



JOB OPPORTUNITY

Water & Sanitation Services Company (WSSC) Kohat is a Public Sector Company established by the Government of Khyber Pakhtunkhwa under section 42 of Companies Ordinance 1984. Applications are invited from suitable candidates fulfilling the following qualifications and experience criteria for filling the following positions:

S. #	Positions	Qualification / Experience
1	Manager Operation Position (01)	Qualification: Minimum BE/BSc in Civil Engineering/Mechanical Engineering/Master in Environmental Science/Master in Water Resources Engineering (PEC Registered). Experience: Minimum of 10 Years Post Qualification experience with at least 05 Years of relevant experience of similar like entities and having experience of Managerial position. Maximum Age Limit: 45 Years on the closing date. <i>(Candidates applying for the post of Manager Operation should visit WSSC Kohat website www.wssck.org.pk to download application form instead of ETEA.</i>
2	Accounts Officer Position (01)	Qualification: At least 16 years of relevant education or Master in Business Administration-Finance/Master in Finance/ACCA/ACMA/CA-Inter/Master Degree from an HEC recognized institute. <i>(Shortlisting Candidates will have to qualify the written/Practical test also at the time of Interview)</i> Experience: Minimum 03 years of related post-qualification experience in Finance & Accounts. Maximum Age Limit: 35 Years on the closing date.
3	HR Officer Position (01)	Qualification: At least 16 years of relevant education / Master Degree in Management/MBA/MBA in HR/Public Administration from an HEC recognized institute. <i>(Shortlisting Candidates will have to qualify the written/Practical test also at the time of Interview)</i> Experience: Minimum of 03 years of post-qualification Experience with at least 2 years of similar like positions Age Limit: 35 Years on the closing date.
4	Personal Secretary to CEO Position (01)	Qualification: Minimum BBA/ B.Com/BA from an HEC recognized institute. <i>(Shortlisting Candidates will have to qualify the written/Practical test also at the time of Interview)</i> <i>(Female candidates will be given preference).</i> Experience: Minimum of 3 Years relevant experience preferably with government/Private organization. Maximum Age Limit: 32 Years on the closing date.
5	Finance Assistant Position (01)	Qualification: At least 16 years of education or Master in Business Administration-Finance/Master in Finance/ACCA/ACMA/CA-Inter/Master Degree from an HEC recognized institute. <i>(Shortlisting Candidates will have to qualify the written/Practical test also at the time of Interview).</i> Experience: Minimum of 02 years of relevant experience in accounts/finance with development sector organization. Maximum Age Limit: 32 Years on the closing date.
6	Computer Operator Position (01)	Qualification: At least Higher Secondary School Certificate (FA/ FSc) from a recognized board. 01 Year Diploma in Information Technology from a recognized Institution. Minimum required typing speed 45 words per minute in MS Word & In-Page. <i>(Shortlisting Candidates will have to qualify the written/Practical test also at the time of Interview).</i> Experience: Minimum of 02 years of post-qualification Experience with at least 01 years of similar like position. Maximum Age Limit: 32 Years on the closing date.

TERMS & CONDITIONS:

- 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.
- Interview call letters will be issued to shortlisted candidates only.
- Shortlisting will be based on the Screening Test conducted by ETEA.
- Candidates should be eligible in all respects by the last date of receipt of the applications.
- Incomplete applications and applications received after due dates will not be entertained.
- Relaxation of age will **NOT** be admissible.
- The candidates working in Government/Semi-Government bodies should apply through proper channel.
- Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
- Competent Authority reserves the right to cancel/reject any application with assigning reason.
- No TA/DA will be admissible for test/Interview.
- In case of foreign degree, equivalent certificates from HEC must be provided.
- Errors/Omissions in number of posts are subject to rectification.

HOW TO APPLY

- All those candidates who intend to apply for the post at **S. No. 01** are hereby directed to visit www.wssck.org.pk to download application form instead of ETEA and directly apply to WSSCK on the address: **House No.14, Sector No. 04, KDA Kohat, Last date of Application is 17th September 2021, submit application along with CV, Covering Letter, CNIC copy, 3 pictures, Domicile certificate, Complete Education Document, complete Experience Certificates and other relevant document, all documents should be attested.**
- Candidates intending to apply for the post at **S. No. 02 to 06** may first visit 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 & candidates' 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 at 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 yourself 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 by 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 on **07th September 2021**.
- Last date for submission of online Application is **22nd September 2021**.
- 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.
- 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 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.

**DEPUTY GENERAL MANAGER HUMAN RESOURCE,
 ADMINISTRATION, PROCUREMENT & INFORMATION
 WATER & SANITATION SERVICES COMPANY KOHAT**

House Number 14, Sector Number 4, Near Gate Number 3, KDA Kohat
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