

# FEDERAL PUBLIC SERVICE COMMISSION

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Islamabad, Thursday the 2<sup>nd</sup> March, 2017

## CONSOLIDATED ADVERTISEMENT NO. 3/2017

Intending candidates may apply on-line upto **20<sup>th</sup> March, 2017** for the following vacancies. Also visit FPSC's website for details mentioned in the General Instructions to the candidates.

44. Case No.F.4-43/2017-R (3/2017). **SIX ASSISTANT PRIVATE SECRETARIES (BS-16), PERMANENT, MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS & COORDINATION. MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Merit=One, Punjab=Three (Open merit=Two and Women quota=One), Sindh(Urban)=One and Khyber Pakhtunkhwa=One. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
45. Case No.F.4-44/2017-R (3/2017). **JOINT REGISTRAR TRADE UNION (BS-19), PERMANENT, NATIONAL INDUSTRIAL RELATIONS COMMISSION (NIRC), MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT. MINIMUM QUALIFICATION:** Second Class or Grade 'C' LLB degree or equivalent qualification from a university recognized by HEC. **EXPERIENCE:** Twelve (12) years post qualification experience in BS-17 and above in the field of Labour Administration. **AGE LIMIT:** 32-40 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
46. Case No.F.4-45/2017-R (3/2017). **TRANSLATOR (BS-16), TEMPORARY, MINISTRY OF COMMERCE. MINIMUM QUALIFICATION:** Graduate. **EXPERIENCE:** Three (3) years post qualification experience in Government organizations in translation from English to Urdu and vice versa. **MAXIMUM AGE:** 32 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
47. Case No.F.4-49/2017-R (3/2017). **FOUR VETERINARY OFFICERS (BS-17), PERMANENT, REMOUNT VETERINARY AND FARMS CORPS, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION:** Veterinary Graduate. (Registration with Pakistan Veterinary Medical Council). **MAXIMUM AGE:** 32 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab=Three and Balochistan=One. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
48. Case No.F.4-50/2017-R (3/2017). **TWO ASSISTANT PRIVATE SECRETARIES (BS-16), PERMANENT, MINISTRY OF STATES & FRONTIER REGIONS. MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Sindh(Rural) =One and GBFATA=One. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**

49. Case No.F.4-57/2017-R (3/2017). **THIRTY SIX ORIENTAL TEACHERS (MALE) (BS-16 PLUS 25% SPECIAL PAY), PERMANENT, EDUCATION DEPARTMENT, GILGIT BALTISTAN, MINISTRY OF KASHMIR AFFAIRS AND GILGIT BALTISTAN. MINIMUM QUALIFICATION:** Second Class or Grade ‘C’ Master’s degree in Arabic or equivalent qualification from a university recognized by the HEC. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Gilgit Baltistan (Open merit=Thirty four and Minorities/ Non-Muslims quota=Two).  
**Closing date.....20.3.2017**
50. Case No.F.4-58/2017-R (3/2017). **THIRTY SIX ORIENTAL TEACHERS (FEMALE) (BS-16 PLUS 25% SPECIAL PAY), PERMANENT, EDUCATION DEPARTMENT, GILGIT BALTISTAN, MINISTRY OF KASHMIR AFFAIRS AND GILGIT BALTISTAN. MINIMUM QUALIFICATION:** Second Class or Grade ‘C’ Master’s degree in Arabic or equivalent qualification from a university recognized by the HEC. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Gilgit Baltistan (Open merit=Thirty four and Minorities/ Non-Muslims quota=Two).  
**Closing date.....20.3.2017**
51. Case No.F.4-60/2017-R (3/2017). **DEPUTY CHIEF ADMINISTRATIVE OFFICER (BS-18), TEMPORARY, MAY CONTINUE FOR AN INDEFINITE PERIOD, GHQ, MINISTRY OF DEFENCE, (DEFENCE DIVISION). MINIMUM QUALIFICATION:** Second class or Grade “C” Master’s Degree in Business Administration/ Public Administration or equivalent from a university recognized by HEC. **EXPERIENCE:** Five (5) years post qualification experience in administration. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Sindh (Urban). (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
52. Case No.F.4-61/2017-R (3/2017). **JUNIOR CIVILIAN SECURITY OFFICER (BS-16), PERMANENT, OS DIRECTORATE, GHQ, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/EXPERIENCE:** Retd. JCO or equivalent of the Armed Forces. OR (i) Second Class or Grade ‘C’ Bachelor’s Degree or equivalent qualification from a University recognized by the HEC. (ii) Two (2) years post qualification experience as Security Supervisor. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** AJK. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
53. Case No.F.4-62/2017-R (3/2017). **ASSISTANT PRIVATE SECRETARY (BS-16), PERMANENT, MINISTRY OF PORTS AND SHIPPING. MINIMUM QUALIFICATION:** (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Merit. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
54. Case No.F.4-64/2017-R (3/2017). **ASSISTANT SOLICITOR (BS-18), PERMANENT, MINISTRY OF LAW, JUSTICE AND HUMAN RIGHTS. MINIMUM QUALIFICATION:** Bachelor’s Degree in Law or equivalent. **EXPERIENCE:** Five (5) years post qualification experience of work in Judicial or Legal appointment or practice as an Advocate in a court of law. **MAXIMUM AGE:** 35 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Sindh(Rural). (Both male and female candidates are eligible).  
**Note:** The experience will be reduced by two (2) years where the candidates have higher qualification in Law, i.e Master Degree in Law or Barrister-at-Law.  
**Closing date.....20.3.2017**

