



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

**GUIDELINES ON ELIGIBILITY / SCRUTINY CRITERIA**

**SUBJECT: RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (ACCOUNTS) BS-17 ON CONTRACT BASIS FOR A PERIOD OF THREE (03) YEARS, IN TRAFFIC ENGG. & TRANSPORT PLANNING AGENCY (TEPA) LDA (HUD&PHED) (CASE NO. 12E2024)**

**Prescribed Qualification of the Post:**

MBA or Equivalent with 03-years' (practical) experience.

**OR**

M.Com with 5-years' (practical) experience.

**OR**

B.Com with 07-years' (practical) experience.

**NOTE:**

- i.** Only Practical Experience in the relevant specialty i.e. Accounts, after the prescribed qualification shall be considered.
- ii.** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority along with valid registration certificate of private entity.
- iii.** Candidates must provide proof of registration showing that the concerned private entity had the status of a registered body during the period of experience claimed by the candidate.

**Age Limit till closing date:**

**Male Candidates:** 25 to 35 + 05 = 40 years

**Female Candidates:** 25 to 35 + 08 = 43 years

The following **original documents** are required to determine the eligibility of the candidates for the post of **Assistant Director (Accounts) (BS-17):-**

- 1.** Original Valid CNIC (It must not be expired on last day of applying online for the subject post).
- 2.** Original Certificate of Matriculation / O-level showing date of birth, obtained/total marks.
- 3.** Original Certificate of Intermediate / A-level showing obtained/total marks.
- 4.** Original DMC / Degree of B.Com from a University recognized by the Higher Education Commission showing obtained / total marks
- 5.** Original DMC / Degree of MBA or Equivalent / M.Com from a University recognized by the Higher Education Commission completed on or before the closing date.
  - a.** Detailed Marks Certificates (DMCs) of all relevant mentioned degrees issued on or before the closing date **showing obtained/total marks or Percentage Certificate from the Controller of Examinations is mandatory** in case the candidates have degree with only CGPA as PPSC does not accept CGPA.
  - 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 Administrative Department.
- 6.** Original Domicile Certificate of any district of the province of Punjab issued on or before the closing date.
- 7. Original valid 03 years' practical experience certificate in the relevant specialty i.e. Accounts, after MBA or equivalent.**

**OR**

**Original valid 05 years' practical experience certificate in the relevant specialty i.e. Accounts, after M.Com.**



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**OR**

**Original valid 07 years' practical experience certificate in the relevant specialty i.e. Accounts, after B.Com.**

8. Only Practical Experience in the relevant specialty i.e. Accounts, after the prescribed qualification shall be considered.
9. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority along with valid registration certificate of private entity.
10. Candidates must provide proof of registration showing that the concerned private entity had the status of a registered body during the period of experience claimed by the candidate.
11. Departmental Permission Certificate on prescribed proforma of PPSC-5 duly signed & stamped by the Appointing / Competent Authority in case of Government Employees / Semi or Autonomous bodies.
12. Equivalence Certificate of qualification from HEC / QEDC of the concerned Administrative Department as the case may be.
13. Disability Certificate (in case of Special Person) from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department issued on or before the Closing Date of submission of applications for the subject post.

**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 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.

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