



GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS/O&M WING)
3rd Floor, Building-B, 11-A, Lawrence Road Campus,
Punjab Civil Secretariat, Lahore.

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Dated Lahore, the 06th February, 2025

NOTIFICATION

NO.SO(ERB)S&GAD/9-1/2024/CARC(MF). } ^{02/0} On recommendations of the Contract Appointment Regulations Committee (CARC), the Chief Minister, Punjab has been pleased to approve the revised Eligibility Criteria as contained in **Appendix** for the posts "**Head, Corporate Finance Unit**", "**Corporate Governance Specialist**", "**Procurement Specialist**", "**Accounting & Compliance Specialist**" and "**Database Manager**" of Corporate Finance Unit (CFU) of Finance Department, on contract basis, in accordance with the provisions of Contract Appointment Policy-2004.

**MIAN ABRAR AHMED
SECRETARY (REGULATIONS)
S&GAD**

NO. & DATE EVEN

A copy is forwarded for information to:-

1. ✓ The Secretary to Government of the Punjab, Finance Department with reference to his letter No.E&A(FD)11-1/2016(Voll-II)31353/33184 dated 27-11-2024.
2. ✓ The Principal Secretary to Chief Minister Punjab.
3. The Accountant General, Punjab, Lahore.

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(NAJEEB-UR-REHMAN KHAN)
SECTION OFFICER (ERB)

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**REVISED ELIGIBILITY CRITERIA FOR THE POSTS OF
CORPORATE FINANCE UNIT (CFU) OF FINANCE DEPARTMENT**

Sr. No.	Name of the Department	Functional Unit	Name of the posts	Appointing Authority	Qualification / Experience	Age limit for initial recruitment Min - Max
1.	Finance Department	Corporate Finance Unit	Head, Corporate Finance Unit (01) (MPS-II)	Chief Minister	<p>Qualification & Experience :</p> <p>a) Ph.D in Business Administration / Finance / Project Management / Risk Management from HEC recognized local / foreign reputable University with overall 10-years post qualification professional experience in the relevant field.</p> <p align="center">OR</p> <p>b) Masters / BS (16-years) education in Business Administration / Finance / Project Management / Risk Management from HEC recognized local / foreign reputable University; Chartered Accountant (CA) / Cost & Management Accountant; CFA (Chartered Financial Analyst) Charter holder, with overall 14-years post qualification professional experience in the relevant field.</p> <p>Note: Experience of working in positions providing exposure to corporate governance / policy / strategy related issues will be preferred.</p>	40 - 50 years
2.	Finance Department	Corporate Finance Unit	Corporate Governance Specialist (02) (MPS-III)	Chief Minister	<p>Qualification & Experience :</p> <p>a) Ph.D in Finance / Business Administration from HEC recognized local / foreign reputable University with overall 06-years post qualification professional experience in the relevant field.</p> <p align="center">OR</p> <p>b) Masters / BS (16-years) education in Finance / Business Administration from HEC recognized local / foreign reputable University; ACA / ACMA / CFA with overall 10-years post qualification professional experience in the relevant field.</p>	35 - 50 years

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Revenue Department
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					Note: Preference will be given to Public Sector experience.	
3	Finance Department	Corporate Finance Unit	Procurement Specialist (01) (MPS-III)	Chief Minister	<p>Qualification & Experience :</p> <p>a) Ph.D in Business Administration / Finance / Supply Chain / Economics from HEC recognized local / foreign reputable University; with overall 06-years post qualification professional experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>b) Masters / BS (16-years) education in Business Administration / Finance / Supply Chain / Economics from HEC recognized local / foreign reputable University; ACA / ACMA / ACCA / CFA with overall 10-years post qualification professional experience in the relevant field.</p> <p>Note:</p> <ul style="list-style-type: none"> Diploma / Certification in Public Procurement will be an added advantage Incumbent should have experience of public / private procurement at national level or with international organizations / donor funded projects. Moreover, knowledge of complete procurement cycle and large and complex procurements will be preferred 	35 - 50 years
4	Finance Department	Corporate Finance Unit	Accounting & Compliance Specialist (01) (MPS-III)	Chief Minister	<p>Qualification & Experience :</p> <p>a) Ph.D in Finance/ Business Administration from HEC recognized local / foreign reputable University with overall 06-years post qualification professional experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>b) Masters / BS (16-years) education in Business Administration / Finance from HEC recognized local / foreign reputable University; ACA, ACMA, CFA with overall 10-years post qualification professional experience in the relevant field.</p> <p>Note: Preference will be given to Public Sector experience.</p>	35 - 50 years

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5.	Finance Department	Corporate Finance Unit	Database Manager (01) (MP-III)	Chief Minister	<p>Qualification & Experience :</p> <p>a) Ph.D In Computer Science / Information Technology / Software Engineering / Database Management from HEC recognized local / foreign reputable University with overall 06-years post qualification professional experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>b) Masters / BS (16-years) education in Computer Science / Information Technology / Software Engineering / Database Management from HEC recognized local / foreign reputable University with overall 10-years post qualification professional experience in the relevant field.</p> <p>Note:</p> <ul style="list-style-type: none"> • Candidate should have the creative ability in database solutions and a problem-solving mindset. High-level expertise in Microsoft Excel, Access and other database platforms is required. • Preference will be given to those candidates who have prior experience of managing and maintaining large financial data. Basic understanding of financial management and corporate structure will have an added advantage. 	35 - 50 years
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