



# FEDERAL PUBLIC SERVICE COMMISSION

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No.F.4-01/2021-R

16<sup>th</sup> June , 2022

(For Further Correspondence,  
quote the above letter number and  
address to the Secretary, FPSC)

## NOTICE FOR SUBMISSION OF DOCUMENTS

**Subject: RECRUITMENT TO THE ONE HUNDRED THIRTEEN (113) POSTS OF ASSISTANT PRIVATE SECRETARY (BS-16), IN NINETEEN MINISTERIES/ DEPARTMENTS.**

**Dear Candidate,**

Referring online applications and subsequent appearance in Screening (MCQ)/ Written (Descriptive) Examination for the subject post, following candidates are advised to furnish **BIO-DATA along with attested copies (with name stamp of attestation officer) of requisite documents as mentioned below, within 15 days (up to 1<sup>st</sup> July, 2022) of placement of this Notice on FPSC website, through Registered Post/Courier to determine their eligibility.** It may however, be understood that asking of requisite documents should not be inferred that the candidate have been shortlisted for interview and their eligibility in all respects in terms of advertised conditions shall be determined after scrutiny of their documents:

- Bio-data** form duly signed and filled-in completely (copy enclosed)
- Two latest **Photographs** (Passport size).
- Valid Computerized National Identity Card (**CNIC**).
- Self **Domicile** Certificate (SDC).
- Secondary School Certificate (**SSC**)/Matric (showing date of birth) and Higher Secondary School Certificate (**HSSC**)/ Intermediate issued by Secretary, Board of Intermediate and Secondary Education. In case of 'O' level and 'A' level an equivalence certificate from Inter Board Committee of Chairmen (IBCC).
- Second Class or Grade 'C'(i) Bachelor's degree from a recognized University (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate.**
- Degree(s) and Transcripts/ Result-Cards/ DMCs showing duration of study period, credit hours with **proof** of CGPA/ Grade/ Class with credit hours and **Result Declaration Date**, issued by Controller of Examination from a University recognized by Higher Education Commission (**HEC**) to determine eligibility.
- Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC/PEC/PMC/PNC may be furnished to FPSC to authenticate the claim.
- Valid **Registration** with HEC/PEC/PMC/PNC and such other institutions where applicable (if any).
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience Format (Annex-A available on FPSC's website), **where applicable**.
- In case of **Government Servant**, Original Departmental Permission Certificate (**DPC**) showing exact date of appointment and domicile on FPSC's prescribed format (available on FPSC's website) duly signed and stamped by Head of the Department/ Division/ Ministry (Official stamp must be affixed).
- In case of **Non-Test** Case or **UNDERTAKING** provided by the candidate at the time of examination, Original **Treasure Receipt (TR)** being application fee deposited on or before the closing date of the advertisement in the Government treasury or in a branch of National Bank of Pakistan or in a State treasury, authorized to transact business on behalf of Government.
- Medical Certificate (if required/advertised) and Proof of Age Relaxation (if claimed).

### LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S#</u>	<u>Roll No.</u>	<u>Name of Candidate(s)</u>	<u>Date of Birth</u>	<u>Domicile</u>
1	000191	ABDUL REHMAN	02-08-1995	PUNJAB
2	000274	AKHLAQ AHMAD	12-08-1993	PUNJAB
3	001080	MUHAMMAD ADNAN ASIF	01-02-1999	PUNJAB
4	002024	USAMA MANZOOR	04-03-1997	KPK

5	002079	WAQAS KHAN	22-03-1991	KPK
6	003305	ASIFA SULTANA	28-07-1996	PUNJAB
7	003318	ATTA-UL-MUSTAFA ARSHAD	16-02-1993	PUNJAB
8	003413	FAISAL ZAIN KHAN	22-09-1995	PUNJAB
9	003420	FAIZAN HAFEEZ	09-12-1997	PUNJAB
10	003603	IMRAN ALI	20-11-1988	PUNJAB
11	003667	JUNAID AHMED	30-01-1998	PUNJAB
12	003700	KHALID MEHMOOD	04-12-1993	PUNJAB
13	003873	MUHAMMAD ALI HUSSAIN	03-10-1991	PUNJAB
14	003878	MUHAMMAD AMIR	10-02-1994	PUNJAB
15	003884	MUHAMMAD AMMAR	01-09-1997	PUNJAB
16	003909	MUHAMMAD ARSLAN SALEEM	07-10-1996	PUNJAB
17	003923	MUHAMMAD ASIF	12-03-1991	PUNJAB
18	003946	MUHAMMAD AZEEM AFZAL	21-08-1997	PUNJAB
19	003962	MUHAMMAD BILAL RASHID	09-08-1992	PUNJAB
20	004015	MUHAMMAD HASSAN	07-04-1995	PUNJAB
21	004223	MUHAMMAD TARIQ YAQOUB	01-01-1984	PUNJAB
22	004241	MUHAMMAD UMER	28-12-1993	PUNJAB
23	004511	SAFA LATEEF	11-02-1996	PUNJAB
24	004545	SAMRA MUSHTAQ	30-04-1994	PUNJAB
25	004569	SARMAD SALEEM	24-08-1999	PUNJAB
26	004574	SAYYED MUHAMMAD AWAIS SHAH	10-01-1996	PUNJAB
27	004608	SHAHNAZ YOUNAS	25-11-1999	PUNJAB
28	004846	WASEEM ANWER	10-05-1995	PUNJAB
29	004873	ZAIGHAM ABBAS	02-03-1993	PUNJAB
30	005030	IMRAN ASLAM	25-12-1991	PUNJAB
31	005089	MUHAMMAD ABUBAKAR	28-04-2000	PUNJAB

32	005437	ANUS ALI	26-12-1999	KPK
33	005726	MAZHAR UD DIN	31-03-1996	KPK
34	006606	SYED WAHAB SHAH	21-03-1998	BALUCHISTAN

2. Eligibility of the candidates shall be determined as per Commission's policy laid down in General Instructions displayed at FPSC's Website. Candidates are advised to go through the said General Instructions to update themselves. The candidates will be shortlisted for interview as per **applicable policy of the Commission**. Eligibility of the candidates in all respects shall be **reckoned up to the closing date**.

3. Candidates are cautioned that requisitioning of the documents for determination of eligibility shall not vest any right in them for the post until they are shortlisted on the basis of advertised merit and relevant Provincial / Regional quota as per policy of the Commission. In case any of the candidates **failed to submit** these documents within stipulated period, their candidature for the captioned post shall stand **rejected** and no alibi or excuse shall be entertained subsequently.



**Hamza Munir**  
**Assistant Director (T&S-B)**

**Copy to:** Website Manager (IT), FPSC HQs, Islamabad (for uploading on FPSC website [www.fpsc.gov.pk](http://www.fpsc.gov.pk)).