



ELIGIBILITY CRITERIA FOR APPOINTMENTS

NATIONAL COLLEGE OF ARTS (Lahore, Rawalpindi & Islamabad)

Sr.	Post	BPS	Qualification and Experience	Age Limit
1.	Professor (Musicology)	21	<p>Qualification & Experience: a. Ph.D. in the relevant field from an HEC recognized University/ Institution WITH 15-years teaching/ research experience in HEC recognized University or a Post-Graduate Institution. OR 10-years post Ph.D. teaching/ research experience in a recognized University or a post-graduate Institution AND Outstanding and substantial level of professional activity and a national or international contribution to the development of profession in general. Evidence of performance / recognition at 8 national or international music forums or 8 research publications related to the relevant field at national / international level. b. Master's (Foreign) or M.Phil. or equivalent degree awarded after 18 years of education in the relevant field from an HEC recognized University / Intuition WITH 17-years teaching / research experience with at least 08-years' experience after Masters (foreign) or M.Phil. or equivalent degree in HEC recognized University or a post-graduate institution AND Outstanding and substantial level of professional activity and a national or international contribution to the development of profession in general. Evidence of performance / recognition at 8 national or international music forums or 8 research publications related to the relevant field at national / international level.</p>	Max 58 years
2.	Associate Professor (Design)	20	<p>Qualification & Experience a. Ph.D. in the relevant filed from HEC recognized University / Institution WITH 10-years teaching / research experience in an HEC recognized University or a post-graduate Institution. OR 5-years post-Ph.D. level experience in HEC recognized University or a post-graduate Institution AND Outstanding and substantial level of professional art activity (demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria). Qualification & Experience b. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University / Institution WITH 12-years teaching / research experience with at least 04-years' experience after Master's degree (foreign) or M.Phil. or equivalent degree in HEC recognized University or a post-graduate Institution AND Outstanding and substantial level of professional art activity (demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).</p>	Max 58 years
3.	Associate Professor (Fine Art)	20	<p>Qualification & Experience a. Ph.D. in the relevant filed from HEC recognized University / Institution WITH 10-years teaching / research experience in an HEC recognized University or a post-graduate Institution. OR 5-years post-Ph.D. level experience in HEC recognized University or a post-graduate Institution AND Outstanding and substantial level of professional art activity (demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria). Qualification & Experience b. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University / Institution WITH 12-years teaching / research experience with at least 04-years' experience after Master's degree (foreign) or M.Phil. or equivalent degree in HEC recognized University or a post-graduate Institution AND Outstanding and substantial level of professional art activity (demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).</p>	Max 58 years
4.	Associate Professor (Film & TV)	20	<p>Qualification & Experience a. Ph.D. in the relevant field from an HEC recognized University/ Institution WITH 10-years teaching / research experience in HEC recognized University or a Post-Graduate Institution. OR 5-years post Ph.D. teaching/research experience in a recognized University or a post-graduate Institution AND Outstanding and substantial level of professional activity and a national or international contribution to the development of profession in general. Demonstrated by at least Six Films produced as Director / Producer / Script Writer at national / international level. Qualification & Experience b. Master's degree (foreign) or M.Phil. or equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University / Institution WITH 12-years teaching / research experience with at least 4-years' experience after the Masters (Foreign) or equivalent degree in an HEC recognized University or a Post- graduate Institution AND Outstanding and substantial level of professional activity and a national or international contribution to the development of profession in general. Demonstrated by at least Six Films produced as Director / Producer / Script Writer at national / international level.</p>	Max 58 years
5.	Assistant Professor (Musicology)	19	<p>Qualification & Experience a. Ph. D in the relevant field from HEC recognized University / Institution. No experience required. Qualification & Experience b. Master degree (Foreign) or M. Phil or equivalent degree awarded after 18 years of Education in the relevant field from HEC recognized University / Institution WITH 4-years teaching/research experience in a recognized University or a Post Graduate Institution. Qualification & Experience c. First professional degree (04 years minimum, First Division) in the relevant field from HEC recognized University / institution WITH 6-years teaching/research experience in a recognized University or a Post Graduate Institution.</p>	Max 58 years

