

FEDERAL PUBLIC SERVICE COMMISSION

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Islamabad, the 2nd July, 2021

Consolidated Advertisement No. 5/2021

Intending candidates may apply on-line upto **26th July, 2021** for the following vacancies. Also visit FPSC's website for details mentioned in the General Instructions to the candidates.

104.

Case No. F.4-104/2021-R (5/2021)				
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	Ministry of Housing & Works	02	Temporary	Merit= One & Punjab (Open Merit) =One.
ii	Ministry of Information Technology & Telecommunication	02	Permanent	Merit= One & Punjab (Open Merit) =One.
iii	National Security Division	03	Permanent	Punjab (Open Merit) =Two & Sindh (Rural) (Open Merit) = One.
iv	Naval Headquarters, Ministry of Defence.	08	Permanent	Punjab= Three (Open Merit= Two & Women quota=One), Sindh (Rural) = Three (Open Merit= Two & Women quota=One), Ex-FATA (Open Merit) = One & AJK (Open Merit) = One.
v	Directorate of Federal Government Educational Institutions (Cantts. / Garrisons), Ministry of Defence.	01	Permanent	Sindh (Rural) (Open Merit).
vi	Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	02	Permanent	Merit= One & Balochistan (Open Merit) =One.
vii	Federal Government Organization	02	Temporary	Punjab (Open Merit) =One & Sindh (Rural) (Open Merit) = One.
viii	Prime Minister's Office (Public)	04	Permanent	Merit= Two, Sindh (Rural) (Open Merit)= One and Sindh (Urban) (Open Merit)= One
ix	Military Land & Cantonment Department, Ministry of Defence.	05	Permanent	Merit= One, Punjab (Open Merit)=Two, Sindh (Rural) (Open Merit)= One, and Khyber Pakhtunkhwa (Open Merit) =One
Total		29		
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)				

Closing date..... 26.07.2021

Muhammad Shahid
Assistant Director

Ministry of Public Relations, Islamabad

195. Case No.F.4-105/2021-R (5/2021). **STATISTICAL OFFICER (BS-17), PERMANENT, MEDICAL DIRECTORATE, GHQ, 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= TEN (10). DOMICILE/ QUOTA: Merit= Two, Punjab (Open Merit) = Four, Sindh (Rural) (Open Merit) = Two, Khyber Pakhtunkhwa (Open Merit) = One and Balochistan (Open Merit) = One. PLACE OF POSTING: Anywhere in Pakistan.

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106. Case No. F.4-106/2021-R (5/2021). **GRAPHIC OFFICER (BS-16), TEMPORARY, LIKELY TO CONTINUE, GHQ, MINISTRY OF DEFENCE.** MINIMUM QUALIFICATION/ EXPERIENCE: (i) Intermediate. (ii) Ten (10) years post qualification experience in Graphic arts viz:- (a) Press advertising and publicity. (b) Publication designing and layout. (c) Title designing and animation of films. (d) Calligraphy (English) and typography. (e) Lithography viz:- (i) Colour separation (Line); (ii) Film making (Line and half-tone); (iii) Film mounting (Colour and black and white). (iv) Complete knowledge of all kinds of printing i.e. off-set, letter press dye stamping and ornamental printing. OR Post Inter Diploma in Printing and Graphic Arts with three (3) years post qualification experience as detailed above. AGE LIMIT: 30-35 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.

Closing date..... 26.07.2021

107. Case No.F.4-107/2021-R (5/2021). **NURSE (BS-16), PERMANENT, AFIRI, MINISTRY OF DEFENCE.** MINIMUM QUALIFICATION: (i) Second Class or Grade 'C' Bachelor's degree in Nursing or equivalent qualification from a College/ University/ Institute recognized by Pakistan Nursing Council (PNC). OR Three (3) years diploma in General Nursing or equivalent qualification from a College/ University/ Institute recognized by Pakistan Nursing Council (PNC) with one year diploma in Midwifery for female/ one year course in Nursing related field in lieu of Midwifery for male. (ii) Valid registration with PNC. AGE LIMIT: 20-28 years **plus five (5) years general relaxation in upper age limit.** NUMBER OF VACANCIES= SEVENTEEN (17). DOMICILE/ QUOTA: Merit= One, Punjab (Open Merit) = Nine, Sindh (Rural) (Open Merit) = Two, Sindh (Urban) (Open Merit) = One, Khyber Pakhtunkhwa (Open Merit) = Two, Balochistan (Open Merit) = One and Ex-FATA (Open Merit) = One. PLACE OF POSTING: Anywhere in Pakistan.

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108. Case No. F.4-108/2021-R (5/2021). **DATA BASE ADMINISTRATOR (BS-17), PERMANENT, MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY.** MINIMUM QUALIFICATION: Second Class or Grade 'C' Master's degree in Computer Science/ Information Technology or equivalent qualification from a University recognized by the 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: Anywhere in Pakistan.

