی چاہئیں۔

سیریل نمبر	آسامی کا نام بعد لی بی ایس	آسامیوں کی تعداد	عمر کی حد	قابلیت اور تجربہ
1	سوپر (بی ایس-03)	01	18-40	ترجیحاً خواندہ، مقامی اور صحت مند ہو

شہر رابطہ وضو ایڈ:

تمام امیدواران درخواست بعد دو روز تکین تصاویر (پاسپورٹ سائز)، کمپیوٹرائزڈ شناختی کارڈ، ڈومیسائل، تعلیمی اسناد اور تجربہ (اگر کوئی ہے) کی تصدیق شدہ فتوہ کاپی بذریعہ ڈاک / کوریئر سروس درج ذیل پتہ پر ارسال کریں۔ نامکمل اور مقررہ تاریخ کے بعد موصول ہونے والی درخواستیں زیر غور نہیں لائی جائیں گی۔ ادارے کو آسامیوں کی تعداد میں کمی یا زیادتی کا مکمل اختیار حاصل ہوگا۔ نیز کسی بھی درخواست کو بغیر کوئی وجہ بتائے کسی بھی مرحلہ پر مسترد کیا جاسکتا ہے۔ صرف شارٹ لسٹ امیدواران کو نوٹس / انٹرویو کیلئے بلا یا جائیگا اور کوئی ٹی اے / ڈی اے نہیں دیا جائیگا۔ درخواست میں دیئے گئے کوائف کے درست نہ ہونے کی تمام ذمہ داری اور خواست دہندہ پر ہوگی۔

ایڈمن آفیسر

خیبر پختونخوا انفارمیشن کمیشن

نزداد بھرہ BRT سٹیشن، ارباب کالونی یونیورسٹی روڈ پشاور

www.khyberpaktunkhwa.gov.pk

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