



**17<sup>th</sup> January, 2025**

(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 DATA PROCESSING ASSISTANT (BS-16), ECONOMIC AFFAIRS DIVISION**

**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:

- Bio-data** form duly signed and filled-in completely (to be downloaded from FPSC's website <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).
- MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Bachelor's degree in Computer Science / IT or equivalent from an Institute / University recognized by the HEC OR Second Class or Grade 'C' Bachelor's degree with Math / Statistics / Physics / Economics and one year diploma in Computer from an Institution / University recognized by the HEC. (ii) Two (2) years (post qualification) experience in relevant field.
- 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.
- 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.
- Valid **Registration** with HEC/PEC/PMC/PNC and such other institutions where applicable (if any).
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience Format (Annex-A available on FPSC's website), **where applicable**.
- 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).

**LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION**

S. No.	Roll No.	Name of Candidate(s)	Domicile	Date of Birth
1.	000003	Ameer Hamza	Punjab	25.12.1995
2.	000007	Abdullah Saqib	Punjab	15.4.1994
3.	000008	Ahmad Ali	Punjab	1.7.1992
4.	000027	Muhammad Arham Khan	Punjab	6.11.2001
5.	000033	Muhammad Imran Abid	Punjab	20.5.1994
6.	000036	Muhammad Noman	Punjab	5.5.1994
7.	000040	Muhammad Tariq	Punjab	7.2.1995

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8.	000051	Sajeel Ali	Punjab	18.3.2000
9.	000062	Syed Waqar Ali	Punjab	16.8.1995
10.	000066	Usama Khan	Punjab	25.10.1998
11.	000070	Waseem Akram	Punjab	23.3.1992
12.	000077	Aurangzeb Saleem	Punjab	18.11.1996

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. Candidates will be shortlisted for interview as per **applicable policy of the Commission**. Eligibility of candidates in all respects shall be **reckoned up to the closing date**.

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)