



FEDERAL PUBLIC SERVICE COMMISSION

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No.F.4-103/2023-R

8th April, 2024

(For Further Correspondence,
quote the above letter number and
address to the Secretary, FPSC)

NOTICE FOR SUBMISSION OF DOCUMENTS

Subject: RECRUITMENT TO FOUR POSTS OF DEPUTY ASSISTANT DIRECTOR (STENOGRAPHY) (BS-16), SECRETARIAT TRAINING INSTITUTE, CABINET SECRETARIAT, ESTABLISHMENT DIVISION.

Dear Candidate,

Referring online applications and subsequent appearance in Typing / Shorthand and Computer Literacy Test for the subject post, following 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 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. **(CANDIDATES ARE ADVISED TO DOWNLOAD THE GENERAL RECRUITMENT BIO-DATA-FORM FROM THE OFFICIAL WEBSITE OF FPSC** i.e. <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**) (showing date of birth)/Matric 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**).
- (i) Second Class or Grade 'C' Bachelor's degree from University recognized by HEC. (ii) Three years post qualification experience as Stenotypist / Stenographer. (iii) Certificate in Urdu / English Shorthand and Typing from a recognized institution. (iv) Speed of 80wpm in Shorthand and 40wpm in Typing at 90% accuracy or comparable figures of speed and accuracy on computer. (v) Literate in Information Technology.**
- 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.
- Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC/PEC may be furnished to FPSC to authenticate the claim.
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience format (Annex-A available on FPSC's website).
- Valid Registration with PEC (if any).
- In case of **UNDERTAKING** provided by the candidate at the time of examination, Original **Treasury 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.
- 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).

LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S. No.</u>	<u>Roll No.</u>	<u>Name of Candidate(s)</u>	<u>Domicile</u>	<u>Date of Birth</u>
1.	000007	Abrar Ali	Sindh (R)	04.02.1999
2.	000018	Fazal Ilahi	KPK	01.10.1995
3.	000075	Awais Qarni	Punjab	26.07.1999
4.	000076	Ayesha Bashir	Punjab	06.08.1996
5.	000096	Muhammad Asif	Punjab	12.03.1991
6.	000100	Muhammad Waheed	Punjab	01.09.1998
7.	000114	Shahzad Niamat	Punjab	11.03.1991

8.	000116	Shahzaib Liaqat	Punjab	03.08.2001
9.	000126	Zeeshan	Punjab	26.07.2000
10.	000136	Abid Kamal	KPK	04.12.1984
11.	000145	Muhammad Ashfaq	KPK	01.04.2001
12.	000147	Muhammad Ibrahim	KPK	09.09.1995
13.	000152	Nadeem Khan	KPK	10.03.1988
14.	000154	Rehmat Ullah	KPK	30.09.1999
15.	000160	Syed Qasim Ali Shah	KPK	02.06.2000

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. The candidates will be shortlisted for interview as per **applicable policy of the Commission**. Eligibility of the 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** these documents within stipulated period, their candidature for the captioned post shall stand **rejected** and no alibi or excuse shall be entertained subsequently.

(Sarfraz Alam Khan)
Assistant Director (T&S-D)

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