

FEDERAL PUBLIC SERVICE COMMISSION
REQUISITION FORM FOR GILGIT BALTISTAN GOVERNMENT POST(S)

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 /BPS.	
	(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)	(a)	Qualification as per Notified Recruitment Rules	
	(b)	Prescribed Experience	
	(c)	Age Limit Min _____ Max _____	

5. ALLOCATION OF POST (S) TO GENERAL MERIT, WOMEN AND MINORITIES

Percentage of quota for Gilgit Baltistan	No. of post(s) (In figures)	No. of post(s) (In words)
Merit 85%	_____	_____
Women 10%	_____	_____
Minorities (Non Muslim) 5%	_____	_____
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) S.R.O No _____ Date. _____ (ii) S.R.O 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.*

DISTRIBUTION OF POSTS MEANT FOR DIRECT RECRUITMENT IN ACCORDANCE WITH THE PERCENTAGE FIXED BY THE GOVERNMENT VIDE ESTABLISHMENT DIVISION'S O.M.NO. 8/9/72-TRV, DATED 31.08.1973 READ WITH O.M. NO. 9/7/80-A.III, DATED 23.09.1980, O.M. NO. 4/2/89-R.2 DATED 26.09.1989, O.M. NO. 4/10/2006-R-2 DATED 12.02.2007, O.M. NO. 4/15/2006-R-2 DATED 22.05.2007 AND O.M. NO. 4/15/94-R-2, DATED 26.5.2009.

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
			1	MERIT= GILGIT	Merit 85%							
				BALTISTAN	Women 10%							
				100% (For Gilgit Baltistan Only)	Minorities (Non Muslim) 5%							
					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

FEDERAL PUBLIC SERVICE COMMISSION

Name of post with BS: _____

Ministry/ Division/ Department _____

S.No.

BROAD OUTLINES FOR WRITTEN TEST

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signature: _____

Name: _____

Designation: _____

Date _____

- Note: 1. Topics should be related to the job description, relevant experience and required qualification of the post.
2. Maximum of ten topics be proposed for the written test.

