PAKISTAN WATER & POWER DEVELOPMENT AUTHORITY

JOB OPPORTUNITIES

WAPDA is currently looking for competent, dedicated, dynamic and self-motivated personnel for the following positions on contract basis extendable on account of satisfactory performance:

A. DG (HR&Admn)

Sr. No	Nomenclature of Post	BPS	No. of Vacant Posts	Minimum Qualification / Experience required under relevant Service Rules	Age Limit Min	Age Limit Max	Provincial / Regional Quota
1.	Assistant Director (HR&Admn)	17	07	a) MBA / MPA / MA in HR / M.Sc. (Computer Science) / Statistics / Master Degree in English or equivalent with minimum two 1st Divisions in academic career. b) Capable of operating computer with special emphasis on Windows and MS Office.	21	33	Punjab (Women) =01 Punjab (Minorities) =01 Sindh (R) Open =01 KPK (Women) =01 Balochistan (Open)=02 AJ&K (Open) =01
2.	Assistant Director (P/SA)	17	04	**Academic Qualification** Master Degree or equivalent (with at least 60% marks) in Computer Science, information Technology, Computer Software Engineering or 4 years / 8 semesters honor degrees OR a related field from a HEC recognized University / Institute (candidates having a four years Bachelor Degree in Computer related fields are also eligible) **Technical Qualification** Must obtain at least 60% marks in the professional test consisted of i. Computer aptitude ii. Job specific technical knowledge (Computer Languages) iii. English / General Knowledge	21	33	Punjab (Open) =01 Punjab (Minorities) =01 KPK (Open) =01 FATA / GB (Open) =01
3.	Assistant Director Computer Operation	17	02	**Academic Qualification** Master Degree or equivalent (with at least 60% marks) in Computer Science, information Technology, Computer Software Engineering or 4 years / 8 semesters honor degrees OR a related field from a HEC recognized University / Institute (candidates having a four years Bachelor Degree in Computer related fields are also eligible) **Technical Qualification** Must obtain at least 60% marks in the professional test consisted of i. Computer aptitude ii. Job specific technical knowledge (Computer Languages) iii. English / General Knowledge	21	33	Punjab (Open) =01 KPK (Open) =01

4.	Security Officer	16	02	a) Retired Armed Forces JCOs of the rank of Hon. Sub. Major / Subedar or equivalent having passed Secondary School Certificate Examination with 'C' Grade / Second Division or equivalent qualification from a recognized University or Board. b) Preference will be given to Intelligence qualified officer with a field / staff experience of security duty for 2/3 years.	21	52	Open Merit =02
5.	Stenographer Grade-II	14	24	B.A / B.Sc. 2nd Class from a recognized University with a minimum speed of: a. 60 wpm in Shorthand b. 40 wpm in Typing c. Certificate in Microsoft Office & Internet (e. mail) etc + proficiency in computer usage. **Note**: Preference will be given to the qualification in the subjects of Mathematics / Statistics / Physics / Economics / Computer Science & Political Science.	18	30	WAPDA Employee Children =06 Open Merit =02 Punjab (Open) =04 Punjab (Minorities) =02 Sindh (R) Open =02 Sindh (R) Women =01 Sindh (U) Open =03 FATA / GB (Open) =02 Disable =02
6.	Junior Clerk Cum Computer Typist	09	08	Matriculation ("C" Grade / 50% marks) Typing speed 40 wpm on typewriter or PC. Current PC Operating System and MS Word.	18	30	Open Merit =03 Sindh (U) Open =01 KPK (Women) =01 FATA/GB (Open) =01 AJ&K (Open) =01 Balochistan (Women)=01

