

FEDERAL PUBLIC SERVICE COMMISSION
REQUISITION FORM

Name of Ministry / Division/ Department _____
Requisition for recruitment to the post(s) of _____

“A” **FOR CANDIDATES INFORMATION**

(1)	(a)	Designation of the post.	
	(b)	No. of posts to be filled.	
	(c)	Grade /BS.	
	(d)	Scale of Pay.	
	(e)	Special pay (if any).	
	(f)	Whether higher starting salary admissible, if so, necessary prior sanction of the Ministry of Finance has been obtained or otherwise.	
	(g)	Any other special concessions such as free quarters, light, water etc.	
(2)		Whether permanent or temporary. (If temporary, period for which it will last)?	
(3)		Duties/ Job description (at least four key/major responsibilities).	i) _____ ii) _____ iii) _____ iv) _____
“B”	<u>FOR ADVERTISEMENT</u>		
(4)		Eligibility condition prescribed in the Recruitment Rules:	
	(a)	Qualification	
	(b)	Experience	
	(C)	Age Limit Min ----- Max-----	

(5) **Provincial/ Regional distribution of requisitioned post(s) to be filled in terms of Recruitment Policy.**

Province/ Region	Total share	Distribution of share		No of post(s) (In figures)	No of post(s) (In words)
Merit	7.5%	--		-----	-----
Punjab	50%	Merit	42.50%	-----	-----
		Women	5%	-----	-----
		Minorities (Non Muslim)	2.50%	-----	-----
Sindh	19%	Merit	16.15%	-----	-----
		Women	1.90%	-----	-----
		Minorities (Non Muslim)	0.95%	-----	-----
Sindh (R)	11.4%	Merit	9.69%	-----	-----
		Women	1.14%	-----	-----
		Minorities (Non Muslim)	0.57%	-----	-----
Sindh (U)	7.6%	Merit	6.46%	-----	-----
		Women	0.76%	-----	-----
		Minorities (Non Muslim)	0.38%	-----	-----
Khyber Pakhtunkhwa	11.5%	Merit	9.775%	-----	-----
		Women	1.150%	-----	-----
		Minorities (Non Muslim)	0.575%	-----	-----
Balochistan	6%	Merit	5.10%	-----	-----
		Women	0.60%	-----	-----
		Minorities (Non Muslim)	0.30%	-----	-----
Ex-FATA	3%	Merit	2.55%	-----	-----
		Women	0.3%	-----	-----
		Minorities (Non Muslim)	0.15%	-----	-----
GB	1%	Merit	0.85%	-----	-----
		Women	0.1%	-----	-----
		Minorities (Non Muslim)	0.05%	-----	-----
AJK	2%	Merit	1.70%	-----	-----
		Women	0.20%	-----	-----
		Minorities (Non Muslim)	0.10%	-----	-----
Total	100%				

(6)	Are women eligible in terms of Recruitment Rules? If the women are to be declared ineligible, the Establishment Division's prior approval must be obtained.	
"C"	<u>OTHER POINTS</u>	
(7)	i) S.R.O No of Notified Recruitment Rules ii) S.R.O. No. Amendment in Recruitment Rules	(i) SRO No _____ Date. _____ (ii) SRO No _____ Date. _____
(8)	Whether Recruitment made through FPSC previously? If so case No be mentioned.	(i) Consolidated Advt. No. _____ (ii) Case No. F.4- ____/____
(9)	List of Persons already appointed against direct quota showing their date of appointment and domicile (province/ region)	
(10)	Requisition and allocation chart duly signed by an officer of status of Deputy Secretary or equivalent.	

It is certified that contents mentioned in relevant columns of requisition form are correct. The codal formalities have been completed and approved by the Secretary of the Division. The requisite documents have been enclosed complete in all respects. The Commission may advertise the post (s).

Signature/ Stamp _____

Designation of forwarding authority _____
(not below the rank of Deputy Secretary)

Dated _____

Note

- (i) *Requisition must be furnished in original. Photocopies of requisition and allocation chart are not acceptable.*
- (ii) *The vacancies reserved for Women/ Minorities for which qualified candidates are not available shall be carried forward and filled by Women/ Minorities.*
- (iii) *Requisition must be routed through Controlling Ministry.*

DESCRIPTION OF SANCTIONED POSTS			Total No. of post(s) to be filled in now	DETAILS ABOUT JUSTIFICATION OF ALLOCATION OF PRESENT VACANT POSTS							Remarks	
Designation of the post	Total No. of sanctioned posts	No. of posts reserved for initial recruitment		Name of province/ region with percentage of quota		Vacancies already filled in	Carried forward balance from previous allocation/ recruitment	Share of each province/ region on the basis of vacancies to be filled in now	Total of column Nos. 7 & 8	No. of vacancies to be filled now		Balance to be carried forward for next recruitment
1	2	3	4	5(a)	5(b)	6	7	8	9	10	11	12
				MERIT 7.5%	--							
				PUNJAB 50%	Merit 42.50%							
					Women 5%							
					Minorities (Non Muslim) 2.50%							
					Total: 50%							
				SINDH 19%	Merit 16.15%							
					Women 1.90%							
					Minorities (Non Muslim) 0.95%							
					Total: 19%							
				Sindh (R) 11.4%	Merit 9.69%							
					Women 1.14%							
					Minorities (Non Muslim) 0.57%							
					Total: 11.4%							
				Sindh (U) 7.6%	Merit 6.46%							
					Women 0.76%							
					Minorities (Non Muslim) 0.38%							
					Total: 7.6%							
				KHYBER PAKHTUNKHWA 11.5%	Merit 9.775%							
					Women 1.150%							
					Minorities (Non Muslim) 0.575%							
					Total: 11.5%							
				BALOCHISTAN 6%	Merit 5.10%							
					Women 0.60%							
					Minorities (Non Muslim) 0.30%							
					Total: 6%							
				Ex-FATA 3%	Merit 2.55%							
					Women 0.3%							
					Minorities (Non Muslim) 0.15%							
					Total: 3%							
				GB 1%	Merit 0.85%							
					Women 0.40%							
					Minorities (Non Muslim) 0.20%							
					Total: 4%							
				AJK 2%	Merit 1.70%							
					Women 0.20%							
					Minorities (Non Muslim) 0.10%							
					Total: 2%							
				Grand Total: 100%								

IMPORTANT NOTE: -

- (i) Each column must be filled in positively.
- (ii) In case of solitary post, Rules for allocation of provincial/ regional quota should be observed.
- (iii) If any column left blank, the post shall not be advertised and the case will be returned.
- (iv) 10% Women quota will be observed/ calculated from the share of each region/ province in terms of Establishment Division's O.M. 4/15/2006-R-2, dated 22.05.2007. The unfilled vacancies will be carried forward.
- (v) 05% Minorities (Non Muslims) quota will be observed/ calculated from the share of each region/ province in terms of Establishment Division's O.M. 4/15/94-R-2, dated 26.05.2009. The unfilled vacancies will be carried forward.

SIGNATURE
DEPUTY SECRETARY/ EQUIVALENT
Date _____

LIST OF PERSONS SO FAR APPOINTED BY INITIAL RECRUITMENT

1. Name of post with BS _____
2. Name of Ministry/Division/Department _____

S. No.	Name	Date of appointment	Region/Province	Reason of leaving the post

Signature: _____

Name: _____

Designation: _____

Date _____