



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

**GUIDELINE FOR INTERVIEW COMMITTEE**

**SUBJECT RECRUITMENT TO 01 POST OF ASSISTANT DIRECTOR (ACCOUNTS & FINANCE) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03 YEARS IN THE INFORMATION & CULTURE DEPARTMENT (PUNJAB COUNCIL OF THE ARTS).**

**QUALIFICATION:**

CMA/ACCA or M.Com/MBA (Finance), 16 years education or B.Com (Hons)/ BBA (Hons) (Finance) 1<sup>st</sup> Division from a recognized University from Higher Education Commission of Pakistan (HEC) with **2 years post qualification experience in accounts or finance.**

**Note:** The condition of 1<sup>st</sup> division is not applicable on CMA/ACCA.

**AGE LIMIT:** Male: 25 to 35 + 5 = 40 years

Female: 25 to 35 + 8 = 43 years

**IMPORTANT NOTE:**

Age and sex of the transgender will be based on the contents of their CNIC.

**CLOSING DATE** 18-03-2024

The following original documents are required for eligibility to the post of **Assistant Director (Accounts & Finance) (BS-17)**.

1. Valid CNIC
2. Certificate of Matriculation/ O Level
3. Certificate of Intermediate/A. Level
4. Bachelor's Degree /Transcript / DMC showing Total marks & Obtained marks/ percentage of marks issued by the Controller of Examination.
5. CMA/ACCA or M.Com/MBA (Finance), 16 years education or B.Com (Hons)/ BBA (Hons) (Finance) 1<sup>st</sup> Division Degree /Transcript / DMC showing Total marks & Obtained marks/ percentage of marks issued by the Controller of Examination.
6. Domicile Certificate issued on or before the closing date or proof of application for issuance of domicile before closing date.
7. Departmental Permission Certificate issued from Appointing Authority in case of Government employees.
8. Equivalence Certificate of qualification from concerned Administrative Department/QEDC as the case may be.
9. Disability certificate duly issued / verified by Social Welfare Department (if applicable).
10. Two years' post qualification experience after prescribed qualification in Accounts and Finance.
11. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

  
ASSISTANT