



# FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F.5/1, Islamabad  
Website: www.fpsc.gov.pk, Email: fpssc@fpssc.gov.pk  
Ph:051-111-000-248, Ph:051-9205075, Fax:051-9213386

No.F.4-7/2020-R

4<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 POSTS OF ASSISTANT PRIVATE SECRETARY (BS-16), IN '19' VARIOUS MINISTRIES / DIVISIONS / DEPARTMENTS.**

**Dear Candidate,**

Referring online applications and subsequent appearance in Shorthand / Typing / Computer Literacy Test 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.
- Two latest **Photographs** (Passport size).
- Valid Computerized National Identity Card (**CNIC**).
- Self **Domicile** Certificate (SDC).
- Secondary School Certificate (**SSC**) (showing date of birth)/Matric 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).
- (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.**
- Degree(s) and Transcripts/ Result-Cards/ DMCs showing duration of study period, **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 may be furnished to FPSC to authenticate the claim.
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience format (Annex-A available on FPSC's website).
- In case of **UNDERTAKING** provided by the candidate at the time of examination, Original **Treasury 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.
- 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).

## 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.	000239	Armaghan Khattak	29.01.1999	KPK
2.	000435	Habib ur Rehman	16.04.1997	Punjab
3.	000519	Ihtesham ul Haq	20.02.1995	KPK
4.	001155	Rana Muhammad Umair	09.03.1992	Punjab
5.	001162	Riaz Ahmad	03.03.1996	Punjab
6.	001275	Shahnaz Younas	25.11.1999	Punjab
7.	001432	Usama Manzoor	04.03.1997	KPK
8.	002487	Amir Manzoor	10.06.1993	Punjab
9.	002493	Ammad Ashraf	19.10.1996	Punjab
10.	002570	Asifa Sultana	28.07.1996	Punjab
11.	002586	Atta-ul-Mustafa	16.02.1993	Punjab

12.	002588	Attiq Rafiq	06.06.1994	Punjab
13.	002808	Hassan Ali	31.03.1995	Punjab
14.	002837	Ijaz Lateef	13.05.1995	Punjab
15.	003069	Muhammad Adil	22.01.1993	Punjab
16.	003109	Muhammad Ammar	01.09.1997	Punjab
17.	003158	Muhammad Awais	04.12.1989	Punjab
18.	003166	Muhammad Azeem Afzal	21.08.1997	Punjab
19.	003548	Muneeb Ahmed	08.01.1994	Punjab
20.	003587	Nasir Ali	05.12.1997	Punjab
21.	003599	Naveed Ameer	04.07.1994	Punjab
22.	003600	Naveed Hussain	23.04.1992	Punjab
23.	003603	Naveed ur Rehman	15.12.1994	Punjab
24.	003608	Nesar Ali	10.06.1992	Punjab
25.	003624	Noman Younas	26.12.1997	Punjab
26.	003631	Nouman Mushtaq	04.12.1996	Punjab
27.	003814	Sayed Muhammad Awais Shah	10.01.1996	Punjab
28.	003914	Sonia Asghar	02.04.1995	Punjab
29.	004819	Mazhar ud Din	31.03.1996	KPK
30.	004828	Mudassar Shahzad	29.08.1997	KPK
31.	005038	Salman Khan	04.03.1999	KPK

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.

**(Qamar Masud Kayani)**  
Assistant Director (T&S-D)

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