

**GUIDELINES ON ELIGIBILITY / SCRUTINY CRITERIA**

**SUBJECT: RECRUITMENT TO FOUR (04) POSTS OF ASSISTANT / HEAD CLERK (BS-16) ON CONTRACT BASIS FOR THE PERIOD OF THREE YEARS IN THE WATER AND SANITATION AGENCY, FAISALABAD. (FDA; HUD&PHED) (CASE NO. 55E2022)**

**Prescribed Qualification of the Post:**

B.A / B.Sc. or Equivalent Degree

**Age Limit till closing date:**

**Male Candidates:** 21 to 25 + 7 = 32 years

**Female Candidates:** 21 to 25 + 10 = 35 years

The following **original documents** are required to determine the eligibility of the candidates for the post of **Assistant / Head Clerk (BS-16):-**

- 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 B.A / B.Sc. or Equivalent Degree 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.** Original Domicile Certificate of any district of the province of Punjab issued on or before the closing date.
- 6.** Departmental Permission Certificate on prescribed proforma of PPSC-5 duly Signed & Stamp by the Appointing / Competent Authority in case of Government Employees / Semi or Autonomous bodies.
- 7.** Equivalence Certificate of qualification from HEC / QEDC of the concerned Administrative Department as the case may be.
- 8.** 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.