



ELIGIBILITY CRITERIA FOR APPOINTMENTS

PERMANENT, CONTRACTUAL, FIXED PAY & DAILY WAGES

NATIONAL COLLEGE OF ARTS (Lahore & Rawalpindi Campus)

TEACHING POSTS

DEPARTMENT OF ARCHITECTURE

POST	DISCIPLINE	ELIGIBILITY CRITERIA
Lecturer	Minimum Qualification	First Professional degree (5-years minimum or Master / Equivalent Degree (First Division) in the relevant field from an HEC recognized University / Institution with no 3 rd Division in the academic career.
	Experience	Nil
	Minimum Number of Publications	Nil

DEPARTMENT OF FINE ARTS

Lecturer	Minimum Qualification	First professional degree (4-Years minimum, First Division) from HEC recognized University/Institution with no 3 rd Division in the academic career.
	Experience	Nil
	Minimum Number of Publications	Nil

DEPARTMENT OF CULTURAL STUDIES

Lecturer	Minimum Qualification	First Class Master's Degree OR equivalent degree awarded after 16-years of education in the relevant field from an HEC recognized University/Institution with no 3 rd division in the academic career. Condition of no 3 rd Division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz. M.Phil./PhD or equivalent degree with not more than one 3 rd Division in entire academic career. Furthermore, the candidate with 2 nd Division in the Master's Degree but holding higher degree i.e. M.Phil/PhD or equivalent degree with 18-years of education may be Considered. *First division (1 st Division) in Master of Arts in English is relaxed in favor of the second division (2 nd Division) as the minimum eligibility condition for appointment of Lecturers in English for Annual System degree holders for a period of five years. w.e.f 24-02-2007.
	Experience	Nil
	Minimum Number of Publications	Nil

FACULTY OF DESIGN

Professor	Minimum Qualification	a. PhD from HEC recognized University /Institution in the relevant field. b. Master's degree (foreign) or MPhil or equivalent degree in the relevant field from HEC recognized University /Institution.
	Experience	a. 15-years teaching/ research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30th June, 2015 at least 8-years post PhD level experience in a recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization. OR 10-years post PhD level experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization. b. 17-years teaching/ research experience (with at least 8-years' experience after Master's degree (foreign) or M.Phil or equivalent degree in HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.
	Minimum Number of Publications	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general. (Demonstrated by at least 8 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).

Lecturer	Minimum Qualification	First professional degree (4-Years minimum, First Division) from HEC recognized University/Institution with no 3 rd Division in the academic career.
	Experience	Nil
	Minimum Number of Publications	Nil

DEPARTMENT OF MULTIMEDIA ARTS

Lecturer	Minimum Qualification	First professional degree (4-Years minimum, First Division) from HEC recognized University/Institution with no 3 rd Division in the academic career.
	Experience	Nil
	Minimum Number of Publications	Nil

DEPARTMENT OF VISUAL ARTS

Lecturer	Minimum Qualification	First professional degree in Fine Arts (4-Years minimum, First Division) from HEC recognized University/Institution with no 3 rd Division in the academic career.
	Experience	Nil
	Minimum Number of Publications	Nil

DEPARTMENT OF I.T

POSTS	ELIGIBILITY CRITERIA (REVISED)	
Lecturer	Minimum Qualification	First professional degree (4-Years minimum, First Division) / Masters from HEC recognized University / Institution with no 3 rd Division in the academic career. 5-years experience in the relevant field in a National or International Organization.
	Experience	Nil
	Minimum Number of Publications	Nil

NON-TEACHING POSTS

NCA-RAWALPINDI CAMPUS

POSTS	ELIGIBILITY CRITERIA
Deputy Registrar	▪ Master's degree or equivalent qualification, preferably in Management Sciences / Public / Business Administration from an HEC recognized University / Institution with 2-years experience preferably in an academic Institution, HEIs/DAIs.
Hostel Superintendent (Girls)	▪ Graduate (2 nd Division) from a recognized University with at least 5-years experience in Hostel Management.
Estate Superintendent	▪ Diploma in Civil Technology from a Government Poly Technical Institute with at least 7-years experience in the field.
Stenotypist	▪ Intermediate (2 nd Division) with the speed of 80 / 40 w.p.m in shorthand and typing respectively and Diploma in short-hand and typing from a recognized Institute.
Storekeeper	▪ F.A / F.Sc. (2 nd Division) with 5-years experience as Junior Clerk (Store).
Art Shop Keeper	▪ Intermediate (2 nd Division) from a recognized Board. 5-years experience as Junior Clerk (Art Shop Keeper).
Telephone Operator	▪ Matric (2 nd Division) from a recognized Board. 2-years experience in the relevant field.
Machine Operator	▪ Matric (2 nd Division) with Certificate of training from the Institute providing training in the field.
Girls Hostel Cook	▪ Literate / Should be able to read and write Urdu. Experience in relevant field.
Conductor	▪ Should be able to read and write Urdu. 2-years experience in the relevant field.
Studio Attendant	▪ Should read and write Urdu.
Mali	▪ Should read and write Urdu with 2-years experience in the field.
Sweeper	▪ Should read and write Urdu with 2-years experience as Sweeper.

