

FEDERAL PUBLIC SERVICE COMMISSION

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Islamabad, the 3rd February, 2021

Consolidated Advertisement No. 1/2021

Intending candidates may apply on-line upto **22nd February, 2021** for the following vacancies. Also visit FPSC's website for details mentioned in the General Instructions to the candidates.

Case No. F.4-1/2021-R (1/2021)				
Name of Post	Qualification	Age Limits	Place of Posting	
Assistant Private Secretary (BS-16)	(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.	20-28 years plus five (5) years general relaxation in upper age limit.	Anywhere in Pakistan	
Detail of Vacancies				
S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation
i	Directorate General of Trade Organizations, Ministry of Commerce	01	Permanent	Punjab (Open Merit)
ii	Ministry of Climate Change.	02	Permanent	Punjab (Open Merit)=One, Sindh (Rural) (Open Merit)=One
iii	Pakistan Mint, Finance Division.	01	Permanent	Punjab (Open Merit)
iv	Ministry of Planning, Development & Special Initiatives.	29	Temporary	Merit= One, Punjab=Eleven (Open Merit = Seven, Women Quota =Three & Minorities/Non Muslims quota =One), Sindh (Rural)=Four (Open Merit=Three & Women quota =One), Sindh (Urban) (Open Merit)=Three, Khyber Pakhtunkhwa=Four (Open Merit=Three & Women quota =One), Balochistan (Open Merit) =Three, Ex-FATA (Open Merit)=One, GB (Open Merit) = One & AJK (Open Merit)= One
v	Railway Board, Ministry of Railways.	34	Temporary	Merit= One, Punjab=Eighteen (Open Merit = Fifteen, Women Quota =Two & (Minorities/Non Muslims quota =One), Sindh (Rural)= Four (Open Merit=Three & Women quota = One) Sindh (Urban) (Open Merit) = Three, Khyber Pakhtunkhwa (Open Merit) =Four, Balochistan (Open Merit) =Two, Ex-FATA (Open Merit) = One, and AJK (Open Merit)= One
vi	Directorate General of Special Education, M/O Human Rights	01	Temporary	Punjab (Open Merit)
vii	Plant Breeders' Rights Registry, Ministry of National Food Security & Research	02	Permanent	Punjab (Open Merit) =One and Sindh (Rural) (Open Merit) =One
viii	Ministry of Law Justice & Human Rights	01	Permanent	Punjab (Open Merit)
ix	Federal Investigation Agency, Ministry of Interior.	08	Permanent	Punjab (Women Quota)=One, Sindh (Rural) (Women quota) =One, Sindh (Urban) (Open Merit) =One, Khyber Pakhtunkhwa (Open Merit) =One, Balochistan (Open Merit) =Two, Ex-FATA (Open Merit) = One, AJK (Open Merit) =One
x	Intelligence Bureau.	06	Temporary	Punjab =Three (Women Quota=Two & (Minorities/Non Muslim quota= One), Sindh (Rural) (Women quota) =One, Khyber Pakhtunkhwa (Women quota) =One, Ex-FATA (Open Merit)= One

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xi	Directorate General of Immigration and Passport, M/O Interior	02	Permanent	Punjab (Open Merit)=One, and Sindh (Rural) (Open Merit) =One
xii	Ministry of Energy Policy Wing (Petroleum Division)	01	Temporary	Punjab (Women quota)
xiii	Bureau of Emigration and Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development	02	Temporary	Merit =One and Punjab (Open Merit) =One
xiv	Chief Commissioner's Office ICT, Ministry of Interior	01	Permanent	Sindh(Rural) (Open Merit)
xv	Ministry of Kashmir Affairs, & Gilgit-Baltistan	01	Temporary	Punjab (Open Merit)
xvi	Ministry of Interior	09	Permanent	Merit= One, Punjab (Open Merit) =Four, Sindh (Rural) (Open Merit) = One, Sindh (Urban) (Open Merit)=One, Khyber Pakhtunkhwa (Open Merit) =One and Balochistan(Open Merit) =One
xvii	Ministry of Communications	01	Permanent	Khyber Pakhtunkhwa (Open Merit)
xviii	ICT Police, Ministry of Interior	01	Permanent	Merit
xix	Establishment Division	10	Permanent	Merit= One, Punjab (Open Merit) =Six, Sindh (Urban) (Open Merit)=One, Khyber Pakhtunkhwa (Open Merit) =One, Balochistan(Open Merit) =One
Total		113		
<p>Note: (i) Only one online application be furnished for all the above mentioned vacancies and fee also be deposited once. (ii) The candidates will be required to cast preference at the time of interview to the department they would like to join on Selection. (iii) Candidate shall have to appear in typing test, computer literacy test and shorthand test. The Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel)</p>				


