



# FEDERAL PUBLIC SERVICE COMMISSION

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**No.F.4-147/ 2023-R (T&S-G)**

2<sup>nd</sup> September, 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 DIRECTOR (BS-19), MANAGEMENT SERVICES WING, CABINET SECRETARIAT, ESTABLISHMENT DIVISION.**

Referring your online applications and subsequent appearance in Written Descriptive Test for the subject post, you 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 you have been shortlisted for interview and their eligibility in all respects in terms of advertised conditions shall be determined after scrutiny of their documents:

**Note:** Candidates are directed to regularly/ frequently visit FPSC's website (<https://fpsc.gov.pk/exams/gr/interview-program-candidates-list>) to get their Test/Examination Interviews/Personal Hearings schedules.

- a) **Bio-data** form duly signed and filled-in completely (Bio-data download from FPSC's website).
- 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 Public Administration/ Business Administration/ Administrative Science/ Economics/ Statistics/ Computer Science/ ACMA.** (ii) **Twelve (12) years post qualification experience in Management Analysis/ Financial Management/ Project Management/ Personnel Management/ Administrative Research/ Collection, Analysis, Interpretation of Statistical Data and Report Writing.**
- 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.	000028	Dr. Farhan Aslam	Punjab
2.	000029	Dr. Rana Jamshad Asghar	Punjab
3.	000049	Mahmood Anwar	Punjab
4.	000071	Muhammad Rizwan Manzoor	Punjab
5.	000079	Muhammad Zubair Khan	Punjab
6.	000095	Sadia Bukhari	Punjab
7.	000130	Zeeshan Riaz	Punjab
8.	000156	Mirza Waseem Abbas	Punjab
9.	000157	Mubasher Ali	Punjab
10.	000201	Mukhtar Hussain	Punjab
11.	000206	Rana Muhammad Ajmal	Punjab

2. Your eligibility 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. You will be shortlisted for interview as per **applicable policy of the Commission**. Your eligibility in all respects shall be **reckoned up to closing date**.

3. You are cautioned that requisitioning of the documents for determination of eligibility shall not vest any right in you 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 you **failed to submit** the documents along-with Bio-data within stipulated period, your 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)