



# FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, F5-1, Islamabad

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No. F.4-187/2023-R

Islamabad, the 10<sup>th</sup> July, 2024

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

## NOTICE FOR SUBMISSION OF DOCUMENTS

**SUBJECT: RECRUITMENT TO THE POST OF ADMINISTRATIVE OFFICER (BS-17), TEMPORARY, LIKELY TO CONTINUE, PAKISTAN METEOROLOGICAL DEPARTMENT, MINISTRY OF AVIATION.**

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**).
- (i) Second Class or Grade 'C' Master's Degree from a University recognized by the HEC. (ii) Two (2) years post qualification experience in Admin./ Establishment/ Recruitment of Personnel/ Budget & Accounts.**
- 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.	000008	BASHIR AHMED	BALOCHISTAN	07.06.1992
2.	000013	JAHAN ZAIB	BALOCHISTAN	12.12.1993
3.	000014	JAN MUHAMMAD	BALOCHISTAN	29.09.1987
4.	000018	MUHAMMAD ISMAIL	BALOCHISTAN	12.10.1995
5.	000030	SHAHBAZ YOUSAF	BALOCHISTAN	12.12.1992

6.	000046	SANAM	BALUCHISTAN	01.02.1992
7.	000087	AYAZ AHMED	BALUCHISTAN	02.08.1993
8.	000098	GULAB AHMED	BALUCHISTAN	05.03.1991
9.	000117	MUHAMMAD AAMIR KHAN	BALUCHISTAN	05.02.1992
10.	000129	MUHAMMAD USMAN	BALUCHISTAN	09.09.1996

2. Eligibility of the candidates 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](http://www.fpsc.gov.pk)).