FEDERAL PUBLIC SERVICE COMMISSION

DEPARTMENTAL PERMISSION CERTIFICATE FOR PERSONS IN GOVERNMENT SERVICE

(This certificate should be filled in completely. No column should be left blank. Afterwards forwarded to the serving/ employing department)

(1) (i) Name of Candidate : _____ Father's Name : _____

(ii) Candidate' s CNIC No: | | | | | | - | | | | | | | | - | |

(2) (i) Name of advertised post applied for:_____(ii) Case No. F.4- /20 -R

(iii) Name of Department/Division/Ministry : _____

(3) (i) Name of present post/designation with BS : _____

(ii) Present/serving department with complete address :_____

_____

(4) I have applied online for the above post. Departmental permission certificate may kindly be forwarded to the Secretary, Federal Public Service Commission, Islamabad, Closing Date for receipt of online application by the Commission is _____

Date_____ Signature of the candidate_____

(5) **FOR USE BY THE DEPARTMENT (EMPLOYER OF THE CANDIDATE)**

Attention:

Ministry/Division/Department concerned must forward this certificate or communicate the refusal to F.P.S.C. within 60 days from the closing date for receipt of applications or before interviews whichever is earlier, failing which the head of the organization will have to account for its non-submission or delay to the Government. On selection, the department will have to relieve the official/ officer for joining the post.

(i) Personal file No : _____ (ii) Date of Birth : _____

(iii) Date of entry into Govt. Service with BS : _____ (iv) Nature of Employment : _____

_____ (Temporary/ Permanent/ Adhoc/ Contract/ Daily Wages/ Contingent)

(v) Present Designation with BS: _____ (vi) Total Continuous Govt. Service: _____

(vii) Status of Department: _____ (viii) Availed Extra-Ordinary Leave: _____
(Federal/Provincial/Semi-Government/Government/Autonomous/Corporation)

(ix) Accepted Domicile at time : _____ (x) E&D proceedings : (Yes / No) _____
of entry into Govt. Service:
(Province/Area. In case of Sindh, indicate Sindh (Rural) or Sindh (Urban)

(xi) Service Record :

S. No.	Post held with Grade/ BS	Mode of appointment (Initial/ Promotion)	Ministry/ Division/ Department	Period of service (From – To)	Total Period Served Y M D
1.				**to**	- -
2.				**to**	- -
3.				**to**	- -

Note: Use additional page on same format, if required and duly singed/stamped by Head of Department.

(6) Is there anything adverse in his/her performance evaluation report (PER) /records, antecedents/character, which may render him/her ineligible/unsuitable for the post applied for? (Yes / No) : ____

(7) In case it is decided by the department to forward a case where adverse entries do exist in an officer's/Official's record, extracts of the adverse entries from the relevant PER should be sent alongwith the departmental permission certificate for information of the Commission. Also confirming that the adverse remarks were communicated to the candidate and no appeal petition is pending for decision thereon.

*Signature*_____
with date
Name_____
Designation and department with complete address (to be signed by head of the Department/Division/Ministry
(Official stamp must be affixed)

Secretary,
Federal Public Service Commission,
F-5/1, Aga Khan Road,
Islamabad.