

SITUATION VACANT

Online application are invited from eligible candidates (Women/Men) of Khyber Pakhtunkhwa including Newly Merged Districts through ETEA against the vacant positions in Khyber Pakhtunkhwa Commission on the Status of Women. (KPCSW) is an equal opportunity employer, women are encouraged to apply

S. NO	NAME OF POSTS	AGE LIMIT	QUALIFICATION / EXPERIENCE	NUMBER OF POST
1.	Assistant Coordination Officer Program (BPS-17)	28-45	At least 2nd division holder in Master Degree/BS Program in Social Sciences /Management Sciences or equivalent from any University Recognized by HEC Experience: A Person shall have 02 years of experience in the field of monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
2.	Assistant Coordination Officer DCSW (BPS-17)	26-45	At least 2nd division holder in Master Degree/BS Program (BBA/B Com) in Social Sciences /Management Sciences or equivalent from any University Recognized by HEC. Experience: A Person shall have 02 years of experience in the field of women Development, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
3.	Public relation Coordinator (BPS-17)	28-45	At least 2nd division holder in Master Degree/BS Program (BBA/B Com) in Social Sciences /Management Sciences, Journalism, mass Communication or equivalent from any University Recognized by HEC Experience: A Person shall have 02 years' experience in Writing and producing presentations and press releases. Dealing with enquiries from the public, the press, and related organizations. Organizing promotional events such as press conferences, exhibitions, tours and visits in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
4.	Finance Accountant BPS (16)	28-35	At least 2nd division holder in bachelor's degree in commerce/B Com or BBA (Finance) from any University Recognized by HEC Experience: A Person shall have 02 years of experience in the field of Finance, Cash Books, Ledger books, Stock registers, Bank reconciliation Statements and Preparation of Expenditures statements in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
5.	Admin Assistant BPS (16)	26-35	At least 2nd division holder in Master Degree/BS Program (BBA/B COM) Social Sciences /Management Sciences or equivalent from any University Recognized by HEC Experience: A Person shall have 02 years of experience in the field of administration and Finance, monitoring Evaluation, project Management, Women rights, legal Issues in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
6.	Personal Secretary BPS (16)	26-35	At least 2nd division holder in Bachelor Degree /BBA/B Com or equivalent from any University Recognized by HEC. Computer literacy (MS Office, Excel and Word) Experience: A Person having 02 years experience in assignments include such duties as office coordination, meetings arrangements, maintaining office records, reports, and correspondence pertaining to the professional(s) in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
7.	Information Technology Assistant (PBS-16)	26-35	At least 2nd division holder in Bachelor Degree in Computer Science / BS Program (IT) B S Program (Computer Science) or equivalent from any University Recognized by the HEC Experience: A person shall have two years' experience in installing computers networking, answering Pakistan Citizen's portal questions / Commission Web site and Face book/social media of day to day updating, Internet security in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
8.	Computer Operator BPS 16	26-35	At least 2nd division holder in Bachelor degree in Computer Science or equivalent from any University recognized by HEC Typing speed at least 40 words per minute. Experience: A person shall have 02 years experience in Performing typing letters, Summary Annual reports, and other typing tasks assigned by the authorities Upgrading software and other basic maintenance in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	03
9.	Senior Clerk BPS -14	26-35	At least 2nd division holder in Bachelor Degree in Commerce (B Com/BBA), Social Science or equivalent from any University recognized by HEC along with Six months Certificate in Computer from any Institutions recognised by technical Board. Typing speed at least 30 words Per minute. Experience: A person shall have 02 years of Experience in record keeping, Preparation of office files, typing of letters, any task assigned by the officers & maintaining official records in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	01
10.	Junior Clerk BPS -11	22-35	At least 2nd division holder in Intermediate from any recognized Board. Typing speed at least 30 words per minute. Computer literacy (MS Office, Excel, Word) Along Six months Certificate in Computer from any institutions recognized by technical Board. Experience: A person shall have 02 years of Experience in record keeping, Preparation of office files, typing of letters, any task assigned by the Officers, Computer literate, Dairy Dispatch & clerical duties associated with processing and maintaining official records in the Government sector or NGO or Semi-Autonomous/Autonomous bodies etc.	02

TERMS AND 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 Shortlisting 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 The selected candidates can be posted anywhere in Khyber Pakhtunkhwa.
- 7 Relaxation of age will be admissible as per existing Government Rules.
- 8 The candidates working in Government/Semi government bodies should apply through proper channel.
- 9 Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
- 10 Competent Authority reserves the right to cancel/reject any application with assigning reason.
- 11 No TA/DA will be admissible for test interview.
- 12 In case of foreign degree, equivalent certificates from HEC must be provided.
- 13 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 and candidates personal information) will be generated.
- 3 Take a printout of the generated UBL deposit slip and deposit the prescribed test fee (non-fundable) 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 document/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 7th Oct 2022.
- 7 Last date for submission of online application is 25th Oct 2022.
- 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 and 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.

IMPORTANT NOTE:

1. Please keep your documents and passport size scanned picture with you at the time of online applies.
2. Read the instructions thoroughly before filling the online application form.
3. 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.
4. Unclaimed qualification will not be accepted.
5. Keep the bank printed receipt safe with yourself and do not share it with anyone else.
6. 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 actions shall be taken against them.

INF(P)5798/22