Closing date..... 22.02.2021

2. Case No.F.4-2/2021-R (1/2021). **SENIOR RESEARCH OFFICER (BS-18), TEMPORARY, LIKELY TO CONTINUE, MVRDE, MINISTRY OF DEFENCE PRODUCTION. MINIMUM QUALIFICATION/ EXPERIENCE:** Bachelor's Degree of Engineering in Mechanical / Mechatronics with minimum 5 years post qualification experience in one or more branches of research/ design/development/ production. OR Retired Major of EME having Engineering degree in Mechanical / Mechatronics. OR Second Class or Grade 'C' M.Sc in Physics/ Maths / Chemistry or Metallurgy with five (5) years post qualification experience of research in the relevant subject in reputable organization. **MAXIMUM AGE: 35 years plus five (5) years general relaxation in upper limit. NUMBER OF VACANCIES= TWO (2). DOMICILE/ QUOTA: Punjab (Open Merit). PLACE OF POSTING:** Anywhere in Pakistan.
Closing date..... 22.02.2021


3. Case No.F.4-3/2021-R (1/2021). **DEPUTY ASSISTANT DIRECTOR (STENOGRAPHY) (BS-16), PERMANENT, SECRETARIAT TRAINING INSTITUTE, CABINET SECRETARIAT, ESTABLISHMENT DIVISION. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Bachelor's Degree from University recognized by HEC. (ii) Three (3) years post qualification experience as Stenotypist/ Stenographer. (iii) Certificate in Urdu/ English Shorthand and Typing from a recognized institution. (iv) Speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typing at 90% accuracy or comparable figures of speed and accuracy on computer. (v) Literate in Information Technology. **AGE LIMIT: 20-28 years plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES: = FOUR (4). DOMICILE/QUOTA: Punjab (Open Merit) = Two, Sindh(Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit) =One. PLACE OF POSTING:** Anywhere in Pakistan.

Note: (i) Typing test would be held on computers through relevant English/ Urdu softwares.
(ii) I.T/ computer literacy means proficiency in relevant English / Urdu Softwares.

