



PUNJAB PUBLIC SERVICE COMMISSION

LDA Plaza Edgerton Road, Lahore.

ELIGIBILITY/ SCRUTINY CRITERIA

Subject: RECRUITMENT TO ONE (01) POST OF OFFICE ASSISTANT (BS-16) ON REGULAR BASIS IN PLANNING INFORMATION & REFORMS UNIT IN HIGHER EDUCATION DEPARTMENT

QUALIFICATION:

- i) Bachelor's degree (Second division) in Economics or Mathematics or Statistics or Finance or Business Administration or Management Sciences from a university recognized by Higher Education Commission;
- ii) One year experience in the relevant field from a public or private sector organization; and
- iii) Proficiency in Microsoft Office or any others compatible office application.

Note:

i) Only Administrative Experience as obtained after the prescribed qualification shall be considered.

ii) Experience from private entities shall be accepted if such entity is registered with SECP or any other regulatory authority.

AGE LIMIT: **Male:** 22 to 28+05= 33 years
 Female: 22 to 28+08= 36 years

CLOSING DATE:

The following original documents are required for eligibility to the posts of **OFFICE ASSISTANT (BS-16)**.

- 1) Valid CNIC.
- 2) Matriculation Certificate/O Level or equivalent qualification.
- 3) Intermediate/A Level or equivalent qualification.
- 4) Bachelor's Degree/Transcript/DMC showing Total Marks & Obtained marks/ percentage of marks issued by the Controller of Examination.
- 5) Master's Degree in Economics or Mathematics or Statistics or Finance or Business Administration or Management Sciences Degree/Transcript/DMC showing Total marks & Obtained marks/ percentage of marks issued by the Controller of Examination.
- 6) Domicile Certificate of any District of Province of Punjab issued on or before the closing date or proof of application for issuance of domicile before closing date.
- 7) Departmental Permission Certificate issued by Appointing Authority (in case of Government employees).
- 8) Disability Certificate (if applicable).
- 9) Equivalence Certificate issued by the Competent Authority (In case of possessing the equivalent qualification).
- 10) Experience from private entities shall be accepted if such entity is registered with SECP or any other regulatory authority.

ATTENTION:

Candidates are advised to visit FAQs on PPSC Website regarding alternate solution if they have lost any of their original documents and for other queries.

WARNING:

ALL THE CANDIDATES ARE STRICTLY WARNED THAT IN CASE OF CONCEALMENT OF ANY INFORMATION, THEY WILL NOT BE ALLOWED TO APPEAR IN THE INTERVIEW.

