



(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), PERMANENT, FEDERAL GOVERNMENT ORGANIZATION.

Dear Candidate,

Referring online applications and subsequent appearance in Screening (MCQ) Examination 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:

- a) **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>**).
- b) Two latest **Photographs** (Passport size).
- c) Valid Computerized National Identity Card (**CNIC**).
- d) **Self-Domicile Certificate (SDC)**.
- e) 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).
- f) **Second class or grade 'C' Bachelor's degree or equivalent in Computer Science. (ii) Three (3) years post qualification experience in Computer Operation/ Data Processing/ Networking.**
- g) 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.
- h) **Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience Format (Annex-A available on FPSC's website), **where applicable**
- i) Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC/PEC/PMC/PMC/PNC may be furnished to FPSC to authenticate the claim.
- j) Valid **Registration** with HEC/PEC/PMC/PMC/PNC and such other institutions where applicable (if any).
- k) 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).
- l) 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.
- m) Medical Certificate (if required/advertised) and Proof of Age Relaxation (if claimed).
- n) Scanned/ photo copies of any educational credential/ above mentioned documents will not be added to application folders of candidates unless attested in original by the attesting authority.
- o) In case candidates belonging to **EX- FATA/ GILGIT BALTISTAN and AJK** regions, annex B and annex C certificates respectively (format viable on FPSC's website), where applicable.

LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S#</u>	<u>Roll No.</u>	<u>Name of Candidate(s)</u>	<u>Domicile</u>	<u>D.O.B</u>
1.	000005	Abdul Basit	Punjab	05.01.1980
2.	000027	Jalal Khan	Punjab	25.12.1999
3.	000043	Muhammad Usman Zafar	Punjab	11.01.1992
4.	000050	Raja Abdul Moiz	Punjab	06.05.2000
5.	000053	Rukhsar Abbas	Punjab	15.07.1996
6.	000062	Syed Ahmad Ali Shah	Khyber Pakhtunkhwa	28.03.1996

7.	000085	Mansoor Samo	Sindh (Rural)	20.11.1988
8.	000108	Abdullah	Punjab	23.09.1998
9.	000122	Saddam Hussain	Punjab	01.05.1991
10.	000159	Imran Bhai	Sindh (Rural)	01.04.1992

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.

(Shahnela Tabassum)
Assistant Director (T&S-E)

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