Sr.	Post	BPS	Qualification and Experience	Age Limit
6.	Assistant Professor (Design)	19	<p>Qualification & Experience a. Ph.D. in the relevant filed from an HEC recognized University / Institution. No experience required. Qualification & Experience b. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18 years of education in the relevant field from an HEC recognized University / Institution WITH 04-years teaching / research experience in an HEC recognized University or a post-graduate Institution. Qualification & Experience c. First Professional Degree (04 years minimum, First Division) with no 3rddivision in the academic career from an HEC recognized University / Institution WITH 06-years teaching/research experience in an HEC recognized University or a post-graduate Institution.</p>	Max 58 years
7.	Lecturer (Architecture)	18	<p>Qualification & Experience First Professional Degree (5 years minimum or Master / equivalent degree (first class) in the relevant field from an HEC recognized University/ Institution with no 3rdDivision in the academic career WITH 02 years teaching/research experience.</p>	Max 58 years
8.	Lecturer (Fine Art)	18	<p>Qualification & Experience First Professional Degree in the relevant field (4 Years minimum, First Division) from HEC recognized University / Institution with no 3rd Division in the academic career WITH 02 years teaching/research experience</p>	Max 58 years
9.	Lecturer (Design)	18	<p>Qualification & Experience First Professional Degree in the relevant field (4 Years minimum, First Division) from HEC recognized University / Institution with no 3rd Division in the academic career WITH 02 years teaching/research experience</p>	Max 58 years
10.	Lecturer (Film & TV)	18	<p>Qualification & Experience First Professional Degree in the relevant field (4-year minimum, First Division) with no 3rd Division in the academic career from HEC recognized University/Institution WITH 02 years teaching/research experience</p>	Max 58 years
11.	Lecturer (Musicology)	18	<p>Qualification & Experience First Professional Degree in the relevant field (04 Years minimum, First Division) with no 3rdDivision in the academic career from HEC recognized University / Institution WITH 02 years teaching/research experience</p>	Max 58 years
12.	Lecturer (I.T.)	18	<p>Qualification & Experience a. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/ Institution. b. First Professional Degree awarded after 16-years of education in the relevant field from an HEC recognized University / Institution WITH 02-years teaching / research experience in an HEC recognized University or a post-graduate Institution.</p>	Max 58 years
13.	Lecturer (Cultural Studies)	18	<p>Qualification & Experience First Class MS/MPhil/equivalent degree awarded after 18 years of education in the relevant field from an HEC recognized University / Institution WITH 02-years' experience required.</p>	Max 58 years
14.	Lecturer (Special Education)	18	<p>Qualification & Experience a. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/ Institution. b. First Professional Degree awarded after 16-years of education in the relevant field from an HEC recognized University / Institution WITH 02-years teaching / research experience. Preference will be given to the applicants holding an M.Ed. in Special Education degree from an HEC recognized Higher Education Institution / University.</p>	Max 58 years
15.	Lecturer (Student Counsellor)	18	<p>Qualification & Experience a. Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/ Institution. b. First Professional Degree awarded after 16-years of education in the relevant field from an HEC recognized University / Institution WITH 02-years teaching / research experience. Preference will be given to the applicants holding degree in psychology/counselling/equivalent.</p>	Max 58 years

