



POSITIONS VACANT

The University of Engineering and Technology Mardan invites online applications from suitable candidates against the following Position on regular basis under the Khyber Pakhtunkhwa Contributory Provident Fund Rules-2022, in the University of Engineering and Technology Mardan. The requisite qualification and experience are detailed below:

Sr. No	Title of Post	No. of Posts	Qualification & Experience
1.	Deputy Director Finance (BPS-18) (Regular) Upper Age Limit: 38 Years	01	Qualification: First division Bachelor's Degree (16-years education) in Economics, Finance, Commerce, Business Administration (finance) or Chartered Accountant. from University/DAI recognized by the Higher Education Commission (HEC), Pakistan. Experience: 07 years' relevant experience of accounts /Finance & Audit /Financial Management in a University or a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent).

TERMS & CONDITIONS FOR APPLYING FOR TEST

- Candidates will be provisionally allowed to appear in the ETEA screening test based on the credentials provided. Detailed scrutiny shall be carried out by the Appointing Authority, and if any candidate is found ineligible at any stage of the recruitment process, he/she shall be disqualified.
- All candidates must create a profile on ETEA's website (www.etea.edu.pk) to apply online. After creating the profile and before depositing the fee, candidates must print the E-Sahulat token from ETEA's website and get their CNIC verified at any NADRA E-Sahulat franchise (kiosk). Without such verification, candidates will not be able to apply.
- Upon successful submission of the online application, a prescribed online deposit slip containing the candidate's token number, project code, and personal information will be generated.
- Candidates are required to deposit the prescribed non-refundable test fee through OneLink.
- The original deposit slip (candidate copy) with the bank's stamp must be retained by the candidate at all times and must not be shared with any third party.
- After submission of the online application, candidates are not required to send any documents or testimonials to the ETEA Office.
- The online application form shall be available from 2nd October, 2026, and the last date for submission of applications is 20th October, 2026.
- Candidates will be informed through SMS by ETEA to download and print their Roll No. slips from www.etea.edu.pk. Candidates must not provide ported/converted mobile numbers.
- No separate Call Letter shall be issued by post or courier for the screening test.
- Test date, time and venue shall be mentioned on the Roll No. Slip.

PROCEDURE FOR QUALIFIED CANDIDATES AFTER ETEA TEST

- Candidates whose details are received from ETEA after qualifying the test shall submit application forms (available on the University website, www.uetmardan.edu.pk), along with attested photocopies of educational testimonials (i.e., Degrees/Certificates, Transcripts/DMCs), Experience Certificates, copy of CNIC, Domicile, one recent photograph along with processing fee of Rs. 2,000/- deposited in the University Account titled "Miscellaneous Fund UETM" Branch Code. 0179, Account No. 003001354859, in any branch of the Bank of Khyber, (throughout Pakistan) in the office of the Registrar, UET Mardan, within 15 days of the intimation of results.
- It shall be the sole responsibility of the applicants to ensure that all required fields of the application form are filled and all relevant documents are attached. No column of the application form shall be left blank. Postal address, landline/mobile numbers, and a valid email address must be clearly mentioned.

- All information and documents shall be submitted within the 15-days submission period after intimation of results and must include information up to the closing date for online application for the ETEA test. No additional claim, record, or document after the deadline shall be entertained at any subsequent stage.
- In-service candidates should apply through proper channel. They must also submit a No Objection Certificate from their concerned departments/organizations along with their application forms.
- Eligibility shall be reckoned in all respects by the last date of receipt of applications for the ETEA test.
- Only those qualifications and experience etc. will be considered, if documentary proof is attached up to the last date of submission of applications.
- Age relaxation shall be considered in light of government rules on a case-to-case basis.
- Applicants are strictly advised to attach only valid and authentic documents. Any document found ambiguous, fake, or forged shall lead to rejection of the application and may also entail legal action. Furthermore, any deficiency/concealment/misrepresentation of facts by any candidate at any stage will lead to disqualification.
- Applicants holding foreign degrees/certificates must provide an Equivalency Certificate from the Higher Education Commission (HEC)/Inter Board Committee of Chairmen (IBCC), Islamabad, before the closing date.
- Degrees, diplomas, or certificates in languages other than English must be accompanied by an officially verified English translation, duly submitted before the closing date.
- Applicants shall submit an official percentage certificate issued by the Controller of Examinations or the relevant issuing authority of the awarding University/Institution, where transcripts/DMCs do not explicitly mention percentage marks.
- Experience shall be counted only if supported by an Experience Certificate duly issued by the HR/Establishment Section or equivalent department/section of the concerned University/Institution.
- Authentic copies of all academic transcripts, degrees, certificates, experience certificates, CNIC, and a recent passport-size photograph must be attached to the application. Original documents will be required at the time of interview.
- Only eligible shortlisted applicants shall be called for interview.
- The University reserves the right to withhold the appointment against any advertised post or reject any/all applications without assigning any reason.
- The University reserves the right to cancel, postpone, increase, decrease or not fill any of the advertised position(s) without assigning any reason.
- No TA/DA shall be admissible for appearing in the test and interview.

NOTE:



- Candidates who have already applied for the same post in response to the previous advertisement (Advertisement No. 05/2026) shall also be required to create a profile/account on the ETEA website and apply afresh for the ETEA screening test. Upon qualifying the ETEA test, such candidates shall submit a fresh application form, along with the required documents, to the Office of the Registrar, UET Mardan. However, they shall not be required to deposit the University processing fee of Rs. 2,000/.
- Errors and omissions, if any, are subject to rectification by the University.

