



FEDERAL PUBLIC SERVICE COMMISSION

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2nd Notice
No.F.4- 131/2023-R

18th 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 VICE PRINCIPAL (FEMALE) (BS-18), FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING.

Dear Candidate,

Referring their online application (s) and subsequent appearance in Written (Descriptive) Examination for the subject post, under mentioned 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 they 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/downs/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 or other than Board of Intermediate and Secondary Education an equivalence certificate from Inter Board Committee of Chairmen (IBCC).
- (i) Second Class or Grade 'C' Master's Degree/Bachelor's degree(04 years duration) with Second Class or Grade 'C' M.Ed./B.Ed. (Hons) or equivalent qualification from a University recognized by HEC. Requirement of M.Ed/B.Ed. (Hons) is exempted for those having Master's/ M.Phil./Ph.D. degree in Education.(ii) Five (05) years post qualification experience in Teaching and Administration in a recognized Educational Institution.**
- 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.
- 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 as the case may be, furnished to FPSC to authenticate the claim.
- Valid **Registration** with PMC/PEC/PVMC/PNC/PCATP/Bar Council 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 available on FPSC's website), **where applicable**.

LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S#</u>	<u>Roll No.</u>	<u>Name of Candidate(s)</u>	<u>Domicile</u>
1.	000001	ANEELA PERVEZ	AZAD KASHMIR
2.	000011	ABIDA AKBAR	AZAD KASHMIR
3.	000015	AMBER SEEMAB GOHAR	AZAD KASHMIR
4.	000016	AMNA SHAHNAWAZ	AZAD KASHMIR
5.	000023	ASHIA YOUSAF	AZAD KASHMIR
6.	000050	FAZINAT JAN	AZAD KASHMIR
7.	000067	JAVERIA SYED	AZAD KASHMIR

8.	000081	MEHREEN KHAN	AZAD KASHMIR
9.	000099	NIDA JABEEN ABID	AZAD KASHMIR
10.	000143	SEEMA HUSSAIN	AZAD KASHMIR
11.	000155	SHAZIA BIBI	AZAD KASHMIR
12.	000166	SYEDA NAZISH RASHID	AZAD KASHMIR
13.	000169	SYEDA ZILL-E-HUMA EJAZ	AZAD KASHMIR
14.	000171	TAJ SUMEERA	AZAD KASHMIR
15.	0000176	TAZIM SHARIF	AZAD KASHMIR

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

3. They 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 they **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.

(ADNAN ABBASI)
Assistant Director (T&S-A)

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