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ISLAMABAD, THURSDAY, NOVEMBER 5, 2020

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

FEDERAL PUBLIC SERVICE COMMISSION, ISLAMABAD

NOTIFICATION

Islamabad, the 3rd November, 2020

S.R.O 1182(I)/2020.—“In pursuance of orders of Supreme Court of Pakistan dated 30-03-2017 passed in Crl Original Petition 182 of 2016, the Chairman, FPSC in pursuance of Section 7-A of FPSC Ordinance, 1977, and with the approval of the Federal Government has made rules for regulating and conduct of examination from time to time for Appointment by Transfer in Office Management Group (OMG).”

PART-I

SHORT TITLE, COMMENCEMENT, DEFINITIONS

1. Short title and commencement:—

- (i) These rules may be called, Appointment by Transfer in Office Management Group (OMG), (Conduct of examination) Rules, 2020.

2497(1-25)

Price : Rs. 40.00

[6344(2020)/Ex. Gaz.]

- (ii) They shall come into force at once.

Requisition, Eligibility, Application, Fee, Examination, Merit

2. **Requisition by the Establishment Division.**—The Establishment Division shall send a requisition to the Commission indicating total number of vacancies to be filled through Appointment by Transfer in Office Management Group (OMG).

3. FPSC on receipt of requisition shall proceed with the conduct of written examination & selection process under these rules.

ELIGIBILITY

3. **Criteria:**—

Following shall be the criteria to be eligible for applying/appearing in the Examination:—

(i) **Educational/Qualifications:**—

- (a) A candidate must hold at least a Second Class or Grade “C” Bachelor’s degree in any faculty from one of the HEC/PHEC recognized Pakistani Universities or an equivalent degree or comparable educational qualifications of a foreign University recognized by Higher Education Commission, Islamabad.
- (b) A candidate who has obtained a Third Division (or ‘D’ grade) in his/her Bachelor’s degree will be eligible for the Examination in cases where he/she has obtained a higher Division in Master’s Degree.
- (c) The matter as to which foreign degree is comparable and equivalent to corresponding Pakistani degree shall be decided by HEC. Therefore, an equivalence certificate issued by HEC may be attached with application form.

(ii) **Service Requirements:**—

- (a) Regular BS-17 or BS-18 Civil Servant, Provincial Civil Servant, Government Servant, Public Servant, or officer of Autonomous body/Corporation having served on deputation in Federal Secretariat on Section Officers post for a period of three (03) years is eligible to appear in the said Examination .

- (b) For appointment by transfer as Section Officer in OMG, a holder of BS-17 post can only apply for BS-17 and a holder of BS-18 can only apply for BS-18 post.

(iii) **Age-Limits:—**

A candidate for admission to the examination must have attained the minimum age of 30 years on the closing date for receipt of application as advertised by the Commission.

(iv) **Age-Relaxation:—**

No age relaxation shall be allowed in any case.

Date of Birth:—

The date of birth accepted by the Commission shall be that entered in the following documents, however the decision as to which certificate shall be accepted rests with the Commission:—

- (a) Matriculation Certificate;
- (b) Secondary or Higher Secondary School Leaving Certificate;
- (c) Certificate of birth from the Principal/Headmaster of the School from where a candidate has passed his/her GEC, 'O' level or equivalent examination showing the date of birth in the School Admission Register;
- (d) In case of Christian candidates, Baptismal or birth registration certificate;
- (e) Authenticated by service record.
- (v) **Departmental Permission Certificate for Appointment by Transfer in OMG.**—Departmental Permission Certificate (DPC) as at Annex-A of the Application Form may be provided within one month of the closing date. However, candidate shall submit an advance copy of application on prescribed form to FPSC on or before closing date to avoid rejection due to delay that may occur in processing of DPC by the Government channels.
- (vi) **Certification of Service on deputation in OMG.**—A Certificate issued under the signature of Joint Secretary, Establishment

Division as per Specimen at Annex-B duly filled in and furnish to Secretary, FPSC within one month of closing date.

