

CAREER OPPORTUNITIES

PEDO

Pakhtunkhwa Energy Development Organization, Government of Khyber Pakhtunkhwa, Pakistan

Applications are invited from suitable dynamic candidates having domicile of Khyber Pakhtunkhwa (Including new merged areas) for appointment on Contract/Project basis for Project Management Organization (PMO) for the World Bank assisted Khyber Pakhtunkhwa Hydro Power and Renewable Energy Development Program.

Requisite Qualification and Experience for the posts are as under: -

S. No.	Position	No. of posts	Qualification, Experience & Age
1	Assistant Director Civil (BPS-17)	01	<ul style="list-style-type: none">Bachelor's Degree (16 years of Education) in Civil Engineering from HEC recognized university/registered with PEC or International University.At least 03 years of total post-qualification professional relevant work experience in Engineering/Project Management.Maximum Age limit is 35 years
2	Assistant Director Finance/ Accounts (BPS-17)	01	<ul style="list-style-type: none">Master in Accounting and Finance, M.Com. ACA, ACMA, ACCA, MBA/BBA (Hons) (Finance), MS Finance or Economics from HEC recognized university/registered with PEC or International University.At least 3 years' relevant post-qualification experience in Finance, Accounts and financial management in a similar/equivalent role.Having knowledge of working in provincial Finance Department, Auditor General of Pakistan Office, Office of Accountant General will be accorded due weightage.Maximum Age limit is 35 years
3	Assistant Director Admin (BPS-17)	01	<ul style="list-style-type: none">BBA (Hons)/MBA/MPA/Economics (16 years' education in Management Sciences) from HEC recognized university/registered with PEC or International University.At least 3 years relevant post-qualification work experience in a similar/equivalent role.Maximum Age limit is 35 years
4	PS to Directors (BPS-16)	02	<ul style="list-style-type: none">Master degree (16 years education) in social sciences/management sciences or equivalent qualification from HEC recognized university/institutionAt least 2 years of post-qualification professional relevant work experience as PS, Assistant etc.Should have Knowledge of & Skills in MS Office (MS Word, Excel & Power Point) and Typing speed in English.Age limit is 33 years
5	Assistant Accounts / Budget Officer (BPS-16)	01	<ul style="list-style-type: none">Master in Accounting and Finance, M.Com. CA Finalist, ACA, ACMA, ACCA, MBA/ BBA (Hons) (Finance), MS Finance or Economics from HEC recognized university/registered with PEC or International University.At least 2 years of Post-Qualification professional work experience in relevant field i.e. Accounts, Finance, budget preparation etc.Age limit is 33 years
6	Computer Operator (BPS-16)	02	<ul style="list-style-type: none">Bachelor Degree (16 years education) or equivalent qualification in Computer Science/Information Technology from HEC recognized university/institution.

			<ul style="list-style-type: none"> • At least 2 years of post-qualification professional relevant work experience in a similar role in computer networking and information technology etc. • Age limit is 33 years
7	Assistant/ Clerk (BPS-14)	01	<ul style="list-style-type: none"> • Bachelor Degree (14 years education) or equivalent qualification from HEC recognized university/institution • At least 2 years of post-qualification professional work experience in a similar role as Assistant, Clerk, Office Assistant, and any other such relevant experience. • Age limit is 30 years.
8	Land Surveyor (BPS-14)	01	<ul style="list-style-type: none"> • DAE (03 Years) in Civil or Surveyor diploma or equivalent qualification from recognized university/college/institution • Shall have 2 years Post-Qualification professional relevant work experience in a similar/equivalent role. • Age limit is 35 years
9	Girdawar (BPS-11)	01	<ul style="list-style-type: none"> • Matric/S.S.C or equivalent qualification from recognized Board/Institute. • At least 2 years of post-qualification relevant experience in a similar/equivalent role etc. • Maximum Age limit is 65 years

INSTRUCTIONS & GENERAL CONDITIONS

Applicants are advised to read and understand the following instructions carefully before apply online on www.etea.edu.pk and later on (after Qualifying Etea Test) filling the "**PEDO Applicant Data Form**" available on PEDO Website i.e. <http://pedo.pk/Main/downloads>.

