

Water and Sanitation Services Peshawar (WSSP) is looking for experienced and qualified human resource on contractual basis initially for three years (Extendable on good performance) to fill following positions:

S. No	Position	Qualification/Experience	Posts
1.	Fleet Officer	<p>a. Qualification: DAE (Mechanical, Automobile Technology) from Board of Technical Education (BTE).</p> <p>b. Experience: Minimum 05 post qualification relevant experience in the field of Fleet Management/ Repair/ Maintenance.</p> <p style="text-align: center;">OR</p> <p>Retired JCOs from Army (Corps of ASC (MT-Trade), Corps of EME (VM/ Armament Artificer/ MT and Corps of Engineer MT, OEP-M Trade),</p> <p style="text-align: center;">OR</p> <p>Retired Warrant Officer Air Force (Mechanical Transport Fitter, General Fitter and Electric Ground Fitter).</p> <p>c. Age: Upto 55 Years</p>	03
2.	HR Officer	<p>a. Qualification: BBA (Hons-4 years)/ MBA in HR (16 years of education).</p> <p>b. Experience: Overall post qualification experience of 03 years on similar/ relevant position in any well-reputed international/ national level Public/ Private organizations. Preference will be given to candidates having good knowledge and experience of ERP.</p> <p>c. Age: Up to 32 Years</p>	03
3.	Audit Officer	<p>a. Qualification: BBA (Hons-4 years) in Finance/ Master's (16 years of education) in Business Administration (Finance)/ Commerce or CA/ACCA/ICMA with Foundation.</p> <p>b. Experience: Overall post qualification experience of 03 years in relevant positions in any well-reputed international/ national level Public/ Private organizations or 03 years article ship for CA/ACCA/ICMA. Preference will be given to candidates having good knowledge and experience of ERP.</p> <p>c. Age: Up to 32 Years.</p>	02
4.	Graphic Designer/Photographer	<p>a. Qualification: Bachelor Degree/Diploma in IT or Fine Arts would be an added advantage from university.</p> <p>b. Experience: Minimum 2 Years of post-Qualification relevant experience in any well reputed International, National, Public and Private Organization. Experience in graphic designing, branding, photography & videography will be an added advantage. Certification in relevant softwares from reputable institute with knowledge in Coral Draw, Adobe Photoshop, Illustrator, Inpage and relevant Softwares.</p> <p>c. Age: Up to 40 Years</p>	01

General Terms & Conditions

1. Pay package will be market based attractive negotiable depending upon experiences & exposure of the candidate alongwith other benefits as per WSSP policy.
2. **2.5 & above CGPA out of 4 CGPA** will be considered as first division in case of semester system. Below 2.5 CGPA will be considered as 2nd division.
3. Candidates fulfilling the above-mentioned criteria may apply through ETEA as per details mentioned in ETEA Section.
4. All experiences will be counted after the requisite academic degrees/certificates have been received.
5. Equivalency certificate from HEC Pakistan to be provided by applicants in case of foreign qualifications/ experiences till closing date. In progress certificates/degrees/programs will not be considered.
6. Relaxation in age will not be admissible.
7. No TA/DA will be admissible for test/interview.
8. WSSP reserves the right to increase/decrease the number of positions advertised OR can stop/cancel the recruitment process at any stage without providing any reason.
9. Selected candidates will be posted anywhere within jurisdiction areas of WSSP
10. If at any stage of the recruitment / selection process, the documents of any candidate are found un-authentic / forged / fake etc. his/her candidature will stand cancelled.

HOW TO APPLY FOR ETEA

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 & candidates personal information) will be generated.
3. Take a printout of the generated UBL deposit slip & deposit the prescribed test fee (non-refundable) in any branch of UBL 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. 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.
6. A candidate intending to apply for more than one post shall apply separately for each post
7. Availability of online Application Form on www.etea.edu.pk will be from **12/11/2021**
8. Last date for submission of online Application is **30/11/2021**
9. 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.
10. Test Date, Time & Venue will be mentioned on Roll No. Slip.
11. No separate Call Letter will be issued to candidates for screening test through postal/courier means.
12. Candidates will be provisionally allowed to appear in ETEA screening test. However detailed scrutiny will be carried out by WSSP/appointing authority and if any candidate is found ineligible as per criteria (appointing authority / WSSP) in any respect at any stage of recruitment process, he /she will be disqualified by the appointing authority / WSSP.

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.

Note: 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.

**General Manager HR, Admin & Procurement, Water and Sanitation Services Peshawar (WSSP),
Plot No 33, Street No 13, Sector E-8, Phase-VII, Hayatabad. 091-9219098,091-9219074 (Ext-106, 107, 112 & 118)**