

FEDERAL PUBLIC SERVICE COMMISSION

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Islamabad, the 30th June, 2022

Consolidated Advertisement No. 7/2022

Intending candidates may apply on-line upto **18th July, 2022** for the following vacancies. Also visit FPSC's website for details mentioned in the General Instructions to the candidates.

101.

Case No. F.4-101/2022-R (7/2022)

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	Prime Minister's Office (Public)	01	Permanent	Khyber Pakhtunkhwa (Open Merit)
ii	National Information Technology Board, M/o Information Technology & Telecommunication	04	Permanent	Merit=One, Punjab (Open Merit)=One, Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
iii	Military Land & Cantonment Department, M/o Defence	01	Permanent	Sindh (Urban) (Open Merit)
iv	M/o Defence (Defence Division)	02	Permanent	Sindh (Rural) (Open Merit)=One and Sindh (Urban) (Open Merit)=One
v	Counter Improvised Explosive Device Organization (CIEDO), M/o Defence	01	Permanent	Punjab (Open Merit)
vi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate (Colleges Cadre) M/o Defence	01	Permanent	Punjab (Open Merit)
vii	Office of the Chief Engineering Advisor/ Chairman Federal Flood Commission, M/o Water Resources	01	Temporary	Sindh (Urban) (Open Merit)
viii	Ministry of Commerce	11	Permanent	Merit=One, Punjab=Five (Open Merit=Four and Women Quota=One), Sindh (Rural) (Women quota)=One, Khyber Pakhtunkhwa (Open Merit) =Two, Balochistan (Open Merit) =One and AJK (Open Merit) =One
ix	Pakistan Bureau of Statistics, M/o Planning, Development and Special Initiatives	04	Temporary	Punjab (Open Merit)=Two, Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
x	Ministry of Foreign Affairs	09	Temporary	Punjab =Seven (Open Merit= Six and Women Quota=One) & Khyber Pakhtunkhwa (Open Merit) = Two.
xi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate, M/o Defence	01	Permanent	Punjab (Open Merit)


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S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation
xii	Department of Communication Security, Cabinet Secretariat (Cabinet Division)	01	Permanent	Punjab (Open Merit)
xiii	M/o Information & Broadcasting	05	Permanent	Merit=One, Punjab (Open Merit)=Three and Khyber Pakhtunkhwa (Open Merit)=One
xiv	Ministry of Interior	06	Permanent	Punjab=Four (Open Merit=Three & Women quota=One), Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
xv	National Security Division	02	Permanent	Punjab (Open Merit)=One & Khyber Pakhtunkhwa (Open Merit)=One
xvi	M/o Kashmir Affairs & Gilgit Baltistan	02	Permanent	Merit=One & Punjab (Open Merit)=One
Total		52		
NOTE: (i) Only one online application is to 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).				

Closing date..... 18.7.2022

102. Case No.F.4-102/2022-R (7/2022). **JUNIOR ORDNANCE MANAGEMENT OFFICER (JOMO)**, (BS-16), PERMANENT, OS DIRECTORATE, MINISTRY OF DEFENCE. **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Bachelor's degree or equivalent from a University recognized by HEC. (ii) Two (2) years post qualification experience in Store Management. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=FOUR (4).** **DOMICILE/ QUOTA:** Merit= One, Punjab=Two (Open Merit=One & Minorities/ Non-Muslims quota=One) & Sindh (Urban) (Open Merit) =One. **PLACE OF POSTING:** Anywhere in Pakistan.
Closing date..... 18.7.2022

103. Case No.F.4-103/2022-R (7/2022). **JUNIOR SCIENTIFIC OFFICER (JSO)** (BS-16), PERMANENT, O.S DIRECTORATE, GHQ, MINISTRY OF DEFENCE. **MINIMUM QUALIFICATION:** Second Class or Grade 'C' B.Tech (Textile/ Mechanical) 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=ONE (1).** **DOMICILE/ QUOTA:** Punjab (Women Quota). **PLACE OF POSTING:** Anywhere in Pakistan.
Closing date..... 18.7.2022

104. Case No.F.4-104/2022-R (7/2022). **STATISTICAL OFFICER (BS-17)**, PERMANENT, MEDICAL DIRECTORATE, GENERAL HEADQUARTERS, MINISTRY OF DEFENCE. **MINIMUM QUALIFICATION/EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in Statistics/ Economics with Statistics/ Mathematics with Statistics. (ii) Two (2) years post qualification experience in Statistical work. **AGE LIMIT:** 22-30 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=SEVEN (7).** **DOMICILE/ QUOTA:** Punjab (Open Merit) =Four, Sindh (Rural) (Open Merit) =One, Sindh (Urban) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit) =One. **PLACE OF POSTING:** Anywhere in Pakistan.
Closing date..... 18.7.2022



