



FEDERAL PUBLIC SERVICE COMMISSION
DEPARTMENTAL PERMISSION CERTIFICATE (DPC)
FOR FEDERAL GOVT SERVANTS ONLY

(To be detached by the candidate from the Application Form and submitted to candidate's employing department before the closing date.)

(SECTION OFFICERS PROMOTIONAL EXAMINATION-2024)

- I have applied for the above Examination on the prescribed form separately. Necessary departmental permission may kindly be forwarded to the Secretary, FPSC, Islamabad. **Closing date is _____.**
- I have claimed my particulars and Employment Records in my Application Form as under:-

(a)	Name of candidate:	
(b)	CNIC No:	Contact #
(c)	Father's Name:	
(d)	Designation & BS:	Office Ph.#
(e)	Place of Domicile: (District)	
(f)	Office: Address:	

Employment Record	Status of Office/Deptt/ Job	Nature of Job
➤ Start from first employment in ascending order.	Pl. write one of the following in relevant column FGS-Federal Govt. Servant PGE-Provin. Govt. Employee AFC- Armed Forces (Civilian) SGE-Semi Govt. Employee AB---Autonomous Body	Pl. write one of the following in relevant column PR-Permanent TM-Temporary/ Regular OF-Officiating DP-Deputation CA-Contract/Adhoc

S #	EMPLOYMENT RECORDS	Period	(EXACT DATES)								Status	Nature of Job	Job description
			Please write 'To-date' If still in service										
			d	d	m	m	y	y	y	y			
1.	Post/ Title & BS:	From											
	Office/ Orgn.	To											
	& City:	Total:					-	-					
2.	Post/ Title & BS:	From											
	Office/ Orgn.	To											
	& City:	Total:					-	-					
3.	Post/ Title & BS:	From											
	Office/ Orgn.	To											
	& City:	Total:					-	-					
4.	Post/ Title & BS:	From											
	Office/ Orgn.	To											
	& City:	Total:					-	-					
5.	Post/ Title & BS:	From											
	Office/ Orgn.	To											
	& City:	Total:					-	-					

Extraordinary Leave availed (if any) from _____ to _____ (_____ years _____ months _____ days).

Date: _____

(Applicant's signature) →

(Continued overleaf...)

TO BE FILLED/VERIFIED BY THE DEPARTMENT/ EMPLOYER OF THE CANDIDATE

The Ministry/Division or Department must process this certificate in the light of FPSC Advertisement and forward or communicate the refusal as the case may be, to FPSC within 10 days from the closing date. On selection, the department will have to relieve the official for joining the post.

Important Note:

- This certificate must be processed on Personal File of the employee.
- The employment record as claimed overleaf, must be checked and verified/ confirmed.
- This certificate is to be issued after obtaining approval of the Competent Authority.
- Deputationist must obtain permission from his/ her parent Department.
- To be signed by BS-17/18 Officer and to be countersigned by BS-19/20 Officer dealing with the Administration/ Appointment/ Promotion & Personal Records etc.

File No. _____

Dated : -- --23

1. It is certified that Mr./Ms _____
is employed as _____ BS _____
in Office (Deptt) _____ w.e.f. _____
2. It is certified that the employment records as claimed overleaf has been checked carefully, it has been confirmed from his/her Personal File No. _____ and found in order. However, the employment records at Sl. No. _____ is not verified due to the reason that _____
- ⇒ 3. He/she is a Federal Govt. Servant, Civil Servant on regular basis and as per service records his/ her total period of continuous Govt. Service in BS-11 to 15 since _____ till the closing date i.e. _____
comes to _____ Years _____ Month(s) _____ Day(s)
- ⇒ 4. As per Advertisement and Rules for S.O. Promotional Examination-2015, he/she is eligible to apply and appear in the Exam.
- ⇒ 5. Status of this office/ orgn. is _____ write one viz Federal Secretariat (i.e. Division), Attached Department, Subordinate Office or as specified in the Advertisement & Rules.
6. In case of Civilian Employees of Armed Forces of HQs and their lower formations, copy of Office Order/ Notification mentioning detail of offices and their lower formations issued by the Defence Division must be attached as a proof of eligibility.
7. **There is nothing adverse** in his/her last eight (8) years Performance Evaluation Reports (PERs) and antecedents/ character.
8. No Inquiry Proceedings/ Disciplinary Proceedings are pending against him/her.
9. In case it is decided to forward a case where adverse entries do exist in his/her records, **extracts** of the adverse entries from the relevant PERs should be enclosed for information of the Commission. Also confirm that the adverse remarks were communicated to the official and no appeal/petition is pending for decision thereon.
10. This DPC is issued with the approval of the Competent Authority i.e. _____
(Authority must be mentioned viz Secretary, Joint Secretary (Admn) or D.G. etc.)

Caution: For any error, omission or misrepresentation the signatory will be held responsible.

To be signed by BS-17/18 Officer dealing with
Administration/ Appointment/ Personal Records

Signature:
Name

Official Stamp must be affixed

Tel No: _____

To be countersigned by BS-19/20 Officer dealing with
Administration/ Appointment/ Personal Records

Signature:
Name

Official Stamp must be affixed

Tel No: _____

Note: Incomplete, unsigned or unstamped DPC will not be accepted.

To be sent immediately to:

The Secretary
Federal Public Service Commission
Aga Khan Road, Sector F-5/1
Islamabad