

Shortlisting Proforma
Personal Assistant, (No of Posts:02)
University of Rasul, Mandi Bahauddin

Advertised Criteria / Terms and Conditions
(As per Class-B Posts (Non-Teaching) of UOR-Statutes)

BPS

Age Limit

Nature of Appointment

Domicile

Advertisement # 01/2026

(i) BS (second division) in English or Management Sciences or Computer Science or Sociology or Public administration or equivalent qualification from an institute or a university recognized by Higher Education Commission, and
(ii) five years post qualification relevant experience

16

21-35 years
(Relaxable Under Rules)

Contract

Punjab

Daily Jang, Edition (Lahore & Rawalpindi) & Daily Express Tribune, Edition (Lahore & Islamabad), Published on 01-01-2026
Closing Date 25-01-2026 (IPL # 8161)

| Criteria for BS-II and Above | (i) Education Qualification – (Maximum Marks 60) (Where minimum prescribed qualification is Master Degree or equivalent) | | | | (ii) Higher Qualification in Relevant Field ** | | Maximum Marks (5) | | General Guidelines: * In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division) ** (Where minimum prescribed qualification is Masters, Higher Qualification will be graded at two stages and with the marks 3 and 5 respectively. Where minimum prescribed qualification is M.Phil, Higher Qualification(PhD) will be graded at on stage with 2 marks. |
|------------------------------|---|--------------|--------------|--------------|--|---------|-------------------|--|--|
| | Name of Qualification | 1st Division | 2nd Division | 3rd Division | One stage higher | | 3 | | |
| | Masters (50%) | 30 | 28 | 20 | Two Stages higher | | 5 | | |
| | | | | | (iii) Experience in relevant field: | | Maximum Marks (5) | | |
| | Bachelor (25%) | 15 | 14 | 10 | One year | | 1 Mark | | |
| | BS (Hons)* | 45 | 41.85 | 30.15 | Two years | | 2 Marks | | |
| | Intermediate (17%) | 10 | 9 | 7 | Three years | | 3 Marks | | |
| Matriculation (8%) | 5 | 4 | 3 | Four years | | 4 Marks | | | |
| | | | | Five years | | 5 Marks | | | |

| Sr. No. | Application No | Name of Applicant Father's Name | Domicile | Date of Birth | Age on Closing Date i.e (25-01-2026) | Masters | Bachelor | Intermediate | Matriculation | (i) Total Education Qualification Marks (60) | (ii) Higher Qualification in Relevant Field (5) | (iii) Experience in relevant Field (5) | Grand Total (i. ii. iii) Marks (70) | Eligibility (Eligible / Provisionally Eligible / Not Eligible) | Remarks |
|---------|----------------|---|----------|---------------|--------------------------------------|---------|----------|--------------|---------------|--|---|--|-------------------------------------|--|-------------------------------------|
| 1 | AS-005 | Muhammad Muhibb Ullah S/O Muhammad Akbar | Punjab | 11-May-93 | 32Years,8Months,14Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Not Eligible | Irrelevant Experience. |
| 2 | AS-002 | Mehtab Nazar S/O Nazar Hayat | Punjab | 1-Dec-88 | 37Years,1Months,24Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Not Eligible | Irrelevant Experience. |
| 3 | AS-004 | Aqeel Ahmed Khan S/O Muhammad Rauf | Punjab | 1-Mar-98 | 27Years,10Months,24Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Not Eligible | Irrelevant Field of Specialization. |
| 4 | AS-003 | Swera Noor D/O Mukhtar Ahmad | Punjab | 11-Dec-04 | 21Years,1Months,14Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Not Eligible | Less Post Qualification Experience. |
| 5 | AS-001 | Muhammad Anas Zaka S/O Ch. Zaka Ullah Warraich | Punjab | 1-Apr-94 | 31Years,9Months,24Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Not Eligible | Irrelevant Field of Specialization. |