55. Case No.F.4-76/2017-R. (3/2017). **TWO ASSISTANT PRIVATE SECRETARIES (BS-16), TEMPORARY LIKELY TO CONTINUE FOR AN INDEFINITE PERIOD, FINANCE DIVISION.** **MINIMUM QUALIFICATION:** (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m.. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab (Women quota).  
**Closing date.....20.3.2017**
56. Case No.F.4-77/2017-R (3/2017). **TWO ASSISTANT PRIVATE SECRETARIES (BS-16), TEMPORARY, LIKELY TO CONTINUE, FEDERAL PUBLIC SERVICE COMMISSION.** **MINIMUM QUALIFICATION:** (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** GBFATA=One and AJK=One. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
57. Case No.F.4-78/2017-R (3/2017). **TWO ASSISTANT PRIVATE SECRETARIES (BS-16), PERMANENT, MILITARY FINANCE WING, FINANCE DIVISION.** **MINIMUM QUALIFICATION:** (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab=One and Balochistan=One. (Both male and female candidates are eligible).  
**Closing date.....20.3.2017**
58. Case No.F.4-87/2017-R (3/2017). **TEN ASSISTANT MANAGER IT (BS-17) PERMANENT, IN A FEDERAL GOVERNMENT ORGANIZATION.** **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. **AGE LIMIT:** 22-30 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Merit=One, Punjab= Three, (Open merit = Two and Women quota=One), Sindh (Rural)= Two, Sindh (Urban)=One, Khyber Pakhtunkhwa= Two and AJK =One. (Both male and female candidates are eligible).  
**Note:**  
i) To short list the candidates at first stage MCQs Screening Test shall be held. Thereafter subjective type IT Proficiency test of 100 marks will be conducted for preselected candidates at the ratio of 1:8 (eight candidates per post) with qualifying standard of 50% marks.  
(ii) Candidates finally qualified in proficiency test, will be called for Psychological Assessment & Interview.  
**Closing date.....20.3.2017**

