



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA, EDGERTON ROAD, NEAR AIWAN-E-IQBAL, LAHORE.

GUIDANCE ON ELIGIBILITY / SCRUTINY CRITERIA

Subject:- RECRUITMENT TO 01 POST OF SENIOR ACCOUNTS OFFICER (BS-18) ON CONTRACT BASIS FOR A PERIOD OF THREE (03) YEARS IN THE PUNJAB EXAMINATION COMMISSION.

Prescribed Qualification / Experience:

- i. Sixteen (16) years of education (at least 2nd division) in Commerce/Banking & Finance/ Business or Financial Management/ Public Administration from HEC recognized national or international university; **Or** Chartered Accountant **Or** ACMA.
- ii. Seven (7) years of related experience working on managerial /administrative position in any public sector organization/ autonomous bodies.

NOTE

- i. Candidates must have intermediate level of computer knowledge.
- ii. Administrative Experience after the prescribed qualification shall be considered.

AGE LIMIT:

Male: 35 to 45 + 7 = 52 years

Female: 35 to 45 +10 = 55 years

General relaxation in upper age limit vide Notification No. SOR-I (S&GAD) 9-36/81 dated 21-05-2012 and Notification No. SOR-I (S&GAD) 9-2/2022 dated 26-01-2022.

CLOSING DATE: 16-09-2022

Following documents other than the possessed qualification as mentioned above, must be obtained from each candidate for scrutiny purpose at the time of interview:-

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 Obtained & Total Marks.
3. Original Certificate of Intermediate / A. Level showing Obtained & Total Marks.
4. Original Bachelor's Degree including DMCs showing Obtained & Total Marks/percentage Certificate from Controller of Examination is required (**in case candidate have degree with only CGPA as PPSC does not accept CGPA**).
5. Sixteen (16) years of education (at least 2nd division) (B.S (Hons.) or Master Degree) in Commerce/Banking & Finance/ Business or Financial Management/ Public Administration from HEC recognized national or international university **or** C.A **or** ACMA, Degree & DMC showing Obtained & Total Marks/percentage of marks issued by the Controller of Examination or Duly Notified Officer issued on or before the closing date i.e. **16-09-2022** (**in case candidate have degree with only CGPA as PPSC does not accept CGPA**).
6. Original Domicile certificate or documentary proof issued on or before the closing date i.e. **16-09-2022**, for submission of application for issuance of domicile certificate before the closing date by the issuing Authority/District Coordination Officer/Deputy Commissioner of any District of Province of Punjab.
7. Departmental Permission Certificate on prescribed Performa of PPSC-5 duly issued by the Appointing Authority in case of Government/Semi-Government employees/ Autonomous bodies
8. Experience Certificates showing seven (7) years of related experience (post prescribed qualification) working on **managerial /administrative position** in any public sector organization/ autonomous bodies. **NOTE:** Private Experience is not acceptable.

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.