

**OFFICE OF THE DEPUTY COMMISSIONER
ABOTTABAD**

Near Hockey Stadium Abbottabad, Phone No. 0992-9310553-200-201-204, Fax: 0092-9310202

POSITIONS ANNOUNCEMENT

Online Applications are invited from qualified candidates domiciled in District Abbottabad for filling the following vacant positions in office of the Deputy Commissioner Abbottabad.

| S. No. | Name of Post | No. of Post | Eligibility | Minimum Prescribed Qualification | Age Limit |
|--------|----------------------------|-------------|---|--|-------------|
| 01 | Computer Operator (BPS-16) | 05 | Merit = 02 Female = 01 Minority = 01 Disabled = 01 | i) At least Second Class Bachelor's Degree in Computer Science / Information Technology (BCS / BIT four years), from a recognized University. ii) At least Second Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology from a recognized Board of Technical Education. iii) At least 35 word/Minute speed in English typing. | 18-28 Years |
| 02 | Assistant (BPS-16) | 01 | Merit = 01 | At least 2nd class Bachelor Degree from a recognized University. | 20-30 Years |
| 03 | Junior Clerk (BPS-11) | 02 | Disabled = 01 Minority = 01 | i) At least FA/F.Sc with Second Division or its Equivalent Qualification, from recognized Board And ii) A speed of 30 words/Minute in typing. iii) Preference will be given to Computer knowing persons | 18-30 Years |

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 letter will be issued to shortlisted candidates only.
- Shortlisting of candidates will be based on written test result conducted by ETEA @ Five (05) candidates per vacancy.
- Candidates should be eligible in all respect by the closing date of application submission.
- Incomplete applications and applications received after due date will not be entertained.
- Relaxation of age is admissible as per General Age Relaxation Rules-2008.
- The candidates working in Government / Semi-Government bodies should apply through proper channel.
- Original documents shall be produced at the time of interview.
- No TA/DA will be admissible for test / Interview.
- In case of foreign degree, equivalency certificate from HEC must be provided.
- Errors/Omissions in number of posts are subject to rectification.

HOW TO APPLY:

- Interested candidates may first visit www.clea.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 deposit slip & deposit the prescribed test fee (non-refundable) in any branch of UBL Bank at UBL OMNI agent EasyPassa app or agent.
- 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.
- A candidate intending to apply for more than one post shall apply separately for each post
- Availability of online Application form on www.etea.edu.pk on **25th August, 2022**.
- Last date for submission of online application is **15th Sept, 2022**.
- Candidates will be informed through SMS by ETEA to download and Print their Roll No. Slip 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:

- > The Post mentioned at serial # 01 i.e Computer Operator is only meant for Computerization of Land Record in Service Delivery Centers of District Abbottabad.
- > 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 candidatures 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 COMMISSIONER ABBOTTABAD