



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

**ELIGIBILITY CRITERIA/SCRUTINY CRITERIA**

**SUBJECT: RECRUITMENT TO THREE (03) POSTS OF OFFICE ASSISTANT/SALES ASSISTANT /SUPERVISOR/SURVEY INSPECTOR (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB SMALL INDUSTRIES CORPORATION ICI&SD DEPARTMENT CASE NO. 17J2023.**

**QUALIFICATION:**

BA or B.Sc. (2nd Division) in Business Administration, Economics, Mathematics, Statistics, Physics or Computer Science from a University recognized by Higher Education Commission with 02-years' experience in the Relevant field.

**NOTE:**

Confirmation on the post shall be made after successful completion of training or exam as may be prescribed by the Corporation.

**AGE LIMIT:**

**Male Candidates:** 20 to 35 + 05 = 40 years  
**Female Candidates:** 20 to 35 + 08 = 43 years

**ADVERTISEMENT DATE:** 29-11-2023

**CLOSING DATE:** 14-12-2023

**The following original documents are required for eligibility of the said post:-**

1. Original Valid CNIC (it must not be expired on last day of applying online for the said posts).
2. Certificate of Matriculation/ O Level showing date of birth, obtained/total marks.
3. Certificate of Intermediate/A Level showing obtained/total marks.
4. BA or B.Sc. (2nd Division) in Business Administration, Economics, Mathematics, Statistics, Physics or Computer Science from a University recognized by the Higher Education Commission with 02-years' experience in the Relevant field.
  - a. 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.
  - b. Bachelor's Degree including DMCs showing Total and Obtained Marks/Percentage Certificate from Controller of Examination is required in candidate have degree with only CGPA as PPSC does not accep CGPA.
5. In case of equivalent qualifications, it will be responsibility of the candidates to obtain equivalence of their degrees to the required qualification will before the conduct of Written Test/Interview from HEC or QEDC of concerned Department.
6. 02-Years' experience in relevant field must be acquired after prescribed qualification.
  - a) Only Administrative experience is 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.
  - 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 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 or proof of application for issuance of domicile before closing date.
  - 8. Departmental Permission Certificate issued from Appointing Authority in case of Government employees.
  - 9. Disability certificate duly issued / verified by Social Welfare Department (if applicable).

**ATTENTION:-**

Candidates are directed to visit FAQs on PPSC Website if you have any query regarding alternate solution if they have lost any of their documents like Original Domicile and other queries etc.

**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.

**END OF DOCUMENT**