



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

**Eligibility criteria for the project Strengthening of HED Secretariat and Provision of ERP System
for Colleges, Higher Education Department**

| # | Designation | No. of Seats | Equivalent Project Pay Scale | Age (Years) | Minimum Qualification & Experience |
|---|------------------|--------------|------------------------------|-------------|--|
| 1 | Project Director | 1 | PPS-11 | 35-50 | <p>Qualification: Sixteen years of education (first division) in Public policy, Public Administration, Business Administration, Project Management from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Twelve years of experience in public or private sector organization including 06 years of experience in public sector organization or public sector company. • Must have at least 03 years of experience in higher education sector. • Must be familiar with preparation of Annual Development Program (ADP), handling development schemes and system automation • Proficiency in Microsoft Office or any other compatible office application. • Possess good communication skills, leadership, decision making and team management skills. |
| 2 | IT Specialist | 1 | PPS-09 | 30-50 | <p>Qualification: Sixteen years of education (first division) in computer science or software engineering or information technology from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Eight years of experience in development, development of software's, teaching / training experience in public or private sector organization |

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|---|----------------------|--------------|------------------------------|-------------|---|
| | | | | | <ul style="list-style-type: none"> •Must have experience to handle and develop automated software's •Must have experience in handling software with PITB / government entity •Ability to accurately gather, analyze and interpret data, identify and define problems and make recommendations for resolution. •Able to take a variety of tasks from start to finish with minimal supervision |
| 3 | Monitoring Associate | 2 | PPS-08 | 25-35 | <p>Qualification: Sixteen years of education (first division) in Economics, Finance, Business Administration, Statistics, Mathematics, Total Quality Management, Information Technology, Management Sciences from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> •Three-year's experience in monitoring & evaluation (M&E), project management, field monitoring, or implementation of development projects in public or private sector •Experience in data collection, reporting, documentation, and site inspections. •Should be computer literate having experience of handling computer Software's MS Office Suite/ Primavera/STATA or relevant software. |
| 4 | Planning Associate | 2 | PPS-08 | 25-35 | <p>Qualification: Sixteen years of education (first division) in Economics or Statistic, Mathematics, Business Administration, Project Management, Computer Sciences from, Public Administration, Engineering from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> •Three year planning, development, project formulation, project preparation, project planning, feasibility studies, budgeting, or coordination from public or private sector organization. •Proficiency in Microsoft Office or any other compatible office application. |

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|---|-------------------------|--------------|------------------------------|-------------|---|
| | | | | | <ul style="list-style-type: none"> •Experience in development planning / planning management or relevant in public/private sector will be preferred. •Should be computer literate having command on MS Office. •Possess excellent coordination skills. |
| 5 | Communication Associate | 1 | PPS-08 | 25-35 | <p>Qualification: Sixteen years of education (first division) in Mass Communications, Media Studies, Journalism, Public Relation, Marketing from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> •Three year experience in communication, public relationship, mass communication or relevant fields in public or private sector •Highly computer-literate with excellent presentation skills. •Must have excellent skills in writing, editing & presenting. •Must have Content writing experience for all media platforms. •Proven social media and networking expertise. |
| 6 | IT Associate | 1 | PPS-08 | 25-35 | <p>Qualification: Sixteen years of education (first division) in computer science, software engineering, information technology from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> •Three year experience in IT system management, network administration, software support, or database management in public or private sector. •Strong knowledge of computer systems, networks, and operating systems (Windows, Linux, etc.). •Experience with network configuration, troubleshooting, and cyber-security. •Ability to diagnose and resolve hardware/software issues quickly. |

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|---|-----------------|--------------|------------------------------|-------------|---|
| 7 | Admin Assistant | 1 | PPS-06 | 25-35 | <p>Qualification: Bachelor's degree (first division) in Economics, Statistics, Finance, Commerce, Business Administration, Management Sciences from a university recognized by Higher Education Commission.</p> <p>Experience:</p> <ul style="list-style-type: none"> •Three year experience in administration, office management, procurement, logistics, HR support, or coordination roles in public or private sector. •Proficiency in Microsoft Office or any other compatible office application. •Should be computer literate having command on MS Office. |
| 8 | Office Boy | 2 | PPS-03 | 30-45 | <p>Qualification: Minimum middle (grade 08) level education</p> <p>Experience:</p> <ul style="list-style-type: none"> •One year of work experience in office environment. |
| 9 | Driver | 2 | PPS-03 | - | <p>Two years of driving experience</p> <ul style="list-style-type: none"> •Must have valid LTV license •Retired driver with good health condition will also be eligible |