



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 20th February, 2025

NOTIFICATION

No.SO(EM-I)Criteria/DDCs/2025. Pursuant to the approval of the Competent Authority / Secretary, Higher Education Department, the revised eligibility criteria for the selection / appointment of **DEPUTY DIRECTOR (COLLEGES) IN PUNJAB** is notified as under:-

Sr. No.	Benchmarks	Detail of Marks			Max. Marks
1.	Educational Qualification	Ph. D from Foreign University = 10 Ph. D from Local University = 07	M. Phil from Foreign University = 05 M. Phil from Local University = 03	10	
2.	ACRs (for last 05 years)	Good 5×½=2.5	Very Good 5×1=5	Outstanding 5×2=10	10
3.	Seniority in respective scale	1-100= 10 , 101-200= 08 , 201-300= 06 , 301-400= 04 , 401-500= 02 , 501-last= 01			10
4.	Written Test	Written Test (Mandatory Requirement) (qualifying marks would be 60% of the total marks and number obtained by each candidate shall be incorporated with max. limit of 30 marks and minimum limit of 18 qualifying marks)			30
5.	* Administrative Experience (for last five years)	Deputy Directors (Colleges) (Regular/additional assignment given by the Competent Authority)/Principal/ DDOs / Assistant Director (Colleges) / Section Officer/ Deputy Secretary (on technical quota/attachment) {the administrative experience shall only be counted if the proper competent authority has issued the said appointment/posting orders}			20
Total Marks =					80
INTERVIEW MARKS (following is the breakup)					20
Management Aptitude					07
Leadership Qualities					07
Communication Skills and Subject Knowledge					06
TOTAL (80+20) =					100

MANDATORY CONDITIONS:

- NOC from the Principal concerned
- Passing of the qualifying written test
- No Inquiry / No Audit Para certificate
- Clearance certificate from Anti-Corruption Establishment (ACE)

* The Deputy Secretary, appointed / posted by the Competent Authority in Higher Education Department shall be considered as **CATEGORY-A** officer and shall be granted **04 marks for 365 days**.

The Deputy Directors & Principals (regular basis) / Vice Principals (only on designated posts) appointed / posted by the Competent Authority shall be considered as **CATEGORY-B** officer and shall be granted **3.50 marks for 365 days**.

The Deputy Directors, Principals (additional assignments / DDOs) and Section Officers in Higher Education Department appointed / posted by the Competent Authority shall be considered as **CATEGORY-C** officer and shall be granted **03 marks for 365 days**.

The Assistant Directors (regular / attachment basis) appointed / posted by the Competent Authority shall be considered as **CATEGORY-D** officer and shall be granted **2.50 marks for 365 days**.

CONDITIONS:

- (i) Panel of **top 05** eligible candidates will be shortlisted for the interview against each slot.
- (ii) Only those candidates shall be shortlisted for the interview who had qualified the written test conducted by Higher Education Department or its authorized institution / university / agency.
- (iii) Only the officers in BS-18 shall be eligible to apply for these posts.
- (iv) The officers shall be posted after scrutinizing the applicant's service record. Those who have had any penalties imposed upon them during the last 05 years or are currently undergoing inquiry / disciplinary proceedings against them will not be considered for posting against administrative posts.
- (v) The Normal tenure of officer's postings will be **(03) three** years, subject to satisfactory performance to be evaluated by selection / interview committee. However, the administrative department reserves the right to annul such postings on administrative grounds at any time.
- (vi) No officer shall be posted against the same place of posting for his 2nd tenure.
- (vii) If an applicant is in the last two years of his service period, he shall not be considered for any administrative post.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

No. & Date Even:

A copy is forwarded for information and necessary action to:-

- (i) Director Public Instruction (Colleges), Punjab, Lahore
- (ii) Director Public Instruction (Colleges), South Punjab, Multan
- (iii) All Divisional Directors of Education (Colleges) in Punjab
- (iv) All Deputy Director (Colleges) in Punjab
- (v) PS to Secretary / Special Secretary, Higher Education Department
- (vi) PS to Secretary, Higher Education Department, South Punjab, Multan
- (vii) PA to Additional Secretary (A&G/Estt.), HED
- (viii) PA to Deputy Secretary (EM) / (EF), HED


**(ALI HAIDER KHAN)
SECTION OFFICER (EM-I)**