



GOVERNMENT OF PAKISTAN  
**MINISTRY OF RELIGIOUS AFFAIRS  
AND INTERFAITH HARMONY**  
8 Floor, Green Trust Tower, Blue Area, Islamabad

## 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.

2. 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
- Out of five years relevant experience as prescribed above, a candidate shall have at least three years experience pertaining to administration and functioning of body corporate or a public body.

### 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.
- A special ETPB allowance maximum upto one & half of basic pay may also be admissible subject to ToRs/criteria set by the ETP Board.
- The Secretary shall be appointed on contract basis on the recommendation of performance evaluation and selection committee.
- The Secretary shall hold office for a term of three years, extendable by two years on the recommendations of performance evaluation and selection 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 CNIC, all degrees/testimonials showing date of birth etc. and two photographs 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 and Selection Committee.
- No TA/DA will be admissible.