

For further correspondence quote the above letter No., date and indicate the post applied for and address to Secretary, FPSC Islamabad by designation and not by name

**NOTICES FOR SUBMISSION OF DOCUMENTS.**

Subject: - **RECRUITMENT TO THE POST OF SIX ASSISTANT PRIVATE SECRETARIES (BS-16), DIRECTOR GENERAL'S OFFICE, PAK PWD, MINISTRY OF HOUSING & WORKS.**

With reference to their online applications and subsequently appearing in the **Written Typing & Shorthand Test** for the above post, the following candidates whose Names & Roll Numbers have been given below are advised to furnish the **attested copies (with name & stamp of attestation officer) of following requisite documents within 15 days of placement of this Notice on FPSC website by Registered Post/Courier**, to determine their eligibility. It may however, be understood that asking of requisite documents should not be inferred that these candidates have been pre-selected and their eligibility in all respects in terms of advertised conditions shall be determined after scrutiny of their documents.:-

S.No.	Roll Nos.	Name (M/S.)	Documents required.
1	2	3	4
1.	00353	Aurangzaib Khan	(i). Bio-data form duly signed and filled in completely (copy enclosed) (ii). Two photographs. (iii). Computerized National Identity Card (CNIC). (iv). Matric (showing date of birth) & Intermediate Certificates issued by Secretary, BISE. (v). <b><u>(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) Minimum Shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate alongwith</u></b> result cards/ DMCs etc. showing Grade/Division and date of declaration of results and above degrees (if any). (vi). Experience Certificate with detailed Job description and exact dates/duration as per Experience Format "Annex-A" (available on FPSC website) with proof of its being regular/full time paid job issued by CEO/Manager (HR)/Director (Admn/HR), (for private Firm/Organization concerned with their CNIC No., address, Phone No.) and for Govt. jobs/experience issued by an authorized officer of <b>BS-18 and above</b> of the Department concerned. (vii). Self Domicile Certificate (SDC). (viii). In case of Govt. Servant, Original Departmental Permission Certificate (DPC) complete in all respects, issued by an authorized officer of the controlling department. (ix). Equivalence Certificate from HEC / Competent forum, in case of possessing degree other than the advertised one.

2. The above candidates are also being informed through Registered Post/Email Notice. In case any of the above candidates fail to furnish the requisite documents within stipulated time or furnish incorrect/incomplete information, her candidature shall stand rejected.

**(Muhammad Tahir Iqbal Ch.)**  
 Assistant Director (T&S-F)