



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA, EDGERTON ROAD, NEAR AIWAN-E-IQBAL, LAHORE.**

**GUIDANCE ON ELIGIBILITY / SCRUTINY CRITERIA**

SUBJECT:- **RECRUITMENT TO ONE (01) POST OF PROGRAMME COORDINATOR (BS-18) ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS, AT SAEED AHMAD AWAN CENTRE FOR IMPROVEMENT WORKING CONDITION AND ENVIRONMENT IN LABOUR & HUMAN RESOURCE DEPARTMENT.**

**Qualification :**

- i Master's degree or BS (second division) from a university recognized by Higher Education Commission; and
- ii Five years' post qualification experience in the relevant field.

**AGE LIMIT: Male Candidate:** 25 to 35+5 = 40 Years,  
**Female Candidate:** 25 to 35+8= 43 Years

**CLOSING DATE:**

The following original documents are required for guidelines on eligibility criteria to **(01) post of Programme Coordinator (BS-18):-**

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 Bachelor Degree showing Obtained/Total Marks. Or Percentage Certificate issued by Competent Authority.
5. Original Master's degree or BS (second division) showing Obtained/Total Marks or Percentage Certificate issued by Competent Authority.
  - a. Candidates who do not possess the above said qualification will not be eligible even they had qualified Written Test.
  - 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.

**Note:**

Five years Practical post qualification Experience in the relevant filed in public or private sector containing detailed Job duties/Job description with the exact period of experience along with exact starting and ending date.

- a. Experience be acquired after prescribed qualification.
- b. Candidate who do not possess requisite experience as mentioned above according to the Service Rules will not be eligible even they had qualified written test.
- c. Experience will only be accepted when obtained after the prescribed qualification and will be calculated till closing date. Experience gained from Private entities will only be accepted when that entity is registered with SECP or Registrar of Firms or any other Regularity Authority. Moreover, the candidate will provide the proof of Registration of the Firms/Company from SECP or Registrar of Firms or any others Regularity Authority for the specific period of his experience.

7. Original Domicile Certificate issued on or before the closing date.
8. Departmental Permission Certification prescribed Performa of PPSC-5 duly issued by Appointing Authority in case of Government/Semi-Government employees/Autonomous bodies (if any).
9. 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 or 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.