



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

**GUIDELINES ON ELIGIBILITY / SCRUTINY CRITERIA**

SUBJECT: **RECRUITMENT TO ONE (01) POST (OPEN MERIT) OF ASSISTANT DIRECTOR COMPUTER (BS-17) ON CONTRACT BASIS FOR A PERIOD OF THREE (03) YEARS IN THE RAWALPINDI DEVELOPMENT AUTHORITY, RAWALPINDI (HOUSING URBAN DEVELOPMENT & PUBLIC HEALTH ENGINEERING DEPARTMENT). (CASE NO. 26E2022)**

**Prescribed Qualification of the Post:**

MCS / M.Sc. Computer Science or BS(CS) or BS(IT) or BS(SE)

03 years practical experience as network administrator / system administrator & computer operations in well reputed public / private sector organization.

**NOTE:**

- i) Only Practical Experience after prescribed qualification shall be considered upto the closing date.
- ii) Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Age Limit till closing date:**

**Male Candidates:** 21 to 28 + 7 = 35 years

**Female Candidates:** 21 to 28 + 10 = 38 years

The following **original documents** are required to determine the eligibility of the candidates for the post of **Assistant Director Computer (BS-17):-**

1. Original Valid CNIC (It must not be expired on last day of applying online for the subject post).
2. Original Certificate of Matriculation / O-level showing date of birth, obtained/total marks.
3. Original Certificate of Intermediate / A-level showing obtained/total marks
4. Original Bachelors degree of BS(CS) or BS(IT) or BS(SE) issued by the Controller of Examinations from the university recognized by the HEC.

**OR**

Original degree of MCS / M.Sc. Computer Science issued by the controller of Examinations from the university recognized by the HEC.

- a. Detailed Marks Certificates (DMCs) of all relevant mentioned degrees issued on or before the closing date showing obtained/total marks or Percentage Certificate from the Controller of Examinations is mandatory in case the candidates have degree with only CGPA as PPSC does not accept CGPA.

- b.** 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 Administrative Department.
- 5.** Three (03) years experience certificate **(in original)** showing practical nature of job description as network administrator / system administrator & computer operations in well reputed public / private sector organization after prescribed qualification shall be considered upto the closing date. (Experience Certificate is mandatory with all prescribed qualifications).
  - a.** Candidates who do not possess requisite practical experience as mentioned above according to the Service Rules will not be eligible even if they had qualified the written test / examination.
  - b.** In case of experience gained from private entities, proof of registration of that particular entity with SECP, Registrar of Firms or any other regulatory authority is required for the period during which experience was gained by the candidate.
- 6.** Original Domicile Certificate of any district of the province of Punjab issued on or before the closing date.
- 7.** Departmental Permission Certificate on prescribed proforma of PPSC-5 duly signed & stamped by the Appointing / Competent Authority in case of Government Employees / Semi or Autonomous bodies.
- 8.** Equivalence Certificate of qualification from HEC / QEDC of the concerned Administrative Department as the case may be.
- 9.** 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 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 for 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.