



SITUATIONS VACANT

Punjab Vocational Training Council (PVTc) is the largest vocational training provider of Pakistan. It is an autonomous corporate body of Punjab Government having 348 VTIs with annual capacity of 200,000 trainees. Our mission is to alleviate poverty by imparting demand driven skills training to youth at their door step by involving private sector to enhance employability. To strengthen its operations, PVTc is hiring following regular staff:-

Name of Post	No. of Post	Required Qualification & Post-Qualification Experience
Manager (Internal Audit)	01	M.Com / MBA (Accounting & Finance) / Master in Finance / M.Sc. Financial Management / MS (Accounting) / BBA (4 Years, Accounting & Finance) / ACMA / CA from a recognized institute with at least 09 years of post-qualification experience in the relevant field.
Assistant Manager (HR)	01	MBA/MPA/Masters in HR / BBA (4 Years) from recognized university with at least 2 years of post-qualification experience in the relevant field.
Assistant Manager (Marketing)	01	MBA/MPA/Masters in Marketing/BBA (4 Years) from recognized university with at least 2 years of post-qualification experience in the relevant field.
Assistant Manager (Admin.)	01	MBA/MPA/BBA (4 Years) from recognized university with at least 2 years of post-qualification experience in the relevant field.
Assistant Manager (Legal)	01	LLB from recognized university with at least 2 years of post-qualification experience in the relevant field.
Assistant Manager (Curriculum)	01	MBA/MPA/B.Sc. Engineering / Bachelor of Engineering (BE) / BBA (4 Years) from recognized university with at least 2 years of post-qualification experience in the relevant field.
Assistant Manager (Internal Audit)	02	M.Com / MBA (Accounting and Finance) / Master in Finance / M.Sc. Financial Management / MS (Accounting) / BBA (4 Years, Accounting & Finance) / ACMA from a recognized institute with at least 02 years of post-qualification experience in the relevant field.
Assistant Manager (Finance & Audit) (for Area Offices)	02	M.Com / MBA (Accounting & Finance) / Masters in Finance / M.Sc. Financial Management / MS (Accounting) / BBA (4 Years, Accounting & Finance) / ACMA from a recognized institute with at least 02 years of post-qualification experience in the relevant field.
Principals	14	MBA/MPA/B.Sc. Engineering / Bachelor of Engineering (BE) / BBA (4 Years) from recognized university with at least 02 years of post-qualification experience in the relevant field.
Supervisor (Research & Development)	01	Graduation/Bachelor degree from recognized university with at least 03 years of post-qualification experience in the relevant field.
Junior Computer Operator	02	Intermediate with 1 year computer diploma in software from recognized institute with at least 01 year of post-qualification experience in the relevant field OR Pass-out of VTIs of PVTc. For VTI Pass-out no experience is required.
Store Keeper	01	Intermediate from recognized institute with at least 2 years of post-qualification experience in the relevant field

TERMS & CONDITIONS:

1. Maximum age for all above post(s) is 35 years (including 5 years General Age relaxation in upper age limit) except for the post of Manager (Internal Audit) for which the maximum age is 47 years (including 5 years General age relaxation in upper limit).
2. The reference date for determining post qualification experience and maximum age limit shall be the last date for submission of application.
3. Selection of eligible candidates shall be determined on the basis of transparent merit based criteria as laid down in PVTc Employees' Service Regulations 2014.
4. The applicants shall have to go through the NTS test.
5. Application form and prescribed test fee challan form may be downloaded from NTS website (www.nts.org.pk).
6. NTS Test fee of Rs: 700/- may be paid in any branch of HBL, Meezan Bank, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
7. Dully filled-in application form accompanied by paid fee challan, copy of CNIC, 3 recent photographs, attested copies of experiences certificates and educational credential / certificates / diplomas / degrees be submitted directly to NTS on the address mentioned on application. **The last date for receipt of application form is December 15, 2017.**
8. List of candidates approved for written test by NTS shall be available on NTS website after 10 days of last date for submission of application.
9. Roll number slip, test centre address and test date shall be dispatched to the candidates by NTS at least 12 days before the test date.
10. PVTc is an equal opportunity employer. Females are encouraged to apply.
11. Sample paper / contents weightage shall be available on NTS website.
12. Shortlisted candidates will be called for further recruitment process as per Employees' Service Regulations.
13. The appointment shall be invalidated ab initio if the degrees / certificates provided by the applicant were found fake, tempered, forged or non-recognized at any time / stage. The appointment shall also be invalidated if the provided details be found incorrect, fake etc at any time / stage.
14. The organization reserves the right to increase or decrease the number of posts or do not fill any post(s) without assigning any reason.
15. The selected applicants be paid as per pay scale, allowances, fringe benefits, other terminal benefits etc. as admissible and amended in Employees' Service Regulations from time to time.
16. The service of selected employee(s) shall be governed by PVTc Act, Rules and Regulations, framed and amended from time to time.
17. The selected candidates may be posted anywhere in Punjab.
18. No TA/DA will be paid for test / interview.

MANAGER HUMAN RESOURCES

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NTS Website: www.nts.org.pk, PVTc Website: www.pvtc.gov.pk