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4. Case No.F.4-4/2021-R (1/2021). **ADMINISTRATIVE OFFICER (BS-17)**, TEMPORARY LIKELY TO CONTINUE, ISLAMABAD MODEL COLLEGES, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in Business Administration/ Public Administration/ Commerce or equivalent qualification from a University recognized by HEC. (ii) Two (2) years post qualification experience in Accounts/ Administration. **AGE LIMIT:** 22-30 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=THREE (3).** **DOMICILE/ QUOTA:** Punjab (Open Merit)= Two and Sindh (Rural) (Open Merit)= One. **PLACE OF POSTING:** Islamabad.
Closing date..... 22.02.2021
5. Case No.F.4-5/2021-R (1/2021). **SUBJECT SPECIALIST (URDU) (BS-18)**, TEMPORARY, NATIONAL EDUCATION ASSESSMENT SYSTEM, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in the relevant subject. (ii) Five (5) years post qualification experience in the field of Development / Teaching. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=ONE (1).** **DOMICILE/ QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Islamabad.
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6. Case No.F.4-6/2021-R (1/2021). **MONTESSORI TEACHER (FEMALE) (BS-17)** TEMPORARY LIKELY TO CONTINUE, Ex- F.G SCHOOLS, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. **MINIMUM QUALIFICATION:** Second Class or Grade 'C' Master's degree recognized by HEC. OR Second Class or Grade "C" Bachelor's degree with Diploma in Montessori Teaching. **AGE LIMIT:** 22-30 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES = EIGHT (8).** **DOMICILE/QUOTA:** Merit= One, Punjab (Open Merit)=Four, Sindh (Rural) (Open Merit)=One, Sindh (Urban) (Open Merit)=One, and Khyber Pakhtunkhwa (Open Merit)=One. **PLACE OF POSTING:** Islamabad.
Closing date..... 22.02.2021
7. Case No.F.4-7/2021-R (1/2021). **AREA EDUCATION OFFICER (BS-19)**, PERMANENT, FEDERAL DIRECTORATE OF EDUCATION, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in Business Administration/ Public Administration/ Educational Planning and Management/ Human Resource Management/ Management Studies/ Project Management/ Development Studies from a University recognized by HEC. (ii) Twelve (12) years post qualification experience in the field of Educational Management/ Monitoring/ Supervision/ Evaluation. **AGE LIMIT:** 32-40 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=FOUR (4).** **DOMICILE/ QUOTA:** Punjab (Open Merit)= Two, Sindh (Rural) (Open Merit)= One and Khyber Pakhtunkhwa (Open Merit)= One. **PLACE OF POSTING:** Islamabad.
Closing date..... 22.02.2021
8. Case No.F.4-8/2021-R (1/2021). **ASSISTANT ELECTRONIC ENGINEER (BS-16)**, TEMPORARY, LIKELY TO BE CONTINUED, PAKISTAN METEOROLOGICAL DEPARTMENT, CABINET SECRETARIAT, AVIATION DIVISION. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Three (3) years Post Matric diploma in Electronics/ Instruments/ Mechatronics from a recognized institution. (ii) Three (3) years post qualification experience in Operation & Maintenance of electronic equipment. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=ONE (1).** **DOMICILE/ QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.
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9. Case No.F.4-9/2021-R (1/2021). **MEDICAL OFFICER (BS-17) PERMANENT, FEDERAL GENERAL HOSPITAL, ISLAMABAD, MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS AND COORDINATION. MINIMUM QUALIFICATION:** MBBS or equivalent qualification recognized by PM&DC. **AGE LIMIT:** 22-28 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES = TEN (10). DOMICILE/QUOTA:** Merit= One, Punjab= Five (Open Merit= Four and Women quota= One), Sindh (Rural) (Open Merit)= One, Sindh (Urban) (Open Merit)= One, Khyber Pakhtunkhwa (Open Merit)= One and Ex-FATA (Open Merit)=One. **PLACE OF POSTING:** Islamabad.
Closing date..... 22.02.2021
10. Case No.F.4-10/2021-R (1/2021). **DEPUTY DIRECTOR (BS-18), PERMANENT, MARINE FISHERIES DEPARTMENT, MINISTRY OF MARITIME AFFAIRS. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's Degree in Zoology/ Fisheries/ Biology/ Chemistry/ Marine Biology/ Fresh Water Biology and Fisheries/ Industrial Fishing. (ii) Five (5) years post qualification experience of Fisheries. **MAXIMUM AGE:** 33 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES= ONE (1). DOMICILE/ QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.
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11. Case No.F.4-11/2021-R (1/2021). **LAW OFFICER (BS-18), PERMANENT, DIRECTORATE GENERAL OF TRADE ORGANIZATIONS, MINISTRY OF COMMERCE. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' LLB degree from a University/ College recognized by the HEC. (ii) Seven (7) years post qualification experience in Legal/ Judicial matters or as an Advocate in the field of Trade including Textiles issues. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=ONE (1). DOMICILE/ QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.
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12. Case No.F.4-12/2021-R (1/2021). **ZOOLOGIST (BS-17), PERMANENT, ZOOLOGICAL SURVEY OF PAKISTAN, MINISTRY OF CLIMATE CHANGE. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in Zoology or equivalent from a recognized University. (ii) Two (2) years post qualification experience of research in Systematic Zoology or field surveys. **MAXIMUM AGE:** 30 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=TWO(2). DOMICILE/ QUOTA:** Punjab (Open Merit)= One and Sindh (Rural) (Open Merit)= One. **PLACE OF POSTING:** Anywhere in Pakistan.
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13. Case No.F.4-13/2021-R (1/2021). **DATA PROCESSING ASSISTANT (BS-16), TEMPORARY, LIKELY TO CONTINUE, FEDERAL PUBLIC SERVICE COMMISSION. MINIMUM QUALIFICATION:** Second Class or Grade 'C' Bachelor's degree in Computer Science or Information Technology 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. NUMBER OF VACANCIES=THREE (3). DOMICILE/ QUOTA:** Merit= One, Punjab (Open Merit)= One and Khyber Pakhtunkhwa (Open Merit)= One. **PLACE OF POSTING:** Anywhere in Pakistan.
Note: A competency test in IT/ Computer shall be conducted as prescribed by the Commission.
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14. Case No.F.4-14/2021-R (1/2021). **RESEARCH OFFICER/ PLANNING OFFICER/ SURVEY OFFICER (BS-17), TEMPORARY, LIKELY TO CONTINUE, ECONOMISTS GROUP, MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES. MINIMUM QUALIFICATION:** First Class or Grade "B" Master's degree in Economics or equivalent qualification in Economics from recognized University with no 3rd Division in entire academic career. **MAXIMUM AGE:** 30 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=TWELVE (12).** **DOMICILE/ QUOTA:** Merit= One, Punjab= Six (Open Merit= Five and Women quota=One), Sindh (Rural)= Two (Open Merit= One and Minorities/ Non-Muslims quota=One), Khyber Pakhtunkhwa (Open Merit)= One, Balochistan (Open Merit)= One and Ex-FATA (Open Merit)= One. **PLACE OF POSTING:** Anywhere in Pakistan.
Note: Upper age limit is relaxable by ten (10) years for disabled candidates on submission of disability certificates issued by the Competent Authority i.e. Concerned Provincial Councils for Rehabilitation of Disabled Persons (PCRDP).

