



TEVTA CAREER OPPORTUNITIES



Technical Education & Vocational Training Authority of Punjab (“PTEVTA”) is the premier public sector organization established to promote TVET sector by imparting technical and vocational education and training through its more than 390 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 QUALIFICATIONS AND EXPERIENCE
GENERAL MANAGER (ACADEMICS) PS-21 Basic Pay Scale (99,075-4,150-157,175) plus allowances (Minimum Starting Gross Salary Rs.177,233/- P.M) 1300cc authority maintained car 200 liters petrol/month. Special Post Allowance 75,000 to 100,000/- per Month Max. Age : 55 years	01	<ul style="list-style-type: none">• B.Sc Engineering with MBA from HEC recognized institution/university.• 8 years of post-qualification Institutional / Industrial relevant experience in a large Govt. / Semi-Govt. /multinational or renowned private organization, out of which 4 Years must be at Senior Management level.• PEC registration certificate will be mandatory.• The candidate should have strong academic record/ experience of designing/developing of curricula on the basis of recent global trends in education sector, especially relating to technical and vocational discipline. Desirable candidate will also provide his services in developing curriculum to upcoming MOU with different industries and eventually spread the system to field formation. Provide his expertise in academic audit, accreditation & certification and research & development in TVET sector.
GENERAL MANAGER (OPERATIONS) PS-21 Basic Pay Scale (99,075-4,150-157,175) plus allowances (Minimum Starting Gross Salary Rs.177,233/- P.M) 1300cc authority maintained car 200 liters petrol/month. Special Post Allowance 75,000 to 100,000/- per Month Max. Age : 55 years	01	<ul style="list-style-type: none">• MBA or Equivalent preferably having additional degree of M. Phil. / MS in Management Science from HEC recognized university.• 8 years of post-qualification experience in relevant field in a large Govt./ Private /Multinational Organization with at least 1000 person or more. <p>General Manager (Ops) is one of the most key executive positions in PTEVTA, mainly responsible for the supervision of general operations and administration of all the technical and vocational institutions for accomplishing the strategic objectives of PTEVTA. This position provides the link through which the policies and objectives of PTEVTA are translated into actions and accomplishments. Awareness of contemporary successful models of TVET sector around the world for technical and vocational training is desirable. The knowledge of all operational aspects and demonstrated ability to enhance the bar of quality and productivity in education and training sector is also desirable.</p>
DEPUTY GENERAL MANAGER (OPERATIONS) PS-20	01	<ul style="list-style-type: none">• B.Sc Engineering with MBA or MPA from HEC recognized institution/university.• 6 years of post-qualification Institutional / Industrial relevant experience in a large Govt. / Semi-Govt. /multinational or renowned private organization.• PEC registration certificate will be mandatory.

<p>Basic Pay Scale (66,050-3,750-118,550) plus allowances (Minimum Starting Gross Salary Rs.118,155/- P.M) 1300cc authority maintained car 175 liters petrol/month. Max. Age : 45 years</p>		<p>Responsible for all operational, administrative and financial matters relating to zonal and district offices and all technical and vocational institutes, as per direction of higher management. Coordination with Government departments and other key stakeholders in respect of reforms and formulation of policy in TVET sector, apart from close coordination with all wings of TEVTA.</p>
<p>Director (R & D) PS-19 Basic Pay Scale (49,538-2,560-100,738) plus allowances (Minimum Starting Gross Salary Rs.91,654/- P.M) 1000cc authority maintained car 160 liters petrol/month. Max. Age : 43 years</p>	01	<ul style="list-style-type: none"> • Master in Education Planning & Management or equivalent from HEC recognized institution/university. • 4 years of post-qualification relevant experience in a large Govt. / Semi-Govt. /multinational or renowned private organization. <p>Director (R & D) will support management in developing & maintaining liaison with Industry for collaboration for academic matter focusing on training needs assessment. A candidate having strong mind-set for research and well-conversant with latest trends in analytics and research reporting, especially in new technology is desirable. Awareness of contemporary successful models of research in education and training in TVET sector is also desirable.</p>
<p>DEPUTY MANAGER (ADMIN) PS-18 Basic Pay Scale (33,025-2,400-81,025) plus allowances (Minimum Starting Gross Salary Rs.66,103/- P.M) Max. Age : 40 years</p>	01	<ul style="list-style-type: none"> • Master Degree or equivalent from HEC recognized institution/university. • 3 years of post-qualification Institutional / Industrial relevant experience in a large Govt. / Semi-Govt. /multinational or renowned private organization. <p>Manage administrative matters relating to Head office and all technical and vocational institutes, as per direction of higher management. Supportive role with all wings of TEVTA regarding Logistics, Enquiry, CMD CELL queries, record management of TEVTA employees.</p>
<p>DEPUTY MANAGER (ENQUIRY) PS-18 Basic Pay Scale (33,025-2,400-81,025) plus allowances (Minimum Starting Gross Salary Rs.66,103/- P.M) Max. Age : 40 years</p>	01	<ul style="list-style-type: none"> • Master Degree or equivalent from HEC recognized institution/university. • 3 years of post-qualification Institutional / Industrial relevant experience in a large Govt. / Semi-Govt. /multinational or renowned private organization. <p>Will manage the overall cases related to enquiry/ disciplinary cases. Preference will be given to the candidate having knowledge of PEEDA proceedings.</p>

Terms and Conditions:

1. Candidates meeting the criteria are requested to download the application form from PTEVTA website (www.tevta.gop.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/Bar council. The application must reach through registered mail / courier before 04:00 pm not later than 18-09-2017 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 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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