

**GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY**



SITUATION VACANT

Evacuee Trust Property Board (ETPB) is a statutory body working under the administrative control of Ministry of Religious Affairs & Interfaith Harmony. Its main function is management and disposal of evacuee trust properties attached to the charitable, religious or educational trusts or institutions.

The Ministry intends to appoint the **Secretary, Evacuee Trust Property Board on contract basis** and invites application from professionals/experts who fulfill the following criteria:

QUALIFICATION:

- Second class masters degree or equivalent qualification recognized by the Higher Education Commission (HEC) in a discipline relating to business administration, public administration or social sciences having preferably five years experience in the relevant field; or
- Bachelor degree in law from an accredited foreign or local university recognized by HEC, having preferably five years experience in business administration, public administration, asset management or law; and

ELIGIBILITY/CRITERIA:

No person shall be eligible for appointment as Secretary unless he...

- is a citizen of Pakistan;
- has not been by a court of law declared defaulter in respect of re-payment of a loan;
- has not been by a court of law declared as undischarged insolvent;
- has not been by a court of law convicted for an offence involving moral turpitude;
- is neither less than forty years nor more than sixty years of age on closing date fixed for receipt of applications;
- possesses unimpeachable reputation, financial integrity, judicious devotion and moral propriety.

TERMS & CONDITIONS FOR APPOINTMENT AS SECRETARY, ETPB:

- The Secretary shall be entitled to such pay, allowances, privileges and other terms and conditions of service as are admissible to the Government servants appointed in BPS-19 on contract.
- The Secretary shall be appointed on contract basis on the recommendation of performance evaluation committee.
- The Secretary shall hold office for a term of three years, extendable by two years on the recommendations of performance evaluation committee.
- On completion of his term unless extended for specific reasons or on attaining the age of sixty-five years, whichever is earlier the Secretary shall cease to hold office forthwith.

PROCEDURE FOR SUBMISSION OF APPLICATION:

- The eligible Candidates should submit their applications by post at the address given below by enclosing detailed Curriculum Vitae alongwith attested copies of all degrees/testimonials showing date of birth etc. within fifteen (15) days of publication of this advertisement.
- Incomplete applications will not be entertained.
- Only short listed candidates fulfilling the laid down criteria will be called for interview by the Performance Evaluation Committee.
- No TA/DA will be admissible.

(Imran Rashid)

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