B. GM (Finance) Coordination

1.	Assistant Manager (Accounts & Finance)	17	36	CA (Inter), CMA (Inter), ACCA (Member), M. Com / MBA (Finance) Or B. Com (Honors) 04 Years course / BBA Finance (Hons) 04 years course and other equivalent similar qualifications with 01 Year post qualification experience in BPS 15/16 or equivalent thereof in Finance Department of Government / Semi Government Organization / Corporations / Autonomous Bodies or large Public Ltd. Companies. **Note:** Computer literacy is mandatory.	21	33	Open Merit =03 Punjab (Open) = 14 Punjab (Women) = 01 Punjab (Minorities) =02 Sindh (R) Open =05 Sindh (R) Women =01 Sindh (U) Open =01 Sindh (U) Women =01 KPK (Open) =03 KPK (Women) =01 Balochistan (Open) =02 Balochistan (Women)=01 AJ&K (Open) =01

Applicants must be citizen of Pakistan who are advised to read the following instructions carefully before filling the relevant prescribed application form available on the PTS website, (www.pts.org.pk). The advertisement is also available on WAPDA's website (www.wapda.gov.pk) as well as PTS website, (www.pts.org.pk).

INSTRUCTONS & GENERAL CONDITIONS

- All candidates will be selected on merit, observing the quota as per Federal Government Policy.
- Candidates applying on prescribed application form for the posts available on PTS website will only be considered for short listing.
- Only short listed candidates will be called for test/interview.
- No TA/DA will be allowed to candidates for test by PTS and interview by WAPDA.
- Educational Degree must be from HEC recognized Universities/Concerned Boards.
- General Age Relaxation has already been included in the age mentioned against each category. No further age relaxation is allowed in the prescribed age limit except 03 years of age relaxation to the candidates belonging to Scheduled castes, Buddhist Community, Recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas. 03 years' age relaxation shall also be admissible to the candidates belonging to Sindh (Rural) and Balochistan for the posts in BPS-15 and below. 05 years of age relaxation will be applicable to the children of WAPDA employees (died during service) applying against WAPDA employee Children Quota posts.

- Government servants/WAPDA employees who have completed 02 years continuous Govt/WAPDA Service on the closing date of receipt of application shall be admissible 10 years' age relaxation, up to the age of 55 years.
- Serving employees should apply through proper channel. Advance copy of the application, however, may be forwarded without obtaining NOC. The candidate will not be allowed to appear in the interview, if he fails to produce NOC from concerned department.
- Original documents must be presented by the candidates at the time of interview.
- Candidates may contact PTS for any query / enquiry regarding applications, roll number slips, test centers, written test, result, display of provisional and final list of candidates, etc.
- The candidates shall be called for interviews / further process subject to detailed scrutiny of documents and after checking eligibility under the rules. Merely passing of written test does not make the candidature eligible for further recruitment process.
- Candidates who have been dismissed or debarred for future employment are not eligible to apply.
- The applications submitted by the candidates to PTS will be at the risk and cost of the applicant. Any information found bogus at any stage, during induction or later in service, will result in termination of candidature or employment thereof.
- WAPDA reserves the right to withhold the recruitment process at any stage. The number of posts can be increased or decreased by the competent authority.
- Only WAPDA Employee's Children will be considered for appointment against Employee Children quota.
- Last date for submission of applications is **16.09.2019 (Monday).**

OW TO APPLY

- Candidates may register themselves, their information through **PTS candidate portal** on its website www.pts.org.pk and send their applications through online link available in project details.
- Eligibility of a candidate shall be determined on the basis of academic record, short listing will be made by PTS.
- Written test shall be conducted by Pakistan Testing Service and later on interview by the WAPDA Selection boards.
- Candidates shall pay test fee of Rs.170/- to the PTS. Fee will only be accepted through Telenor Easy Paisa i.e. Easy Paisa Mobile Account, Easy Paisa Shop or VISA / Master Card.
- Deposited amount is not refundable / non-transferable.
- Submission of hard copy of the application form to PTS is not required.
- Incomplete applications, applications carrying incorrect information or test fee not paid shall be summarily rejected.
- Roll No. Slips containing the information regarding test centers, timings and test date shall be separately dispatched directly to candidates by PTS at least one week before the test.
- Candidates can also download their Roll No. Slips from PTS website.
- **For any information / query regarding application, test, roll no. slip or result candidates may contact to PTS (051-111-111-787) & UAN+92-51-2608090-92.**

Director General (Recruitment) WAPDA
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