APPLICATION

4. Application for Examination:—

All applications for Appointment by Transfer Examination must be submitted on line through FPSC website www.fpsc.gov.pk, on or before the closing date for receipt of applications as advertised by FPSC:—

- (i) **Print out of** the duly filled Online Form (*i.e.* Hardcopy) may be obtained and after signing it, copies of all documents/certificates (as mentioned at sub-rule-vi) may be attached with it and furnished to FPSC so as to reach the FPSC (Headquarters) within 10 days of the closing date. Preferably, the hardcopies may be dispatched or furnished before the closing date so that delay in transit may be avoided. Onus of proof of dispatch of hardcopy of online form and documents, before the closing date, shall solely lie on the candidate.
- (ii) Candidates are cautioned that if an online application is received incomplete or wrongly filled in or its hardcopy is not accompanied with any one of the documents mentioned at sub-rule (vi), it will be rejected.
- (iii) **Hardcopy of the online application**, if reached to FPSC after the stipulated period of 10 days from the closing date, it shall not be accepted and online form already submitted to FPSC shall stand rejected.
- (iv) The hardcopy of the online form shall have the same entries as made in the online form submitted to FPSC, and any variation shall cause rejection of candidature.
- (v) No plea that **hardcopy of online application form** or any document attached with it has been lost or delayed in the post shall be entertained.
- (vi) The candidates must send the following documents with their duly signed Applications, else their applications shall be rejected:—
 - (a) Recent 4 photographs (attested on back side, mentioning name and father's name or husband's name).
 - (b) Attested copy of Computerized National Identity Card.

- (c) Attested copy of Matriculation Certificate showing date of birth. Provisional Certificate/Result Card/Marks Sheet is not acceptable.
 - (d) Attested copy of Intermediate Certificate. Provisional Certificate/ Result Card/Marks Sheets is not acceptable.
 - (e) Attested copy of Degree(s) along-with Detailed Marks Sheets issued by the Controller of Examination.
 - (f) Attested copy of self Domicile Certificate.
 - (g) Copies of Notification(s)/ Office Order(s) of each appointment/promotion/Deputation as claimed.
- (vii) The candidates must send the following documents within one month of closing date else their applications shall be rejected:—
- (a) Departmental Permission Certificate (DPC) as per Annex-A of Application Form, for proof of working in Ministry/ Division/Attached Department/Body/Organization.
 - (b) Certificate from Establishment Division as per Annex-B of Application Form, for proof of working in BS-17 or BS-18 on deputation basis in OMG.

5. **Cut off date to determine eligibility:**—

The closing date for submission of applications as advertised by the Commission shall be the cut off date to determine the eligibility in terms of length of service and age of the candidate, etc., or as otherwise mentioned in the advertisement.

EXAMINATION FEE

6. **Examination Fees:**—

The Exam Fee of Rs.2200/- (**non-refundable**) is to be deposited in National Bank of Pakistan under the Head of Account “C-02101-Organs of State, FPSC Exam Fee”. Blank Treasury Challan (T.R.6) is available at FPSC website, which can be downloaded.

EXAMINATION**7. Examination/Viva Voce:—**

- (i) The Examination for Appointment by Transfer in Office Management Group (OMG) against 10% reserved quota on regular basis shall be conducted by the Federal Public Service Commission against the number of vacancies as advertised by the Commission as and when such requisition is received from the Establishment Division.
- (ii) The Examination shall comprise of the following components:—
 - (a) **Written Examination** (550 Marks)
 - (b) **Viva Voce** (200 Marks)
- (iii) The Examination shall be held on the dates as advertised by the Commission.
- (iv) The Examination shall be held simultaneously at **Islamabad, Karachi, Lahore, Peshawar and Quetta**. The Commission reserves the right to finally decide and notify the places of Examinations and Viva Voce.
- (v) No request for change of centre shall normally be entertained. When a candidate, however, desires to change his/ her centre, from one indicated in his/ her Application Form for the Examination, he/ she should make a written request to this effect to the Secretary, FPSC, Islamabad and send it by registered post, as soon as possible but not later than 15 days prior to conduct of examination giving full justification as to why he/ she desires to do so. Such request will be considered only on merit.

8. Number of Attempts:—

- (i) A candidate may avail maximum three (03) attempts of the examination after attaining the minimum age of 30 years on the closing date advertised by the Commission.
- (ii) A candidate shall be deemed to have attempted the examination and his chance shall stand consumed, if he/she actually appeared in any one or more papers of the examination and even if he/she tendered blank Answer Book/Sheet and even if rejected subsequently.

- (iii) A candidate, who conceals the number of previous attempts, shall be prosecuted leading to his/her dis-qualification in accordance with Rule-20 of these Rules.

