



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.

Dated Lahore, the 06th February, 2025

NOTIFICATION

NO.SO(ERB)S&GAD/9-1/2024/CARC(MF).⁰²¹¹ 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, Debt Management Unit", "Financial Analyst", "Data Analytics Manager" and "Office Manager" of Debt Management Unit (DMU) 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.

06/02/25
(NAJEEB-UR-REHMAN KHAN)
SECTION OFFICER (ERB)

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**REVISED ELIGIBILITY CRITERIA FOR THE POSTS OF
DEBT MANAGEMENT UNIT (DMU) 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	Debt Management Unit	Head, Debt Management Unit (01) (MPS-II)	Chief Minister	<p>Qualification & Experience :</p> <p>Ph.D in Economics / Finance / Accounting / Business Administration / Public Finance / Public Administration / Management Sciences, 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>Masters / BS (16-years) education in Economics / Finance / Accounting / Business Administration / Public Finance / Public Administration / Management Sciences, from HEC recognized local / foreign reputable University; CFA, CA, ACMA/CIMA with overall 14-years post qualification professional experience in the relevant field.</p> <p>Note:</p> <p>Preference shall be given to those candidates who have experience in public debt / public financial management.</p>	40 - 50 years
2	Finance Department	Debt Management Unit	Financial Analyst (02) (MPS-III)	Chief Minister	<p>Qualification & Experience :</p> <p>Ph.D In Business Administration / Finance / Economics 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>Masters / BS (16-years) education in Business Administration / Finance / Economics from HEC recognized local / foreign reputable University; CFA, CA, ACCA, ACMA/CIMA with overall 10-years post qualification professional experience in the relevant field.</p>	35 - 50 years

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					<p>Note: Understanding of governmental reports and governance structure would be an added advantage.</p>	
3	Finance Department	Debt Management Unit	Data Analytics Manager (01) (MPS-III)	Chief Minister	<p>Qualification & Experience : Ph.D in Information Technology / Computer Science / MIS from HEC recognized local / foreign reputable University with 06-Years post qualification professional experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Masters / BS (16-years) education in Information Technology / Computer Science / MIS from HEC recognized local / foreign reputable University with 10-years post qualification professional experience in the relevant field.</p> <p>Note: Understanding of public debt / financial management will be an added advantage.</p>	35 - 50 years
4	Finance Department	Debt Management Unit	Office Manager (01) (Lumpsum pay package)	Finance Secretary	<p>Qualification: Masters / BS (16-years) in Business / Statistics / Management / Commerce / Finance from an HEC recognized university.</p> <p>Experience: Having five (05) years of work experience including official correspondence, file management and record keeping. Good command of Microsoft Office, Urdu-Inpage, minutes drafting and government file management. Preference shall be given to candidates who have higher qualification / knowledge of finance & accounting / understanding of governmental filing system.</p>	30 - 45 years

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