Sr.	Post	BPS	Qualification and Experience	Age Limit
16.	Controller of Examinations	19	<p>Qualification & Experience</p> <ul style="list-style-type: none"> Master's degree or equivalent qualification, preferably in Management Sciences/Public/Business Administration from an HEC recognized University/Institution, WITH 08 years relevant experience preferably in an academic institution, HEIs/DAIs. Experience in multi-tasking with the ability to switch attention between tasks, managing competing demands, priorities effectively and complete tasks to consistent and professional standards. Demonstrated ability to relate well to others and perform duties with a high degree of integrity, confidentiality and adherence to professional ethical standards. Highly organized and proactive with a commitment to continuous improvement and support to faculty, staff and students. Excellent organizational, planning, problem solving and entrepreneurial skills. Proven ability to work with minimal supervision. 	Max 45 years
17.	Additional Registrar	18	<p>Qualification & Experience</p> <ul style="list-style-type: none"> Master's degree or equivalent qualification, preferably in Management Sciences/Public/Business Administration from an HEC recognized University /Institution, WITH 05 years relevant experience preferably in an academic institution, HEIs/DAIs. Experience in multi-tasking with the ability to switch attention between tasks, managing competing demands, priorities effectively and complete tasks to consistent and professional standards. Demonstrated ability to relate well to others and perform duties with a high degree of integrity, confidentiality and adherence to professional ethical standards. Highly organized and proactive with a commitment to continuous improvement and support to faculty, staff and students. Excellent organizational, planning, problem solving and entrepreneurial skills. Proven ability to work with minimal supervision. 	25-35 years
18.	Senior Account Officer	18	<p>Qualification & Experience</p> <p>MS/MPhil or equivalent (18 years of schooling) (at least 2nd Division) in Commerce from an HEC recognized University with PIPFA / equivalent qualification WITH 5-years relevant experience.</p>	28-40 years
19.	System Manger	18	<p>Qualification & Experience</p> <p>BS or equivalent (16 years of schooling) in Computer Sciences. Preference will be given to MS/MPhil. WITH 4-years of working experience in an Educational Institution. Person should be able to manage networking, trouble Shooting and must have good knowledge of LAN/WAN, Proxy Server, Web Server, Authentication Server, File Transfer, Protocol Server, and Print Server along with managing printing data base. Person having an experience in computer hardware, audio and video equipment shall be given preference</p>	25-35 years
20.	Resident Engineer	18	<p>Qualification & Experience</p> <p>B.Sc. (Civil Engineering) degree from HEC recognized University and PEC membership. Should have general experience of 08-years of planning, design, commissioning and Operation and Maintenance of an institutional facility. Minimum 05-years' experience of working in/with Government organizations. Well versed with P&D developmental formalities, preparation and implementation of projects.</p>	Max 45 years
21.	System Engineer	17	<p>Qualification & Experience</p> <p>Masters/equivalent degree in the relevant field preferably in System Engineering. IT project management qualification (highly desirable). At least 5 years System Administrator experience having full command on server support, network design, network security and project work. Demonstrated knowledge of systems hardware, and operational support of servers, backup devices, cabling and racking of systems. Sound understanding of software defined infrastructure. Sound understanding of software stack including .net, IIS, WebSphere, Linux, Java, Apache. Excellent presentation and writing skills. Experience of working collaboratively with distributed teams. Experience in taking requirements and incorporating best practices to providing the optimum user experience. Flexible and desire to take on additional responsibilities. Demonstrated, high level of analytical ability. Experience in multi-tasking while maintaining attention to detail and deadlines. Excellent written and verbal communication skills. Ability to work under pressure/tight deadlines while being a team player. Ability to leading from the front and taking responsibility. Ability to work autonomously.</p>	35 years
22.	Program Coordinator	17	<p>Qualification & Experience</p> <ul style="list-style-type: none"> First Professional Degree awarded after 16-years of education or 18- years' Masters / M.Phil. in relevant field. At least 5-years proven experience working with students. Experience in multi-tasking with the ability to switch attention between tasks, managing competing demands, priorities effectively and complete tasks to consistent and professional standards. Demonstrated ability to relate well to others and perform duties with a high degree of integrity, confidentiality and adherence to professional ethical standards. Highly organized and proactive with a commitment to continuous improvement and support to faculty, staff and students. Excellent organizational, planning, problem solving and entrepreneurial skills. Proven ability to work with minimal supervision. 	Max 40 years
23.	Purchase Officer	17	<p>Qualification & Experience</p> <p>BS/Masters (16-year) in the relevant field especially supply chain from an HEC recognized University/Institution. 5-years experience as Assistant Procurement / Assistant Purchase Officer/equivalent/above in a public or private organization.</p>	25-35 years
24.	Senior Librarian	17	<p>Qualification & Experience</p> <p>MS/MPhil or equivalent (18 years of schooling) (at least 2nd Division) in Library Science from a recognized University. Person with experience will be preferred with ability to establish positive organizational relationships.</p>	25-35 years
25.	Audit Officer	17	<p>Qualification & Experience</p> <p>MS/MPhil or equivalent (18 years of schooling) (at least 2nd Division) in Commerce from an HEC recognized University WITH 3-years professional experience S.A.S. persons will be preferred.</p>	26-36 years
26.	Archivist	17	<p>Qualification & Experience</p> <p>First Professional degree awarded after 16-years of education in Art, Design, Architecture or Master's Degree (Foreign) or M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/ Institution. Demonstrable working experience within an archive or museum setting. Proven in-depth understanding and 2-years hands-on experience with various modules of archival work such as material acquisition, cataloging, digitization, preservation and copyright issues. Thorough knowledge of administration and management of an archive including budgeting. Demonstrated understanding of collection care, archival preservation and conservation principles. Experience in using a Collections Management System. Excellent organizational and planning skills. Strong problem solving skills and entrepreneurial skills.</p>	Max 35 years

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27.	Librarian	16	Qualification & Experience MS/MPhil (18 years of schooling) or equivalent (at least 2 nd Division) in Library Science from HEC recognized University.	22-33 years
28.	Hostel Superintendent (Boys & Girls)	16	Qualification & Experience BS or equivalent (16 years of schooling) (at least 2 nd Division) from a recognized University WITH 5-years experience in Hostel Management.	26-36 years
29.	Office Superintendent (Establishment)	16	Qualification & Experience BS or equivalent (16 years of schooling) (at least 2 nd Division) from a recognized University WITH 5-years' experience in Office Administration.	26-36 years
30.	Superintendent Workshop	16	Qualification & Experience DAE (3-years) Mechanical Engineering from a recognized institution. Should have 05-years' experience of operation of wood / metal workshops and experience in using wood / metal work machinery.	Max 30 years
31.	P.A to Principal	16	Qualification & Experience BS or equivalent (16 years of schooling) (at least 2 nd Division) from HEC recognized University with shorthand/ typing speed 120/50 w.p.m and 05 years relevant experience.	26-36 Years
32.	Accountant	16	Qualification & Experience B.Com (Hons.) (16 years of schooling) (2 nd Division) from a recognized University WITH 5-years' experience in the relevant field.	25-35 years
33.	Database Developer	--	Qualification & Experience 4-Years BSCS degree or equivalent degree with 4-years practical experience as a Database Developer.	22-30 years
34.	Medical Officer - MBBS Doctor (for Hostel Part Time) (Female)	--	Qualification & Experience MBBS qualified from a recognized medical institution having 5-years' experience in Health Management. Upper age relaxation will be given to an extra-ordinary experienced Doctor.	Max 55 years