



**PUNJAB PUBLIC SERVICE COMMISSION**  
LDA Plaza, 7-Edgerton Road near Aiwan-e-Iqbal, Lahore.

**GUIDANCE ON ELIGIBILITY / SCRUTINY CRITERIA**

**SUBJECT: RECRUITMENT TO 04 POSTS OF PERSONAL ASSISTANT (INCLUDING 01 POST RESERVED FOR WOMEN QUOTA) ON CONTRACT BASIS FOR THE PERIOD OF 05 YEARS IN THE SPECIAL EDUCATION DEPARTMENT, GOVERNMENT OF THE PUNJAB.**

**QUALIFICATION:**

- i. Bachelor's degree (second division or Grade C) or equivalent qualification from a university recognized by Higher Education Commission.
- ii. Speed of 100 words per minute of shorthand in English and 40 words per minute of typing on computer.

**AGE LIMIT:**           **Male: 21 to 28 + 5 =33 years**  
                                  **Female: 21 to 28 + 8 =36 years**

**ADVERTISEMENT DATE:**           **22-10-2023**

**CLOSING DATE:**                       **06-11-2023**

The following original documents are required for eligibility to the post of **PERSONAL ASSISTANT (BS-16)**

1. **Valid CNIC (It must not be expired on last day of applying online.**
2. Certificate of Matriculation/ O Level
3. Certificate of Intermediate/A. Level
4. Bachelor Degrees (mentioned above).
  - a. **Candidates who do not possess said qualification will not be eligible even they had qualified Written Test / Examination.**
  - b. **In case of equivalent qualifications, it will be responsibility of the candidates to obtain equivalence of their degrees to the required qualification well before the conduct of Written Test / Interview from HEC or QEDC of concerned Department)**
  - c. **DMCs of all above mentioned qualification showing Total and Obtained Marks / Percentage Certificate from Controller of Examination is required in case candidate have degree with only CGPA as PPSC does not accept CGPA).**
5. Domicile Certificate issued on or before the closing date.
6. Departmental Permission Certificate issued from Appointing Authority in case of Government employees.

**ATTENTION:-**

**Candidates are directed to visit / read relevant FAQs and Instructions on PPSC Website regarding alternate solution if they do not possess or lost any of their documents like Original Domicile, Percentage Certificate, Equivalence Certificate and 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.**