



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA Plaza, 7-Edgerton Road near Aiwan-e-Iqbal, Lahore**  
**GUIDANCE ON ELIGIBILITY / SCRUTINY CRITERIA**

**Subject:** **RECRUITMENT AGAINST EIGHTEEN (18) (INCLUDING ONE POST RESERVED FOR SPECIAL PERSON & ONE POST RESERVED FOR WOMEN QUOTA) POSTS OF ASSISTANT/HEAD CLERK (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF FIVE (05) YEARS, IN LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT DEPARTMENT. (CASE NO. 28-RG2024).**

**QUALIFICATION:**

**Graduate (second division) from a University recognized by the Higher Education Commission.**

**AGE LIMIT:**

**Male Candidates: Male: 20 to 25 + 05 = 30 Years**

**Female Candidates: 20 to 25 + 08 = 33 Years**

**CLOSING DATE: 23 -02-2024**

The following original documents are required for guidelines on eligibility criteria to the posts of **ASSISTANT/HEAD CLERK (BS-16)**.

1. **Valid CNIC (It must not be expired on last day of applying online for the post i.e. Assistant/Head Clerk (BS-16)).**
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 including DMC showing Total and Obtained marks or percentage certificate issued by the Controller of Examination is required.
  - a. **Candidates who do not possess above mentioned 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 as per Advertisement well before the conduct of Written Test / Interview from HEC or QEDC of concerned Department.**
  - c. **DMCs of prescribed qualification showing Total and Obtained Marks / Percentage Certificate from Controller of Examination is required in case candidate have degree with only CGPA as PPSC does not accept CGPA.**
5. Domicile Certificate issued on or before the closing date.
6. Departmental Permission Certificate issued from Appointing Authority in case of Government employees.
7. Equivalence Certificate of qualification from HEC / QEDC of concerned Administrative Department as the case may be.
08. 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 (23-02-2024) 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, THEY WILL NOT BE ALLOWED TO APPEAR IN THE INTERVIEW.**

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