FEDERAL PUBLIC SERVICE COMMISSION
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No.F.4-203/ 2023-R

11th 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 ASSISTANT MANAGER IT (BS-17), FEDERAL GOVERNMENT ORGANIZATION**

Dear Candidate,

With reference to their online applications, the following candidates whose Names & Roll Numbers have been given below, 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:

a) **Bio-data** form duly signed and filled-in completely (to be downloaded from FPSC's website https://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) **MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Master's degree or equivalent in Computer Science. OR Second Class or Grade 'C' Bachelor's degree in Software Engineering or System Engineering/ Computer Engineering. (ii) Certification in MTA (Microsoft Technology Associate) OR CCNA (CISCO Certified Network Associate) OR RHCSA (Red Hat Certified System Administrator) OR The officer will be required to qualify certification in either of the above during probation period.

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/PEC/PMC/PNC 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 DOCUMENTS SUBMISSION

Sr. No.	Roll No.	Name of Candidate(s)	Domicile	Date of Birth
1.	000005	Haroon Azeem	Punjab	26.7.1990
2.	000007	Iftikhar Ahmed Masih	Punjab	23.2.1992
3.	000008	Imran Sohail	Punjab	17.1.1983
4.	000013	Shahroze Kamran Sahotra	Punjab	12.2.1999
5.	000016	Shakeel Raza	Punjab	1.1.1989

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**.

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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** the 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.

(Shaista Perveen)
Assistant Director (T&S-F)