



# PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

## ADVERTISEMENT NO.33/2021

### SCHOOL EDUCATION DEPARTMENT (Punjab Examination Commission)

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	PRESCRIBED QUALIFICATION/EXPERIENCE AS PER SERVICE RULES	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION/ TEST (IF HELD)
267	100-RM/2021 01-POST	(BS-18) <b>SENIOR DATA ANALYST</b>  (on contract basis for a period of 03 years)	i) Sixteen (16) years of education (at least 2nd division) from any national or international HEC recognized university in Statistics/ Education/ Economics/ Mathematics and Information Technology. Preference will be given to candidates with advance qualification in these disciplines. ii) Five (5) years' experience including 3 years' experience in the field of data collection, compilation and report writing in education sector and research based organizations. Preferably experience of managing research projects, large scale data management and analysis. iii) High proficiency in use of professional research related computer packages. <b>NOTE:</b> i) Candidate must have advance user level of computer knowledge. ii) Practical & Research Experience after the prescribe qualification shall be considered. iii) Experience in private entities shall be accepted if such entity is registered with Securities and Exchange Commission of Pakistan, Registrar of Firms or any other Regulatory Authority.	<b>Male:</b> 30 to 45 + 5 = 50 years  <b>Female:</b> 30 to 45 + 8 = 53 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Job related questions (80%) b) General Knowledge (20%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
268	101-RM/2021 01-POST	(BS-17) <b>SYSTEM ANALYST</b>  (on contract basis for a period of 03 years)	i) Sixteen (16) years of education (at least 2nd division) in Computer Science/ IT from HEC recognized national/ international university. Candidates with advance qualification in these fields will be given preference. ii) Preference will be given to the candidates possessing experience of developing, managing, maintaining computer software, mobile applications and computer programming in a renowned public or private sector organization. <b>NOTE:</b> Candidate must have advance user level of computer knowledge.	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Qualification related questions (80%) b) General Knowledge (20%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
269	102-RM/2021 01-POST	(BS-17) <b>ASSISTANT DIRECTOR (COMMUNICATION)</b>  (on contract basis for a period of 03 years)	Sixteen (16) years of education (at least 2nd division) in Mass Communication/ Journalism, public relations, international relations, English from HEC recognized national or international university. Preference will be given to candidates with advance qualification in these disciplines and experience in the field of media house, social media management and corporate communication or any provincial or federal government department/ autonomous body. <b>NOTE:</b> Candidate must have at least basic user level of computer knowledge	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Mass Communication questions (30%) b) English Questions (30%) c) General Knowledge (40%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
270	103-RM/2021 01-POST	(BS-17) <b>INTERNAL AUDITOR</b>  (on contract basis for a period of 03 years)	Chartered Accountant; OR ACMA; OR 16 years of education (at least 2nd division) in Commerce/ Banking & Finance/ Business or Financial Management/ Public Administration from HEC recognized national or international university. Candidates with advance qualification in these fields will be given preference. Preference will be given to those possessing experience of internal audit particularly in any provincial or federal government department/ autonomous body like audit & accounts or accountant general. <b>NOTE:</b> Candidate must have basic user level of computer knowledge.	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Questions related to prescribed qualification (80%) b) General Knowledge (20%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
271	104-RM/2021 01-POST	(BS-17) <b>ASSISTANT DIRECTOR (ADMIN &amp; HR)</b>  (on contract basis for a period of 03 years)	Sixteen (16) years of education (at least 2nd division) in Business Management/ Public Administration/ Human Resource Management/ Commerce/ Economics from HEC recognized national or international university. Preference will be given to candidates with advance qualification in these disciplines. <b>NOTE:</b> Candidate must have at least basic user level of computer knowledge.	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Business Management questions (30%) b) Economics questions (30%) c) General Knowledge (40%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
272	105-RM/2021 04-POSTS	(BS-16) <b>ADMIN ASSISTANT</b>  (on contract basis for a period of 03 years)	Sixteen (16) years of education (at least 2nd division) in any subject from any HEC recognized university. <b>NOTE:</b> Candidate must have basic user level of computer knowledge.	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One paper MCQ type General Ability Written Test of 100 marks and 90 minutes duration comprising Questions relating to General Knowledge including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates), Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
273	106-RM/2021 01-POST	(BS-18) <b>DEPUTY DIRECTOR (ADMIN &amp; HRM)</b>  (on contract basis for a period of 03 years)	i) Sixteen (16) years of education (at least 2nd division) in Business Management/ Public Administration/ Human Resource Management/ Commerce or related subjects from HEC recognized national or international university; ii) Seven (7) years of related experience working on managerial/ administrative position in any public sector organization/ autonomous bodies. <b>NOTE:</b> i) Candidate must have at least basic user level of computer knowledge. ii) Administrative Experience after the prescribe qualification shall be considered. iii) Experience in private entities shall be accepted if such entity is registered with Securities and Exchange Commission of Pakistan, Registrar of Firms or any other Regulatory Authority.	<b>Male:</b> 30 to 45 + 5 = 50 years  <b>Female:</b> 30 to 45 + 8 = 53 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Questions related to prescribed qualification (80%) b) General Knowledge (20%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.
274	107-RM/2021 01-POST	(BS-16) <b>COMPOSER / DESIGNER</b>  (on contract basis for a period of 03 years)	i) Sixteen (16) years of education (at least 2nd division) in Computer Science/ IT with specialization in graphic designing/ web development / visual studies/ info graphics from any HEC recognized national / international university. ii) Experience in the field of graphic designing with sound knowledge of all aspects of designing of reports/ books/ newsletters/ computer applications would be an advantage. <b>NOTE:</b> i) Candidate must have intermediate user level of computer knowledge. ii) Practical Experience after the prescribe qualification shall be considered.	<b>Male:</b> 25 to 35 + 5 = 40 years  <b>Female:</b> 25 to 35 + 8 = 43 years  Age and sex of the transgender will be based on the contents of their CNIC.	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> PEC office, Wahdat Colony, Lahore	One MCQ General Ability Written Test of 100 marks and 90 minutes. The syllabus is as under: a) Questions related to prescribed qualification (80%) b) General Knowledge (20%) Including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim Candidates) Geography, Basic Mathematics, English, Urdu, Everyday Science and Computer Studies. <b>NOTE:</b> In case, a large number of applications are received then short listing shall be carried out on the basis of academic record of candidates or on the basis of one paper MCQs or Descriptive Written Test.

#### IMPORTANT NOTE

- Please read the "General Instructions" regarding Application Fee, Written Test, Interview on PPSC website [www.ppsc.gov.pk](http://www.ppsc.gov.pk) before applying online.
- Employees of Semi Government and Autonomous Bodies of Federal Government or Provincial Government and those of Local Bodies are not entitled to age concession for the period of their service in such organization.
- No information, whatsoever, shared by anyone other than on the PPSC's website, is authentic; therefore, candidates must not trust any such information.

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS**

**15 November 2021**

**SECRETARY**  
**PUNJAB PUBLIC SERVICE COMMISSION**

UAN No. 042-111-988-722 Website: [www.ppsc.gov.pk](http://www.ppsc.gov.pk)