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105. Case No.F.4-105/2022-R (7/2022). **SOCIAL WELFARE OFFICER, (BS-17), PERMANENT, ARMED FORCES INSTITUTE OF REHABILITATION MEDICINE (AFIRM), MINISTRY OF DEFENCE. MINIMUM QUALIFICATION:** Master in Social Work from a University recognized by HEC. **AGE LIMIT:** 22-30 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=ONE (1). DOMICILE/ QUOTA:** Punjab (Open Merit). **PLACE OF POSTING:** Rawalpindi.

Closing date..... 18.7.2022

106. Case No.F.4-106/2022-R (7/2022). **LECTURER (MALE) (BS-17), PERMANENT, FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (FGEI) DIRECTORATE, (CANTTS/GARRISONS), COLLEGES, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION:** Second Class or Grade 'C' Master's Degree or equivalent qualification in the relevant subject. **CATEGORIES:** (A) ARABIC =TWO, (B) BIOLOGY =ONE, (C) BOTANY =ONE, (D) BUSINESS ADMINISTRATION= FIVE, (E) CHEMISTRY= ONE, (F) INFORMATION TECHNOLOGY=THIRTEEN, (G) ECONOMICS=TEN, (H) ENGLISH=THIRTEEN, (I) FINE ARTS=ONE, (J) HEALTH & PHYSICAL EDUCATION=THREE, (K) HISTORY=TWO, (L) HOME ECONOMICS=ONE, (M) INTERNATIONAL RELATIONS=TWO, (N) ISLAMIC STUDIES=THREE, (O) MATHEMATICS=FIFTEEN, (P) PAK STUDIES=TWO, (Q) PHYSICS=THREE (R) POLITICAL SCIENCE=TWO, (S) PSYCHOLOGY=TWO, (T) SOCIOLOGY=TWO (U) STATISTICS=ONE, (V) URDU=THREE & (W) ZOOLOGY=ONE. **AGE LIMIT:** 22-28 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=EIGHTY NINE (89). DOMICILE/ QUOTA:** Merit= Seven, Punjab=Forty Five (Open Merit=Forty Three & Minorities/ Non-Muslims quota=Two), Sindh (Rural)=Eleven (Open Merit=Ten & Minorities/ Non-Muslims quota=One), Sindh (Urban) (Open Merit)=Six, Khyber Pakhtunkhwa=Ten (Open Merit=Nine & Minorities/ Non-Muslims quota=One), Balochistan (Open Merit)=Six, Ex-FATA (Open Merit)= Three and AJK (Open Merit)=One **PLACE OF POSTING:** Anywhere in Pakistan.

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

Closing date..... 18.7.2022

107. Case No.F.4-107/2022-R (7/2022). **DEMONSTRATOR (MALE) (BS-16), PERMANENT, FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (FGEI) DIRECTORATE, (CANTTS/GARRISONS) COLLEGES, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION:** Second Class or Grade 'C' Master's degree in Physics/ Chemistry/ Biology. **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.