- 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.
- Candidates should be eligible in all respects by the last date of receipt of the applications.
- Candidates intending to apply for more than one post shall apply separately for each post with separate fee.
- Incase of foreign degree, equivalent certificates from HEC must be provided:
- Minimum Passing/Qualifying Marks shall be 50%.
- Relevant experience with the Government/Semi-Government or Reputable Private Sector organizations will be considered and relevant experience of similar industry/Organization will be given preference.
- Having knowledge of World Bank or other multilateral financing organization, government policies, guidelines, and procedures related to the respective post/Posts will be accorded due weightage.
- Only Eligible/Shortlisted candidates will be called for Interview. Shortlisting and selection shall be carried out on the basis of selection criteria duly approved by the PEDO Board and Shortlisted candidates shall be called for interview based on their aggregate score.
- Government/Semi Government employees shall send their applications through proper channel and will have to produce NOC at the time of interview.
- Selection of Contractual, Project and regular employees already working in PEDO shall be subject to No Objection Certificate from CEO PEDO.
- Appointment will be on contract basis extendable on yearly basis till the completion of the project, subject to satisfactory performance. In case of unsatisfactory performance, service can be terminated by the organization with 15 days' prior notice.
- The posts are project posts and will automatically abolished on completion of the project/Projects.
- All appointments will be subject to approval of PC-1 and availability of fund.

- PEDO reserves the right to increase or decrease the number of posts or cancel any/all posts at any time during the recruitment process without assigning any reason.
- PEDO is an equal opportunity employer and females are strongly encouraged to apply.

HOW TO APPLY

- Interested candidates may first visit ETEA Website (www.etea.edu.pk) and apply for the post/posts online.
- After successful submission of online application, a prescribed UBL online deposit slip (having token number, Project Code and Candidates personal information) will be generated.
- Take a print of the generated deposit slip and deposit the prescribed test fee (nonrefundable) in any branch of UBL Bank or at UBL OMNI agent or easy paisa 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 before test at this stage. Required documents/ testimonials will however, be provided by those candidates only who qualify the screening test (50% or above score), as and when required by ETEA or appointing authority (PEDO) for scrutiny and further process as per the Post Test Instructions mentioned below.
- Availability of online Application Form on www.etea.edu.pk on **28th April, 2022.**
- Last date for submission of Online Application is **27th May, 2022.**
- 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 and 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 online applies.
- Read all 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 and experience will not be accepted/counted.
- 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 actions shall be taken against them.

POST TEST INSTRUCTIONS FOR THOSE CANDIDATES WHO QUALIFY TEST

- This section is only for those candidates who qualify ETEA Screening Test (50% or above score in ETEA Test).
- Duly filled & signed "**PEDO Applicant Data Form**" (available on PEDO Website i.e. <http://pedo.pk/Main/downloads>) along with attested copies of all the documents/ testimonials, experience certificates updated CV/resume, copy of CNIC, 02 Passport size photographs and other supporting documents to be sent to Director HR/Admin PEDO at the address mentioned **within ten (10) days after the result declaration** by those candidates only who qualify the screening test (50% or above score) for scrutiny and further process.
- Unclaimed qualification and experience will not be accepted/counted. Claimed Qualification and experience without supporting documents/documentated proofs will also be not accepted/counted.

- The PEDO Applicant Data Form along with mention documents to be sent by registered courier company.
- By hand Applications, those received after due date and applications with incomplete information & lack of testimonials will not be considered at all.
- Clearly mark the position applied for in the Subject line/Envelope and shall send separate application/envelope for each post.
- Candidates are instructed to mention correct information while filling the application form. Candidates mentioning wrong information including domicile or Age or qualification or experience while submitting application and documents will be declared as “Concealment of fact” and will be strictly dropped out at any stage of the recruitment and selection process.


MUHAMMAD IDRESS KHATTAK

(Director HR/Administration)

Pakhtunkhwa Energy Development Organization (PEDO)

Room # 315, Sector 38/B-2, Phase-V, Hayatabad, Peshawar, PAKISTAN

Phone No. 091-9219579