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15. Case No.F.4-15/2021-R (1/2021). **PATHOLOGIST (BS-18), PERMANENT, ARMED FORCES INSTITUTE OF REHABILITATION MEDICINE, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) MBBS with FCPS from CPSP. (ii) Five (5) years post FCPS experience in Government Organization as Pathologist. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES =ONE (1).** **DOMICILE/QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.

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16. Case No.F.4-16/2021-R (1/2021). **SENIOR SPEECH THERAPIST (BS-18), PERMANENT, ARMED FORCES INSTITUTE OF REHABILITATION MEDICINE, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Master in Speech and Language therapy from a University recognized by HEC.(ii) Five (5) years post qualification experience in Speech Therapy. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES: ONE (1).** **DOMICILE/QUOTA:** Punjab. (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.

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17. Case No.F.4-17/2021-R. (1/2021). **ASSISTANT PROFESSOR (MATHEMATICS) (MALE) (BS-18), PERMANENT, F.G. COLLEGES, DIRECTORATE OF FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (CANTTS/ GARRISONS), MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/ EXPERIENCE:** Ph.D. Degree in the relevant subject and one (1) year post qualification teaching experience at College/ University level. OR M.Phil in the relevant subject with three (3) years post qualification teaching experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in the relevant subject with five (5) years post qualification teaching experience at College/ University level. **AGE LIMIT:** 25-35 years (Maximum age for the candidates holding Ph.D. Degree shall be 38 years) **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES =TWO (2).** **DOMICILE/QUOTA:** Punjab (Minorities/Non Muslims quota) = One and Sindh (Urban) (Open Merit) =One. **PLACE OF POSTING:** Anywhere in Pakistan.

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18. Case No.F.4-18/2021-R (1/2021) **SENIOR AUDITOR (BS-16)**, TEMPORARY, LIKELY TO BECOME PERMANENT, PAKISTAN MILITARY ACCOUNTS DEPARTMENT, MINISTRY OF DEFENCE. **MINIMUM QUALIFICATION:** Second Class or Grade 'C' Bachelor's Degree in Business Administration (Finance/Accounting)/ Commerce/ Economics/ Statistics/ Mathematics or equivalent from a University recognized by HEC. OR ICMA Operational Level Certificate from ICMA after Graduation. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=FOUR HUNDRED & SEVEN (407).** **DOMICILE/ QUOTA:** **Merit=** Thirty, **Punjab=**Two hundred & Three (Open Merit=One hundred & Seventy Three, Women quota= Twenty & Minorities/ Non-Muslims quota=Ten), **Sindh (Rural)=** Forty Six (Open Merit=Forty, Women quota= Four & Minorities/ Non-Muslims quota=Two), **Sindh (Urban)=**Thirty Two (Open Merit=Twenty Six, Women quota= Four & Minorities/ Non-Muslims quota=Two), **Khyber Pakhtunkhwa=**Forty Seven (Open Merit=Forty, Women quota= Four & Minorities/ Non-Muslims quota=Three), **Balochistan=**Twenty Five (Open Merit=Twenty Two, Women quota= Two & Minorities/ Non-Muslims quota=One), **Ex-FATA=**Twelve (Open Merit=Ten, Women quota= One & Minorities/ Non-Muslims quota=One), **GB=** Four (Open Merit= Three & Women quota= One) and **AJK=** Eight (Open Merit= Seven and Women quota=One). **PLACE OF POSTING:** Anywhere in Pakistan.

