

**PUNJAB PUBLIC SERVICE COMMISSION**

LDA Plaza, 7-Edgerton Road near Aiwan-e-Iqbal, Lahore

ELIGIBILITY CRITERIA FOR SCRUTINY

SUBJECT: **RECRUITMENT TO ONE (01) POST OF ADMINISTRATOR (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF THREE (03) YEARS EXTENDABLE UPTO FIVE (05) YEARS IN THE PUNJAB JOURNALISTS HOUSING FOUNDATION, INFORMATION & CULTURE DEPARTMENT.**

QUALIFICATION:

MA/ BS (Hons) or equivalent qualification (at-least 2nd division) recognize by HEC with at-least 03 years' experience in general administration in public sector. In case of private experience, the private organization should be a registered and reputed organization with comparable work.

AGE LIMIT:**Male Candidates: 25 to 35+5=40 Years.****Female Candidates: 25 to 35+8=43 Years.****CLOSING DATE** 18 - 3 - 2024

The following original documents are required for eligibility to the post of **ADMINISTRATOR (BS-16)** on contract basis for the period of three years extendable upto five years.

1. Valid CNIC
2. Certificate of Matriculation/O. Level
3. Certificate of Intermediate/A. Level
4. Bachelors' degree/ Transcript/ DMC showing total marks & Obtained marks/ percentage of marks issued by the Controller of Examination of College/University.
5. MA/ BS (Hons) or equivalent qualification (at-least 2nd division) degree/Transcript/DMC showing total marks & Obtained marks/ percentage of marks issued by the Controller of Examination of College/University.
6. 03 years' experience in general administration in public sector.
7. Domicile certificate issued on or before the closing date or in case Domicile Certificate is issued after the closing date documentary evidence for submission of application for domicile, before closing date to the issuing Authority.
8. Departmental Permission Certificate issued by the Appointing Authority in case of Government employees.

Note:

NOC must be checked strictly by Scrutiny Committee as per orders of Worthy Chairman.

The above mention eligibility criteria approved by Member Incharge & Chairman.

M. H. Rizvi
25.1.24
Assistant (RH)