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108. Case No.F.4-108/2022-R (7/2022). **ASSISTANT PROFESSOR (FEMALE) (BS-18), PERMANENT, FEDERAL GOVERNMENT EDUCATIONAL INSTITUTION, DIRECTORATE, (CANTT./ GARRISON) COLLEGES, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/ EXPERIENCE:** Ph.D. degree in the relevant subject with one (1) year post qualification teaching experience at College/ University level. OR M. Phil. degree 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. **CATEGORIES:** (A) BUSINESS ADMINISTRATION=ONE, (B) COMPUTER SCIENCE=TWO, (C) ECONOMICS=TWO, (D) ENGLISH=TWO, (E) MATHEMATICS= TWO, (F) PSYCHOLOGY= ONE & (G) SOCIOLOGY= ONE. **AGE LIMIT:** 25-35 (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=ELEVEN (11). DOMICILE/ QUOTA:** Merit=One, Punjab (Open Merit)=Five, Sindh (Rural) (Open Merit)=One, Sindh (Urban) (Open Merit)=One, Khyber Pakhtunkhwa (Open Merit)=One, Balochistan (Open Merit)=One and Ex-FATA (Open Merit)=One. **PLACE OF POSTING:** Anywhere in Pakistan. **NOTE:** - Candidates must clearly indicate in their application form the category (A) to (G) for which they apply. Separate online application and separate fee be paid for each category. **Closing date..... 18.7.2022**
109. Case No.F.4-109/2022-R (7/2022). **DEPUTY ARMAMENT SUPPLY OFFICER (BS-18), PERMANENT, NAVAL HEADQUARTERS, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' Master's degree in Chemistry/Physics. (ii) Five (5) years post qualification experience in Explosives/ Dangerous Cargoes/ Petroleum/ Oils/ Lubricants. **AGE LIMIT:** 25-35 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=ONE (1). DOMICILE/ QUOTA:** Balochistan (Open Merit). **PLACE OF POSTING:** Karachi. **NOTE:** Finally shortlisted candidates will be called for Psychological Assessment & Interview. **Closing date..... 18.7.2022**
110. Case No.F.4-110/2022-R (7/2022). **DIETITIAN (BS-16), PERMANENT, MEDICAL DIRECTORATE GENERAL HEADQUARTERS, MINISTRY OF DEFENCE. MINIMUM QUALIFICATION:** B.Sc. Home Economics. OR B.Sc./ M.Sc. Human Nutrition/ Diet. OR B.Sc./ B.A with relevant Diploma as Hospital Diet. Technician/ Nutrition/ Food Production etc. OR B.Sc. with Human and Food Technology. **MAXIMUM AGE:** 32 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. **Closing date..... 18.7.2022**
111. Case No.F.4-111/2022-R (7/2022) **RESEARCH OFFICER (BS-17), TEMPORARY LIKELY TO CONTINUE, ANIMAL QUARANTINE DEPARTMENT, MINISTRY OF NATIONAL FOOD SECURITY& RESEARCH. MINIMUM QUALIFICATION:** D.V.M, B.Sc. (Animal Husbandry-Veterinarian) OR B.V.Sc. **MAXIMUM AGE:** 32 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 **Closing date..... 18.7.2022**



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112. Case No.F.4-112/2022-R (7/2022) VETERINARY OFFICER (BS-17), TEMPORARY LIKELY TO CONTINUE, ANIMAL QUARANTINE DEPARTMENT, MINISTRY OF NATIONAL FOOD SECURITY& RESEARCH. MINIMUM QUALIFICATION: D.V.M, B.Sc. (Animal Husbandry – Veterinarian) OR B.V.Sc .MAXIMUM AGE: 32 years plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES= TWO (2). DOMICILE/ QUOTA: Punjab= Two (Open Merit=One and Women quota=One). PLACE OF POSTING: Anywhere in Pakistan.
Closing date..... 18.7.2022
113. Case No.F.4-113/2022-R (7/2022) DEPUTY SCIENTIFIC ADVISER (BS-19), PERMANENT, MINISTRY OF SCIENCE & TECHNOLOGY. MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade ‘C’ M.Sc. in Natural Sciences or equivalent qualification from University recognized by HEC. (ii) Twelve (12) years post qualification experience in Research & Development/ Science & Technology Management. AGE LIMIT: 32-40 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.
Closing date..... 18.7.2022
114. Case No.F.4-114/2022-R (7/2022) ASSISTANT ELECTRONICS ADVISER (BS-18), PERMANENT, MINISTRY OF SCIENCE & TECHNOLOGY. MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade ‘C’ M.Sc. in Physics with specialization in Electrical/ Electronics or equivalent qualification from a University recognized by HEC. OR Second Class or Grade ‘C’ BE/ B.Sc. (Engineering) in Electrical/ Electronics/ Telecommunications/ Instrumentation/ Control System/ Power/ Aerospace/ Avionics/ Mechatronics recognized by Pakistan Engineering Council (PEC). (ii) Five (5) years post qualification experience in Research & Development/ Science & Technology Management. AGE LIMIT: 25-35 years plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=ONE (1). DOMICILE/ QUOTA: Khyber Pakhtunkhwa (Open Merit). PLACE OF POSTING: Islamabad.
Closing date..... 18.7.2022
115. Case No.F.4-115/2022-R (7/2022). ORIENTATION AND BRIEFING OFFICER (BS-16), TEMPORARY, LIKELY TO CONTINUE FOR INDEFINITE PERIOD, BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT, MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT. MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by the HEC. (ii) Three (3) years post qualification experience in Labour/ Manpower and Overseas Employment Service/ Technical or Vocational Training/ Planning/ Economic Development. AGE LIMIT: 20-28 years plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=THREE (3). DOMICILE/ QUOTA: Punjab (Open Merit) =One, Sindh (Urban) (Open Merit) =One and Ex-FATA (Open Merit) =One. PLACE OF POSTING: Anywhere in Pakistan.
Closing date..... 18.7.2022
116. Case No.F.4-116/2022-R (7/2022). INSPECTOR (BS-16), TEMPORARY, LIKELY TO CONTINUE FOR INDEFINITE PERIOD, BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT, MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT. MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade ‘C’ Bachelor’s degree from a University recognized by the HEC. (ii) Three (3) years post qualification experience in Labour/ Manpower and Overseas Employment Service/ Technical or Vocational Training/ Planning/ Economic Development. AGE LIMIT: 20-28 years plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES=ONE (1). DOMICILE/ QUOTA: Merit. PLACE OF POSTING: Anywhere in Pakistan.
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117. Case No.F.4-117/2022-R (7/2022). **ASSISTANT INSPECTOR GENERAL (FOREST) (BS-18), PERMANENT, MINISTRY OF CLIMATE CHANGE, MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade 'C' B.Sc. (Hons) Forestry/ M.Sc. (Forestry). (ii) Five (5) years post qualification experience in the field of Forestry and wildlife. **MAXIMUM AGE:** 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.

