

**DIRECTORATE GENERAL INDUSTRIES AND COMMERCE
KHYBER PAKHTUNKHWA PESHAWAR.**

SITUATION VACANT

Applications are invited from suitable candidates of Khyber Pakhtunkhwa and having domicile of the relevant zones for the vacant posts of Computer Operator (BPS-16), Assistant (BPS-16), Junior Scale Stenographer (BPS-14), Assistant Industrial Development Officer (BPS-12), Junior Clerk (BPS-11) and Consumer Inspector (BPS-10) in the Directorate General, Industries and Commerce, Khyber Pakhtunkhwa as per detail given below:-

S. No	Nomenclature of posts & Scale	No. of Posts	No. of posts in each zone	Qualification	Age Limit
1	Computer Operator (BPS-16)	04	(Quota Reserved for) Female = 01-post Minority = 01-post (Zonal Quota) Zone-2 = 01-post Zone-4 = 01-post	(i) Second Class Bachelor's Degree in Computer Science / Information Technology (BCS/BIT four years) from a recognized University OR (ii) Second Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology from a recognized Board of Technical Education and a speed of 35-words per minute in typing	18 to 28 years
2	Assistant (BPS-16)	13	(Quota Reserved for) Men = 02-posts Female = 02-posts Minority = 01-post (Zonal Quota) Zone-1 = 02-posts Zone-2 = 02-post Zone-3 = 01-post Zone-4 = 01-post Zone-5 = 02-posts	Bachelor's Degree from a recognized University with at least 2nd Division	21 to 32 years
3	Junior Scale Stenographer (BPS-14)	07	(Quota Reserved for) Female = 01-post (Zonal Quota) Zone-1 = 02-posts Zone-2 = 01-post Zone-3 = 01-post Zone-4 = 01-post Zone-5 = 01-post	(i) Intermediate or equivalent qualifications from a recognized Board. (ii) A speed of 50 words per minute in Shorthand in English and 35 words per minute in typing and (iii) Knowledge of Computer in using MS Word MS Excel	18 to 28 years
4	Assistant Industrial Development Officer (BPS-12)	03	(Zonal Quota) Zone-1 = 01-post Zone-2 = 01-post Zone-3 = 01-post	Bachelor's Degree (at least 2nd Division) from a recognized University in Physics, Chemistry, Commerce, Economics, Mathematics or Statistics as one of the subject	21 to 32 years
5	Junior Clerk (BPS-11)	12	(Quota reserved for) Female = 02-posts Minority = 01-post (Zonal Quota) Zone-1 = 02-posts Zone-2 = 02-posts Zone-3 = 02-posts Zone-4 = 02-posts Zone-5 = 01-post	(a) Secondary School Certificate with at least 2nd Division from a recognized Board (b) a speed of thirty (30) words per minutes in typing, and (c) Computer literate.	18 to 32 years
6	Consumer Inspector (BPS-10)	09	(Quota reserved for) Female = 01-post Minority = 01-post (Zonal Quota) Zone-1 = 02-posts Zone-2 = 02-posts Zone-3 = 01-post Zone-4 = 01-post Zone-5 = 01-post	(i) At least second Class F.A/F.Sc. from a recognized Board and (ii) Computer literate.	21 to 32 years

TERMS AND CONDITIONS

- Interview calls letter will be issued to short listed candidates only
- Short listing will be based on the Screening Test conducted by ETEA.
- Candidates should be eligible in all respect by the last date of receipt of the applications i.e. **28th September, 2021.**
- Incomplete applications and applications received after due date will not be entertained
- Relaxation of age is admissible as per Rules
- The candidates working in Government / Semi-Government Departments / Autonomous Bodies and Authorities should apply through proper channel
- Original documents shall be produced at the time of interview.
- No T.A./D.A 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

- Interested candidates 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 Rs. 500/- as test fee (non-refundable) in any branch of UBL 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
- Please do not send any documents to ETEA. Provision of documents/ testimonials, with the online application will not be required at the time of submission of forms before the test. Copies of testimonials/documents will however, be provided by the short-listed candidates only in the screening test as and when required by ETEA/appointing authority for scrutiny purposes after the screening test.
- A candidate intending to apply for more than one post shall apply separately for each post.
- Available of online Application Form on www.etea.edu.pk on **07th September, 2021.**
- Last date for submission of online Application is **28th 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 filing 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 filing the online application form, will not be rejected only, but would be proceeded against and strict action shall be taken against them.

**Director, Industries and Commerce,
Khyber Pakhtunkhwa, Peshawar**

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