



PUNJAB PUBLIC SERVICE COMMISSION
LDA Plaza, 7-Edgerton Road, Lahore.

GUIDELINES ON ELIGIBILITY CRITERIA

SUBJECT: RECRUITMENT TO ONE (01) POST OF ACCOUNTS & FINANCE ASSISTANT (BS-16) ON CONTRACT BASIS FOR A PERIOD OF 03 YEARS IN THE PLANNING & DEVELOPMENT BOARD (CASE NO. 5K2023)

QUALIFICATION:

- i. ACCA or Master's Degree (Second Division) in Finance or Accounting or Commerce or Business Administration from a University recognized by Higher Education Commission;
- ii. Two years' post qualification experience of budgeting, planning and report, preferably on foreign funded projects from public or private sector organization and the experience of international auditing.

AGE LIMIT:

Male Candidates: 25 to 35 + 05Years = 40 years.

Female Candidates: 25 to 35 + 08Years = 43 years.

CLOSING DATE: 22-08-2023

The following original documents are required for guidelines on eligibility criteria to the post of **ACCOUNTS & FINANCE ASSISTANT (BS-16)**.

1. Valid CNIC (It must not be expired on last day of applying online for the subject post).
2. Certificate of Matriculation/O-Level showing date of birth, obtained/total marks.
3. Original Certificate of Intermediate/A-level showing obtained /total marks.
4. Bachelor's degree as mentioned above in prescribed qualification of the Post including DMC showing Total and Obtained marks or percentage certificate issued by the Controller of Examination is required.
5. Master's degree (Second Division) as mentioned above in prescribed qualification of the Post including DMC showing Total and Obtained marks or percentage certificate issued by the Controller of Examination is required:-
 - a. Candidates who do not possess the above 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. Master's Degree or BS (four years), including DMCs showing Total and Obtained Marks or Percentage Certificate issued by the Controller of Examination is required in case a candidate has degree with only CGPA as PPSC does not accept CGPA.
6. Two years' post qualification Experience Certificate must be acquired in budgeting, planning and report, preferably on foreign funded projects from public or private sector organization and the experience of international auditing containing detailed Job duties/Job description with the exact period of experience along with exact starting and ending date.
 - a. Only practical experience be acquired after prescribed qualification.
 - b. Candidates who do not possess requisite experience as mentioned above according to the Service Rules will not be eligible even they had qualified written test / examination.

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- 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 with any other regulatory authority. Moreover, the candidate will provide the proof of Registration of the firm/company from SECP or Registrar of Firms or any other Regulatory Authority for the specific period of his experience.
7. Domicile Certificate issued on or before the closing date.
8. Departmental Permission Certificate issued by the Appointing Authority in case of Government employee.
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, Equivalence Certificate and other queries.

WARNING:-

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