Closing date..... 18.7.2022

118. Case No.F.4-118/2022-R (7/2022). **TRANSLATOR (BS-16), TEMPORARY, MINISTRY OF COMMERCE, MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Graduate. (ii) 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. NUMBER OF VACANCIES= ONE (1) DOMICILE/ QUOTA: Punjab (Open Merit). PLACE OF POSTING:** Anywhere in Pakistan.

Closing date..... 18.7.2022

119. Case No. F.4-119/2022-R (7/2022). **SENIOR PSYCHOLOGIST (BS-19), TEMPORARY, LIKELY TO CONTINUE, FEDERAL PUBLIC SERVICE COMMISSION, MINIMUM QUALIFICATION/EXPERIENCE:** (A) (i) Ph.D. or equivalent qualification in Psychology from a University recognized by HEC. (ii) Eight (8) years post qualification experience in any of the fields specified in Schedule-II. OR (i) M.Phil or equivalent degree in Psychology from a University recognized by HEC. (ii) Ten (10) years post qualification experience in any of the fields specified in Schedule-II. OR (i) Second Class or Grade 'C' Master's degree in Psychology or Applied Psychology or equivalent qualification from a University recognized by HEC. (ii) Twelve (12) years post qualification experience in any of the fields specified in Schedule-II. **FIELDS SPECIFIED IN SCHEDULE-II.** (a) **Research:** Research experience of carrying out empirical research in one of the fields/ areas i.e. Psychometrics, or Clinical, or Test Construction and Measurement or Personnel Selection or Job analysis or Counseling. (b) **Professional:** Experience in Armed Forces or Public Service Commissions or other institutions engaged in work related to selection of personnel or recruitment or Test Construction and Measurement or report writing. (c) **Teaching:** Teaching experience in one of the fields/ areas i.e. Psychometrics or Clinical or Test Construction and Measurement or Organizational/ Personnel Psychology or Counseling Psychology. Teaching experience should be at post graduate level. (B) Two (2) Research Publications in reputed journals in the field of Psychology. **AGE LIMITS:** 32-40 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES= ONE (1). DOMICILE/QUOTA: Sindh (Rural) (Open Merit). PLACE OF POSTING:** Anywhere in Pakistan.

Closing date..... 18.7.2022

120. Case No.F.4-120/2022-R (7/2022). **ENT SPECIALIST (BS-18), PERMANENT, NATIONAL INSTITUTE OF REHABILITATION MEDICINE, MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS & COORDINATION, MINIMUM QUALIFICATION/ EXPERIENCE:** (i) MBBS or equivalent qualification recognized by PM & DC. (ii) PM&DC Level-III qualification in the related speciality with 02 years post qualification experience in the relevant field. OR PM&DC Level II (a) or Level II (b) in the related speciality with 04 years post qualification experience in the relevant field. **AGE LIMITS:** 25-40 years **plus five (5) years general relaxation in upper age limit. NUMBER OF VACANCIES= ONE (1) .DOMICILE/QUOTA: Sindh (Rural) (Open Merit). PLACE OF POSTING:** Islamabad.

Closing date..... 18.7.2022



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- 121.** Case No.F.4-121/2022-R (7/2022). **APPRAISING/ VALUATION OFFICER (BS-16), PERMANENT, REVENUE DIVISION, FEDERAL BOARD OF REVENUE. MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Bachelor's degree from a recognized University with Economics, Commerce, Statistics, Accounting, Computer Science, Law, Pharmacy, Chemistry or Physics as one of the subjects or B.Sc. Engineering in any specialty. (ii) Computer literacy up to the level of MS Word, MS Power Point and MS Excel. **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES= TWO (2)** **DOMICILE/ QUOTA:** Khyber Pakhtunkhwa (Minorities/ Non-Muslims quota)=One & Ex-FATA (Minorities/ Non-Muslims quota)= One. **PLACE OF POSTING:** Anywhere in Pakistan.

