



# TEVTA CAREER OPPORTUNITIES



Technical Education & Vocational Training Authority of Punjab (“PTEVTA”) is the premier public sector organization working for promotion of TVET sector by imparting technical and vocational education and training through its more than 400 institutions all over the Punjab. The core objective of PTEVTA is to produce skilled workforce to meet the market driven demand for placement in the local and overseas industry. In its drive to optimally utilize its potential to accomplish its strategic goals and objectives, PTEVTA invites the dynamic and motivated candidates to apply for the following posts:

Post	No. of Posts	Required Qualification & Experience
<p><b>DEPUTY GENERAL MANAGER (ACCOUNTS)</b>  <b>PS-20</b>  <b>Basic Pay Scale (86,050-4,510-149,190) plus allowances (Minimum Starting Gross Salary Rs.126,760/- P.M +</b>              1300cc authority maintained car with driver            175 liters petrol/month.            Special compensation allowance of Rs. 20,000 p.m for ACA, Mobile limit of Rs. 3000 p.m, Pension, Provident fund, leave encashment, health insurance and life insurance as per rules.  <b>Max.Age:55 years</b></p>	01	<ul style="list-style-type: none"> <li>Chartered Accountant</li> <li>6 years of post-qualification experience in finance/accounts/accounting firm.</li> </ul> <p><b>SKILLS:</b>            Must have working understanding and knowledge of accounting, audit and procurement policies. Would be responsible for system development, accounting/book keeping, financial &amp; management reporting, and coordination with external/internal audit &amp; banks.</p> <p>Individual having experience of working in an ERP environment would be given preference.</p>
<p><b>Manager (Tax)</b>  <b>PS-19</b>  <b>Basic Pay Scale (64538-3050-125538) plus allowances (Starting Gross Salary Rs.95,071/- P.M) +</b>              1000cc authority maintained car            160 liters petrol/month.            Special compensation allowance of Rs. 8,000 p.m, for CA (Inter) employees, Mobile limit of Rs. 2000 p.m, Pension, Provident fund, leave encashment, health insurance and life insurance as per rules.    <b>Max.Age:55 years</b></p>	01	<ul style="list-style-type: none"> <li>CA (Inter) with articles with at least 4 years of relevant post-qualification experience in Govt. / Semi-Govt. /multinational /company /CA Firm. For CA (Inter) applicants, only post articles experience would count towards post qualification. Relevant Experience implies managing all taxation aspects including federal, provincial and local taxes. An individual with work experience in accounting firm or handling corporate tax will be given preference.</li> <li><b>SKILLS</b>            Technical expertise and experience in corporate tax compliance. Knowledge of national and provincial taxation laws and regulations. Prior experience in tax strategy planning and implementation will be advantageous. Demonstrate strong interpersonal communication and presentation skills. Must be having strong analytical and problem solving skills. Possess good business acumen and highly adoptive.</li> </ul>

**Terms and Conditions:**

1. Candidates meeting the criteria are requested to download the application form from PTEVTA website ([www.tevta.gov.pk](http://www.tevta.gov.pk)) and submit it along-with CV, latest passport size photograph, relevant experience certificates, and attested copies of academic testimonials, domicile, valid C.N.I.C. and registration with PEC/where required. The application must reach through registered mail / courier before 04:00 pm not later than January 15, 2018 at the address of PTEVTA given below. Any application received after the deadline shall not be considered. Proof of posting will not be considered as proof of delivery.
2. Terms and conditions of employment will be governed under PTEVTA Service Regulations.
3. Candidates currently working in Federal/ Provincial/Semi- Government/ Autonomous Bodies/ Special Intuitions should send their application through proper channel. NOC is mandatory from the current employer at the time of interview.
4. No age relaxation shall be given to any candidate. Female candidates are specially encouraged to apply.
5. Application not supported with relevant documents, received through emails or received after due date shall not be entertained.
6. Only short listed candidates shall be invited for test/interview. No TA/DA shall be admissible for test/ interview.
7. Appointment shall be subject to Health Fitness certificates duly issued by the Medical Board of the Service Hospital, GOP, Lahore
8. PTEVTA reserves the rights to increase/decrease the number of posts/not to fill in any post / withhold the appointment against any advertised post without assigning any reasons.

**HUMAN RESOURCE WING****TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**

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