



FEDERAL PUBLIC SERVICE COMMISSION

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No. F.4-34/2023-R

Islamabad, the 1st December, 2023

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

NOTICE FOR SUBMISSION OF DOCUMENTS

SUBJECT: SENIOR MANAGER PERSONNEL & ADMINISTRATION DEPARTMENT (SMPAD) (BS-17), PERMANENT, NAVAL HEADQUARTERS, MINISTRY OF DEFENCE

Dear Candidate,

Referring online applications and subsequent appearance in Screening (MCQ) 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 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 (**CANDIDATES ARE ADVISED TO DOWNLOAD THE GENERAL RECRUITMENT BIO- DATA FORM FROM THE OFFICIAL WEBSITE OF FPSC i.e. <https://fpssc.gov.pk/downloads/forms>**).
- 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" Master's or Bachelor's (4 years education) degree in Business Administration/ Public Administration/ Human Resource Management or equivalent qualification from a University recognized by HEC.**
- 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.
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience Format (Annex-A available on FPSC's website), **where applicable**
- Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC/PEC/PMC/PMC/PNC may be furnished to FPSC to authenticate the claim.
- Valid **Registration** with HEC/PEC/PMC/PMC/PNC and such other institutions where applicable (if any).
- 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).
- Scanned/ photo copies of any educational credential/ above mentioned documents will not be added to Application folders of candidates unless attested in original by the attesting authority.
- In case candidates belonging to **EX- FATA/ GILGIT BALTISTAN and AJK** regions, annex B and annex C Certificates respectively (format viable on FPSC's website). (Where applicable).

LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S NO</u>	<u>ROLL NO.</u>	<u>NAME OF CANDIDATE(S)</u>	<u>DOMICILE</u>	<u>DATE OF BIRTH</u>
1.	000003	ADEEL ANJUM	PUNJAB	30.12.1986
2.	000009	AWAIS MUSHTAQ	PUNJAB	15.01.1995
3.	000020	MUHAMMAD FAHAD SHOAIB	PUNJAB	19.10.1998

4.	000049	ADNAN SAJJAD	PUNJAB	06.11.1992
5.	000059	HAFIZ MUHAMMAD SHOAIB	PUNJAB	14.08.1989
6.	000067	MUHAMMAD ALI	PUNJAB	26.05.1990
7.	000078	MUHAMMAD SHAHZAD ASLAM	PUNJAB	03.03.1393
8.	000092	USAIRA SAMREEN	PUNJAB	16.11.1999
9.	000094	YASIR TUFAIL	PUNJAB	31.03.1994
10.	000105	MUHAMMAD MUBASHAR	PUNJAB	20.09.1994

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

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

(Munir Ahmed Khan)
Assistant Director (T&S-E)

Copy to: Website Manager (IT), FPSC HQs, Islamabad (for uploading on FPSC's website www.fpsc.gov.pk).