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19. Case No.F.4-19/2021-R (1/2021) **DEPUTY DIRECTOR (BS-18)**, PERMANENT, MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's Degree in Islamic History/ Islamic Studies/ Arabic/ Islamic Jurisprudence/ L.L.B. (Shariah) or equivalent qualification from a University recognized by HEC. (ii) Five (5) years post qualification Teaching/ Research Experience in Islamic History/ Islamic Studies/ Arabic/ Islamic Jurisprudence in University/ College/ Research Institute or practicing as Lawyer dealing with Shariah cases. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=**TWO (2). **DOMICILE/ QUOTA:** **Punjab** (Open Merit). **PLACE OF POSTING:** Anywhere in Pakistan.

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20. Case No.F.4-20/2021-R (1/2021). **LECTURER (MALE) (BS-17)**, TEMPORARY, LIKELY TO CONTINUE, EX- F.G COLLEGES, FEDERAL DIRECTORATE OF EDUCATION, ISLAMABAD, MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING. **MINIMUM QUALIFICATION:** Second Class or Grade "C" Master's degree or equivalent in the relevant subject. **CATEGORIES:** (A) APPLIED PSYCHOLOGY= ONE, (B) ARABIC =ONE, (C) BOTANY= ONE, (D) CHEMISTRY= THREE, (E) COMMERCE= TWO, (F) COMPUTER SCIENCE= TWO, (G) ECONOMICS= TWO, (H) EDUCATION =ONE, (I) ENGLISH= SIX, (J) GEOGRAPHY = TWO, (K) HEALTH & PHYSICAL EDUCATION=ONE, (L) HISTORY= TWO, (M) ISLAMIC STUDIES= THREE, (N) MATHEMATICS= FOUR, (O) PAKISTAN STUDIES= TWO, (P) PHYSICS= FIVE, (Q), POLITICAL SCIENCE= TWO, (R) SOCIOLOGY=ONE, (S), STATISTICS= TWO, (T) URDU= FIVE AND (U) ZOOLOGY= ONE. **AGE LIMIT:** 22-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES =** FORTY NINE (49). **DOMICILE/QUOTA:** **Merit=**Four, **Punjab=**Twenty Four (Open Merit=Twenty Three and Minorities/ Non-Muslims quota=One), **Sindh(Rural)** (Open Merit)=Six, **Sindh(Urban)=** Four (Open merit= Three and Minorities/ Non-Muslims quota= One), **Khyber Pakhtunkhwa=**Six (Open Merit=Five and Minorities/ Non-Muslims quota = One), **Balochistan** (Open Merit)= Three, **Ex-FATA** (Open Merit)=One and **AJK** (Open Merit)= One. **PLACE OF POSTING:** Islamabad.

NOTE: - Candidates must clearly indicate in their application form the category (A) to (U) for which they apply. Separate online application and separate fee be paid for each category.

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IMPORTANT INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

1.	<p><u>Observance of General Instructions:</u></p> <p>In all cases 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 before applying.</p>
2.	<p><u>Procedure to apply:</u></p> <p>(i) All applications must be submitted online through FPSC's website www.fpsc.gov.pk.</p> <p>(ii) Candidates may edit on-line applications only once within the closing date in order to rectify any error/ omission etc.</p> <p>(iii) Information claimed in on-line application form will be treated as final.</p> <p>(iv) Subsequent claims of experience, earlier not given in on-line form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.</p> <p>(v) Detailed General Instructions/ guidelines to apply online are available on the website.</p> <p>(vi) No hardcopy of online application is required from the applicants.</p> <p>(vii) Those applicants who do not have access to internet facility, are allowed to submit their applications <u>on or before the closing date</u>, addressed to Secretary FPSC on <u>plain paper</u> 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.</p>
3.	<p><u>Application Fee:</u></p> <p>(i) The rate of fee for various posts is:- BS-16 & 17 = Rs. 300/- ; BS 18= Rs. 750/- ; BS-19 = Rs. 1200/- ; BS-20 and above= Rs. 1500/-</p> <p>(ii) The fee 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 "<u>C02101-ORGANS OF STATE EXAMINATION FEE REALIZED BY FPSC</u>". Bank draft / Cheque/ Postal Order is not acceptable</p> <p>(iii) Original T.R may be preserved and provided to the supervisory staff at the time of test/ examination at the Center given in Admission Certificates. Photocopy or Bank Scroll is not acceptable.</p> <p>(iv) T.R may not be sent to FPSC in advance but provided at the time of test/ exam or when asked for.</p>
4.	<p><u>Relaxation in Upper Age Limit:</u></p> <p>Maximum age limit as prescribed under the Recruitment Rules shall be relaxed in pursuance of initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 (as amended from time to time). The detail is given at para-6 of General Instructions available at FPSC's website www.fpsc.gov.pk</p>
5.	<p><u>Shortlisting criteria for interview:</u></p> <p>The candidates will be shortlisted for interview as per policy of the Commission contained in para -16 (A, B&C) of General Instructions.</p>



