



# FEDERAL PUBLIC SERVICE COMMISSION

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**No.F.4-7/ 2021-R (T&S)**

4<sup>th</sup> January, 2023

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

## 3<sup>rd</sup> NOTICE FOR SUBMISSION OF DOCUMENTS

Subject: - **RECRUITMENT TO THE POST OF AREA EDUCATION OFFICER (BS-19)  
FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL  
EDUCATION AND PROFESSIONAL TRAINING.**

Referring online applications and subsequent appearance in Written (Descriptive) 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.

2. FPSC, due to unforeseen circumstances, has to sometime make certain changes in the scheduled programmes regarding interviews/personal hearings etc. Therefore, in order to facilitate the candidates, the candidates are advised to approach FPSC's official website for interviews/personal hearings etc. and other related information. Candidates are accordingly advised to regularly/frequently visit FPSC's website link (<https://www.fpsc.gov.pk/exams/gr/interview-program-candidates-list>) before arriving at their respective centers/venue for interviews/personal hearings schedules.

- a) Bio-data form duly signed and filled-in completely (Bio-data form download from FPSC's website). <https://www.fpsc.gov.pk/downloads/forms>
- b) Two latest Photographs (Passport size).
- c) Valid Computerized National Identity Card (CNIC).
- d) Self-Domicile Certificate (SDC).
- e) 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).
- f) (i) Second class or Grade 'C' Master's degree in Business Administration/ Public Administration/ Educational Planning and Management/ Human Resource Management/ Management Studies/ Project Management/ Development Studies from a University recognized by HEC (ii) Twelve (12) years post qualification experience in the field of Educational Management/ Monitoring/ Supervision/ Evaluation.
- g) 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.
- h) 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.
- i) Valid Registration with HEC/PEC/PMC/PNC and such other institutions where applicable(if any).
- j) Experience Certificate (Post Qualification) with Job description and exact dates as per detailed Experience format (Annex-A available on FPSC's website), **where applicable.**
- k) 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).
- l) 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.
- m) Medical Certificate (if required/advertised) and Proof of Age Relaxation (if claimed).

**LIST OF CANDIDATES FOR BIO DATA AND DOCUMENTS SUBMISSION**

<b>S. No.</b>	<b>Roll No.</b>	<b>Name of Candidates</b>	<b>Domicile</b>
1.	000032	Dr. Nuzhat Fatima	Punjab
2.	000043	Fouzia Jabeen	Punjab
3.	000089	Muhammad Waqqas Hussain	Punjab
4.	000126	Shabnam Khalil	Punjab
5.	000138	Shazia Mushtaq	Punjab
6.	000158	Adnan Mahmood	Punjab

3. 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**.

4. 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 along-with Bio-data within stipulated period, their candidature for the captioned post shall stand **rejected** and no alibi or excuse shall be entertained subsequently.

Sd/-

(Altaf Ahmad Khan)  
Assistant Director (T&S-G)