PERMANENT (NCA-LAHORE)

Assistant Audit & Accounts	▪ B.Com in (2 nd Division) from a recognized Institute and 5-years practical experience of Audit & Accounts in the Government and Semi-Government Organization. ▪ 6-weeks Basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB).
Computer Operator	▪ 4-years Bachelor Degree in Computer Science.
UDC	▪ Intermediate (2 nd Division) from a recognized Board with 2-years experience as LDC from amongst LDCs. ▪ 3-weeks Basic IT Training Course (including MS Office) conducted by NITB.
Machine Operator	▪ Matric (2 nd Division) with Certificate of training from the Institute providing training in the field.
Driver	▪ HTV/LTV License with 2-years experience in the field.
Restorer	▪ Matric with 3-years experience in the field.
Mali	▪ Should read and write Urdu with 2-years experience in the field.
Bahishti	▪ Should read and write Urdu with 2-years experience as Bahishti.
Bus Conductor	▪ Should read and write Urdu with 2-years experience in the field.
Chowkidar	▪ Should read and write Urdu with 2-years experience as Chowkidar.
Naib Qasid	▪ Should read and write Urdu.
Sweeper	▪ Should read and write Urdu with 2-years experience as Sweeper.

CONTRACTUAL (NCA LAHORE)

Assistant Caretaker	<ul style="list-style-type: none"> Matriculate with Certificate in Civil / electrical from a Technical Institute with 5-years experience in the field.
UDC	<ul style="list-style-type: none"> Intermediate (2nd Division) from a recognized Board with 2-years experience as LDC from amongst LDCs. 3-weeks Basic IT Training Course (including MS Office) conducted by NITB.
LDC/Typist	<ul style="list-style-type: none"> Matric (2nd Division) from a recognized Board with type-writing speed 30 w.p.m. 3-weeks Basic IT Training Course (including MS Office) conducted by NITB.
Junior Electrician	<ul style="list-style-type: none"> Matriculate with Certificate in Electrical Technology from a recognized technical Institute with 5-years practical experience in the field.
Record Keeper	<ul style="list-style-type: none"> Matric (2nd Division) from a recognized Board with 3-years experience in the field.
Sweeper	<ul style="list-style-type: none"> Should read and write Urdu with 2-years experience as Sweeper.

CONTRACTUAL / FIXED PAY (NCA-LAHORE)

Head Accommodation & Transport	<ul style="list-style-type: none"> Master or equivalent with 5-years experience in relevant field.
Coordinator Student Affair	<ul style="list-style-type: none"> First professional degree in Art & Design, Architecture & Allied Disciplines and 2-years relevant experience.
Hostel Superintendent (Boys)	<ul style="list-style-type: none"> Graduate (2nd Division) from a recognized University with at least 5-years experience in Hostel Management.
Hostel Superintendent (Girls)	<ul style="list-style-type: none"> Graduate (2nd Division) from a recognized University with at least 5-years experience in Hostel Management.
Studio Attendant	<ul style="list-style-type: none"> Should read and write Urdu.
Naib Qasid	<ul style="list-style-type: none"> Should read and write Urdu.

FIXED PAY (NCA-LAHORE)

Chief Medical Officer -MBBS Doctor for College Full Time	<ul style="list-style-type: none"> MBBS qualified from a recognized medical institution having 20-years in Health Management, Post Graduate training in medicine. Upper age relaxation will be given to an extra-ordinary experienced Doctor.
Medical Officer -MBBS Doctor for Hostel Part Time	<ul style="list-style-type: none"> 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.
Security Officer	<ul style="list-style-type: none"> Graduate/Intermediate. Retired JCO from Army with exemplary service record and officials from Infantry or SSG shall be preferred. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Graduate/Intermediate. Civilians having minimum 5-years experience as Security Officer or in any reputable organizational/ educational institution. Having experience of CCTV surveillance / monitor site surveillance camera system.
Technical Attendant	<ul style="list-style-type: none"> Intermediate / equivalent qualification with 2-years technical experience in electronics equipment handling.
Studio Assistant	<ul style="list-style-type: none"> Intermediate with 3-years experience in general maintenance electric / plumbing / wood work.
Security Supervisor	<ul style="list-style-type: none"> Retired NCO of Infantry or SSG with exemplary service record. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Intermediate. Civilians having minimum 3-years experience as Security Officer or in any reputable organizational/ educational institution.
Security Guards with weapons	<ul style="list-style-type: none"> Matriculation with proficient in weapon handling, trained to perform sentry duties, familiar with firefighting procedures, capable of handling electronics gadgets, such as CCTV, hand held metal detector and vehicle inspection mirror trolley.

DAILY WAGES (NCA-LAHORE)

Cook	<ul style="list-style-type: none"> Literate / Should be able to read and write Urdu. Experience in relevant field.
Attendant	<ul style="list-style-type: none"> Should read and write Urdu.
Waiter	<ul style="list-style-type: none"> Literate / Should be able to read and write Urdu. Experience in relevant field.