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6.	<p><u>Documents required from the candidates:</u></p> <p>(i) After the test/ exam, on the basis of results, the candidates who are on higher merit positions in respective quota would be asked to furnish the attested copies of requisite documents viz: two photographs, Matric, Intermediate certificates, Bachelor's, Master's, M.Phil, Ph.D Degrees, CNIC, Experience Certificate (where required) showing nature of job/ detailed job description issued by an authorized officer of the Ministry/Division/Department concerned, Domicile Certificate, Departmental Permission Certificate (in case of government servant) as well as Original TR (in non-test cases) etc. <u>within 15 days of the Notice from FPSC by post, SMS and E-mail.</u></p> <p>(ii) 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.</p> <p>(iii) Experience from Firms/ Companies/ Institutions/ Organizations/ Banks/ NGOs etc., will be accepted if these are well known nationally or internationally, have appropriately been registered/ incorporated with concerned government department/ institution for doing business, maintain office (s) and have proper registration number/ Reference number, where applicable.</p> <p>(iv) The candidates who fail to furnish the requisite documents within <u>stipulated time or furnish incorrect/incomplete information, their candidature shall be liable to rejection.</u> Therefore, they are advised to keep their documents ready for submission to FPSC by the due date.</p> <p>(v) From requisition of documents it should not be presumed that the candidate has been shortlisted for interview as his/her eligibility is to be determined in view of documents and merit position.</p>
7.	Eligibility of the candidates in all respects shall be reckoned upto the closing date.
8.	<p><u>Admission Certificate:</u></p> <p>Admission Certificate for Screening/ Descriptive Test for the respective posts will be placed on the website of FPSC i.e. www.fpsc.gov.pk on 15th July, 2021. Candidates are advised to frequently visit this website for the updates. They will be intimated through SMS as well. However, no information in this regard shall be sent through post.</p>
9.	<p><u>Conduct of Test:</u></p> <p>(i) It will be mandatory for the candidates to bring original CNIC, Treasury Receipt and downloaded copy of Admission Certificate at the time of Screening/ Written Test.</p> <p>(ii) Without original Treasury Receipt candidates would not be allowed entry in the Examination Hall. Photocopy of T.R/ Bank Scroll would not be accepted. Candidates are advised to preserve the original T.R so as to avoid any inconvenience at the time of entry in the Examination Halls.</p> <p>(iii) Test/ Examination for Consolidated Advt. No. 1/2021 will tentatively be held from 1st August, 2021 onwards. Such tests/ Examination can however be conducted earlier also in case of limited number of candidates.</p> <p>(iv) For the post of Assistant Private Secretary (BS-16) & Deputy Assistant Director (Stenography) (BS-16) candidates will be called for Test at Islamabad, Lahore, Karachi, Peshawar and Quetta centers only, if sufficient number of candidates at each center are available.</p> <p>Only those who qualify the Typing Test will be allowed to appear in Shorthand & Computer literacy tests.</p>
10.	<u>Change of Centre:</u> Candidates are allowed to avail facility for change of Examination Centre, only through on-line request upto 30-6-2021 .
11.	<u>Closing Date</u> for submission of applications is Monday, 22nd February, 2021 .



ASSISTANT DIRECTOR
FEDERAL PUBLIC SERVICE COMMISSION

Muhammad Shahid
Assistant Director
Federal Public Service Commission
Islamabad