



FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F.5/1, Islamabad
Website: www.fpsc.gov.pk, Email: fpssc@fpssc.gov.pk
Ph:051-111-000-248, Ph:051-9205075, Fax:051-9213386

No. F.4-96/2023-R

24th April, 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 ASSISTANT MANAGER (IT) (BS-17), FINANCE DIVISION.

Dear Candidate,

Referring online applications and subsequent appearance in Screening (MCQ) 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 candidates 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**).
- Second Class or Grade 'C' Master's or Bachelor's (4 years education) degree in Economics / Econometrics or equivalent qualification from a University recognized by the HEC with a Post Graduate Diploma in Computer Science / IT.**
- 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

S. No.	Roll No.	Name of Candidate(s)	Domicile	Date of Birth
1.	000005	Abdul Basit	Punjab	05.01.1980
2.	000030	Malik Sadam Aziz	Punjab	10.02.1991
3.	000038	Muhammad Aqib Javed	Punjab	28.02.1998
4.	000048	Saddam Hussain	Punjab	16.02.1991
5.	000049	Shafqat Hanif	Punjab	25.08.1996
6.	000051	Sheraz Ibrahim	Punjab	01.01.2001
7.	000058	Umair Paracha	Punjab	24.07.1994

8.	000063	Waqas Ahmad	Punjab	25.02.1995
9.	000084	Haroon Zaman	Punjab	21.11.1990
10.	000099	Saher Younas	Punjab	27.06.1991

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).