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Muhammad Shahid
 Assistant Director
 Federal Public Service Commission
 Islamabad

109. Case No.F.4-109/2021-R (5/2021). **INSPECTOR (BS-16), PERMANENT, AIRPORTS SECURITY FORCE, CABINET SECRETARIAT, (AVIATION DIVISION).** MINIMUM QUALIFICATION: Bachelor's Degree. PHYSICAL STANDARD OF FITNESS: (i) Minimum height: For male 5'-6" or 168 cm and for female 5'-2" or 157 cm. (ii) Minimum Weight: For male 106 Lbs or 48.1 Kg and for female 45 Kg or 99.2 Lbs. (iii) Minimum Chest Measurement: For male 32½" or 83 cm Expanded 34½" or 88 cm. AGE LIMIT: 20-28 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES= SIXTY ONE (61).** DOMICILE/QUOTA: Merit= Four, Punjab= Thirty One (Open Merit= Twenty Six, Women quota= Three & Minorities/ Non-Muslims quota= Two), Sindh (Rural)= Seven (Open Merit=Six & Women quota= One), Sindh (Urban)= Four (Open Merit=Three & Women quota= One), Khyber Pakhtunkhwa= Seven (Open Merit= Six & Women quota= One), Balochistan (Open Merit)= Three, Ex-FATA (Open Merit)= Two, GB (Open Merit)= One & AJK (Open Merit)= Two. PLACE OF POSTING: Anywhere in Pakistan
NOTE: The eligibility of the candidates with regard to Physical Standard of Fitness as advertised will be determined on the basis of Medical Examination to be arranged by the ASF, Cabinet Secretariat (Aviation Division) as and when required.

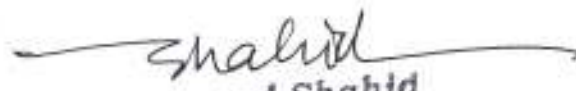
Closing date..... 26.07.2021

110. Case No.F.4-110/2021-R (5/2021). **DEPUTY DIRECTOR (TECHNICAL) (BS-18), TEMPORARY, LIKELY TO CONTINUE, AKHTAR HAMEED KHAN NATIONAL CENTER FOR RURAL DEVELOPMENT, ESTABLISHMENT DIVISION.** MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade 'C' Master's degree in Public Administration/ Development Studies/ Public Policy/ Sociology/ Environmental Sciences/ B.E in Agriculture/ BSc (Agricultural Engineering) or equivalent qualification from a University recognized by HEC. (ii) Five (5) years post qualification experience in a responsible position in the field of Rural Development/ Poverty Alleviation. AGE LIMIT: 25-35 years **plus five (5) years general relaxation in upper age limit.** **NUMBER OF VACANCIES= TWO (2).** DOMICILE/ QUOTA: Merit= One & Punjab (Open merit) = One. PLACE OF POSTING: Islamabad.

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111. Case No.F.4-111/2021-R (5/2021). **SENIOR LIBRARIAN (BS-18), PERMANENT, FEDERAL GOVERNMENT ORGANIZATION.** MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade 'C' Master's Degree in Library Science/ Information Sciences or equivalent qualification from a University recognized by HEC. (ii) Five (5) years post qualification experience in BS-17 or equivalent in the relevant field. OR (i) Second Class or Grade 'C' Bachelor's degree with Diploma in Library Science from a recognized University/ Institute. (ii) Eight (8) years post qualification experience in BS-17 or equivalent in the relevant field. 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.
NOTE: Finally qualified shortlisted candidates will be called for Psychological Assessment & Interview.

Closing date..... 26.07.2021


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Assistant Director
Federal Public Service Commission
Islamabad

112. Case No.F.4-112/2021-R (5/2021). **MEDICAL OFFICER (BS-17)**, TEMPORARY FOR AN INDEFINITE PERIOD. FEDERAL GOVERNMENT POLYCLINIC, MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS & COORDINATION. MINIMUM QUALIFICATION: (i) MBBS or equivalent qualification recognized by PM&DC. (ii) One (1) year House Job. AGE LIMIT: 22-30 years **plus five (5) years general relaxation in upper age limit**. **NUMBER OF VACANCIES**= TWO (2). **DOMICILE/QUOTA**: Punjab (Minorities/Non-Muslims quota) - One & Khyber Pakhtunkhwa (Minorities/ Non-Muslims quota) =One. **PLACE OF POSTING**: Islamabad.

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113. Case No.F.4-113/2021-R (5/2021). **REGISTRAR (BS-17)**, PERMANENT, ACCOUNTABILITY COURTS, MINISTRY OF LAW & JUSTICE. MINIMUM QUALIFICATION/ EXPERIENCE: (i) Second Class or Grade 'C' Bachelor's Degree in Law or equivalent qualification from a University recognized by HEC. (ii) Two (2) years post qualification experience in legal matters. AGE LIMIT: 22-30 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.

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114. Case No.F.4-114/2021-R (5/2021). **DEPUTY DIRECTOR (BS-18)**, TEMPORARY, LIKELY TO CONTINUE, DEPARTMENT OF LIBRARIES, MINISTRY OF INTERIOR. MINIMUM QUALIFICATION/EXPERIENCE: (i) Second Class or Grade 'C' Master's degree in Library Science or equivalent qualification from a University recognized by HEC. (ii) Five (5) years post qualification experience in the relevant field. AGE LIMIT: 25-35 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.

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115. Case No. F.4-115/2021-R (5/2021). **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 Counselling. (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 Counselling 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..... 26.07.2021


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Assistant Director
Federal Public Service Commission

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 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.</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 "C02101-ORGANS OF STATE EXAMINATION FEE REALIZED BY FPSC". 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 5th November, 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. 5/2021 will tentatively be held from <u>21st November, 2021 onwards.</u> 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), 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. 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 <u>15-10-2021.</u>
11.	<u>Closing Date</u> for submission of applications is <u>Monday, 26th July, 2021.</u>


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