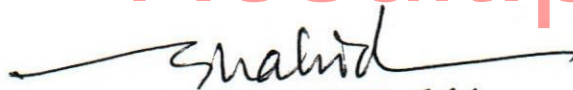
NOTE: At first stage MCQs Screening Test shall be held, then on the basis of its result top merit position holders @ ten candidates per vacancy from respective quotas would be called for Descriptive Test.

Closing date..... 18.7.2022

- 122.** Case No.F.4-122/2022-R (7/2022). **PREVENTIVE OFFICER (BS-16), PERMANENT, REVENUE DIVISION, FEDERAL BOARD OF REVENUE. MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Bachelor's degree from a recognized university with Economics, Commerce, Statistics, Accounting, Computer Science, Law, Pharmacy, Chemistry or Physics as one of the subjects or B.Sc. Engineering in any speciality. (ii) Computer literacy up to the level of MS Word, MS Power Point and MS Excel. (iii) **MINIMUM PHYSICAL STANDARD:** (a) **For Male candidates:** Height 5'-6'' Chest 32''-33.5'' (b) **For Female Candidates:** Height 5'-2''. (Documentary proof from authorized Medical authorities required). **AGE LIMIT:** 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES=ONE (1).** **DOMICILE/ QUOTA:** Punjab (Minorities/Non-Muslims quota). **PLACE OF POSTING:** Anywhere in Pakistan.

NOTE: At first stage MCQs Screening Test shall be held, then on the basis of its result top merit position holders @ ten candidates per vacancy from respective quotas would be called for Descriptive Test.

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IMPORTANT INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

1.	<u>Observance of General Instructions:</u> 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.
2.	<u>Procedure to apply:</u> (i) All applications must be submitted online through FPSC's website www.fpsc.gov.pk. (ii) Candidates may edit on-line applications only once within the closing date in order to rectify any error/ omission etc. (iii) Information claimed in on-line application form will be treated as final. (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. (v) Detailed General Instructions/ guidelines to apply online are available on the website. (vi) No hardcopy of online application is required from the applicants. (vii) Those applicants who do not have access to internet facility, are allowed to submit their applications on or before the closing date, addressed to Secretary FPSC on plain paper 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.	<u>Application Fee:</u> (i) The rate of fee for various posts is:- BS-16 to 17 = Rs. 300/- ; BS 18= Rs. 750/- ; BS-19 = Rs. 1200/- ; BS-20 and above= Rs. 1500/- (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 (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. (iv) T.R may not be sent to FPSC in advance but provided at the time of test/ exam or when asked for.
4.	<u>Relaxation in Upper Age Limit:</u> 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
5.	<u>Shortlisting criteria for interview:</u> The candidates will be shortlisted for interview as per policy of the Commission contained in para -16 (A, B&C) of General Instructions.


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6.	<u>Documents required from the candidates:</u> (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. within 15 days of the Notice from FPSC by post, SMS and E-mail. (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. (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. (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. (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.
7.	Eligibility of the candidates in all respects shall be reckoned upto the closing date.
8.	<u>Admission Certificate:</u> Admission Certificate for Screening/ Descriptive Test for the respective posts will be placed on the website of FPSC i.e. www.fpsc.gov.pk couple of weeks before the actual date of examination. 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.
9.	<u>Conduct of Test:</u> (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. (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. (iii) Test/ Examination for Consolidated Advt. No. 7/2022 will tentatively be held in October, 2022. Such tests/ Examination can however be conducted earlier also in case of limited number of candidates. (iv) For the post of Assistant Private Secretary (BS-16), candidates will be called for Test at Islamabad, Lahore, Karachi, Peshawar and Quetta centers only, if sufficient numbers of candidates at each center are available. Only those who qualify the Typing Test will be allowed to appear in Shorthand & Computer literacy tests.
10.	<u>Change of Centre:</u> Candidates are allowed to avail facility for change of Examination Centre. only through on-line request at least 1-Month before commencement of examination.
11.	<u>Closing Date</u> for submission of applications is <u>Monday, 18th July, 2022.</u>


ASSISTANT DIRECTOR
FEDERAL PUBLIC SERVICE COMMISSION
Muhammad Shahid
Assistant Director
Federal Public Service Commission
Islamabad