## IMPORTANT INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

1.	All cases will be processed as per Commission's policy laid down in General Instructions as displayed at FPSC's Website. Candidates are advised to go through the General Instructions particularly para-16 of the same to update themselves before applying.
2.	<b>All applications for General Recruitment</b> in BS-16 and above must be submitted online through FPSC's website <a href="http://www.fpsc.gov.pk">www.fpsc.gov.pk</a> . Detailed <b>General Instructions/</b> guidelines to apply online are available on the website. No hardcopy of online application is required from the applicants. However, those applicants who do not have access to internet facility, are allowed to submit their applications <b>on or before the closing date</b> , addressed to Secretary FPSC on <b>plain paper</b> giving detailed particulars in the light of prescribed conditions for the post applied for, intimating difficulties in submission of online applications. Such applications will be accepted subject to approval of the Commission.
3.	It will be mandatory for the candidates to bring <b>original CNIC, Treasury Receipt and downloaded copy of Admission Certificate</b> at the time of Screening/ Written Test. <b>(The candidates should realize that nothing except original Treasury Receipt would be admissible as a valid document. It is reiterated that the candidates must preserve the original T.R and do not send the same to FPSC office in advance, so as to avoid any inconvenience at the time of entry in the Examination Halls).</b>
4.	<p>i). <b>The Pre-selection criteria for interview</b> will be as per policy of the Commission contained in para -16 (A,B&amp;C) of General Instructions, the candidates will be required to furnish attested copies of requisite documents viz: <b>two photographs, Matric, Intermediate certificates, Bachelor, Master, M.Phil, Ph.D Degrees, CNIC, Experience Certificate( where required)</b> showing nature of job/ detailed job description issued by an authorized officer of the Ministry/Division/Department concerned, <b>Domicile Certificate, Departmental Permission Certificate (in case of government servant)</b> as well as <b>Original TR (in non-test cases)</b> etc. <b>within 15 days of the Notice from FPSC by post, SMS and E-mail</b>. The candidates who fail to furnish the requisite documents within <b>stipulated time or furnish incorrect/incomplete information their candidature shall be liable to rejection</b>. Therefore, they are advised to keep their documents ready for submission to FPSC by the due date. From requisition of documents it should not be presumed that the candidate is preselected.</p> <p>ii). <b>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.</b></p>
5.	<b>Eligibility of the candidates in all respects shall be reckoned upto the closing date.</b>
6.	<b>The Application Fee for posts</b> (BS-16 & 17 = Rs. 300/- ; BS 18= Rs. 750/- ; BS-19 = Rs. 1200/- ; BS-20 and above= Rs. 1500/-) may be deposited on or before the closing date in the nearest Government treasury or in a branch of National Bank of Pakistan or in a State treasury authorized to transact business on behalf of Government under head " <b>C02101-ORGANS OF STATE EXAMINATION FEE REALIZED BY FPSC</b> ". Bank draft / Cheque/ Postal Order is not acceptable.
7.	<p><b>Admission Certificates</b> for Screening (MCQ's Test) for <b>BS-16 &amp; 17 posts</b> and Written (Descriptive Test) for <b>BS-18 &amp; above posts</b>, for General Recruitment Cases will be placed on the website of FPSC i.e. <a href="http://www.fpsc.gov.pk">www.fpsc.gov.pk</a> on <b>12<sup>th</sup> May, 2017 tentatively</b>. Candidates are advised to frequently visit this website. They will be intimated through SMS as well. However, no information in this regard shall be sent through post.</p> <p>(ii) (a) Tests for the post of Assistant Private Secretary (BS-16) will be held at <b>Islamabad, Lahore, Karachi, Peshawar and Quetta</b> centers only, if sufficient number of candidates at each center are available.</p> <p>(b) <b>Candidates for the post of APS will first be called for typing test</b> and those who qualify the Typing Test by producing required typing speed as mentioned in the advertisement will be allowed to appear in Shorthand Test. While those who will not qualify typing Test will be relieved without subjecting them to Shorthand test.</p> <p>(c) It will be mandatory for the candidates of APS that minimum 80% of the Shorthand Test passage has been written by them in shorthand outline. Otherwise, the candidate will be declared as fail.</p>
8.	<b>Conduct of Test:</b> The Screening (MCQ)/Written (Descriptive) Test for Consolidated Advt. No. 3/2017 will tentatively be held from <b>11.6.2017</b> onwards. However, in small cases such tests can be conducted even in the very next month or as early as possible, so candidates are advised to frequently visit FPSC website for the updates.
9.	<b>Change of Centre:</b> No request for change of centre shall be entertained except only in genuine hardship cases. The candidates can apply for change of centre with proper proof latest by <b>25.4.2017</b> . Thereafter no such request shall be entertained.
10.	<b>Closing Date</b> for submission of applications is <b>Monday, 20<sup>th</sup> March, 2017</b> .

**AMIR TARIQ ZAMAN**  
**SECRETARY**  
**FEDERAL PUBLIC SERVICE COMMISSION**