9. **Written Examination:**—

- (i) The medium of the Examination shall be English.
- (ii) The Examination shall be passed by a candidate as a whole and not in parts.
- (iii) Subjects for the Examination shall comprise of 550 marks and as prescribed in **Appendix-1**.
- (iv) For whatsoever reasons, a candidate who misses any papers of written examination for medical or any other reasons shall not be allowed to appear in the remaining papers.
- (v) If a candidate misses a paper for any reason, separate examination in that paper shall not be arranged for him/her.

10. **Admission to Examination:**—

- (i) No candidate shall be admitted to the examination hall who does not hold a certificate of admission issued by the Commission and Original CNIC. **An admission certificate generated or downloaded from FPSC website shall be accepted.** Intimation about examination centre and Roll No. may be down loaded from FPSC website, if not received through post.
- (ii) A candidate who arrives at examination hall/centre late than the time mentioned in Admission Certificate & date sheet, he/she shall not be allowed to sit in the examination.

11. **Disable Candidates:**—

- (i) Visually impaired (Blind) candidates may be provided helper (writer) or Computer. Other disabled candidates in the categories of physically impaired, hearing or speech impaired shall be provided computer/helper (writer) if they have been, by any Federal or a Provincial Council for Rehabilitation of Disabled Persons, declared permanently incapacitated with respect to writing and a disability certificate in that regard has been attached by them with application form and also requested for provision of helper/computer in their application form. The Commission shall arrange the helper from

within the available staff of the Commission deputed at the examination centre. The role of the helper would merely be to reproduce in writing the words so uttered by the special candidate. No intellectual contribution by the helper is permissible. The educational level of the helper would be Graduation/Intermediate as per availability at the examination centre. No request for choice of helper or venue of the examination shall be entertained. The disabled candidate along-with helper shall remain within the examination hall till conclusion of the paper.

- (ii) Extra time of 15 minutes per hour shall only be allowed to visually impaired (Blind) candidates. The other categories of disabled candidates shall not be allowed extra time.
- (iii) The facility of computer to eligible disabled candidates as given at Para 11(i) shall only be provided at FPSC HQs and FPSC's Provincial Offices. However, no TA/DA shall be admissible. Such Computer literate candidates shall fill the relevant entries in the online Application Form, else they shall not be allowed to attempt the paper on computer.

12. **Qualifying Marks in Written Examination:—**

- (i) A candidate who fails to secure at least 40% marks in any subject/paper and 50% marks in the Aggregate shall be considered to have failed in written examination and shall not be eligible for *Viva Voce*.
- (ii) No grace marks shall be allowed.
- (iii) Only those candidates who are declared qualified in written examination and found eligible in all respects shall be called for *Viva Voce*.

13. **Viva Voce:—**

- (i) There shall be a *Viva Voce* of 200 marks.
- (ii) Each candidate who is declared qualified in written part of the examination shall be interviewed by a Board which shall have before them a record of his/her career, both academic and extramural. He/she shall be asked questions on matters of general interest. The object of the interview is to assess his/her suitability for the services for which he/she is entered and in framing their assessment, the Board shall attach particular importance to the

moral and ethical qualities of the candidates, his/her intelligence and alertness of mind, his/her vigor and strength of character and his/her potential qualities of leadership, knowledge and analytical abilities. The Board shall take into consideration his/her extramural activities such as sports, debates, hobbies, etc., and their effect on his/her physique and character, in assessing his/her merit.

- (iii) All candidates are expected to have basic knowledge regarding Islam, Pakistan and Current Affairs. Questions may be asked in the *Viva Voce* on these subjects. Persons securing less than pass marks in these subjects shall not be considered for appointment to Government jobs, irrespective of their proficiency in other fields. However, the Non-Muslim candidates shall not be asked any question regarding Islam.
- (iv) A candidate called for *Viva Voce* Test, shall be required to bring his/ her original documents, CNIC and Admission Certificate on the date he/ she appears for *Viva Voce* Test. These will be returned on the spot if found in order. Any document found to have been tampered with, shall be liable to be retained and the candidate, liable to be criminally prosecuted in addition to being permanently debarred from the Commission's Examinations and selections and from Employment under Government.
- (v) A candidate who fails to secure at least 50% marks in *Viva Voce* (*i.e.* 100 marks) shall be considered to have failed and shall not be eligible for appointment.

MERIT

14. Effect of Ineligibility:—

- (i) Candidates will be admitted to the examination provisionally at their own risk subject to their being found eligible in all respects. On detailed scrutiny of the applications before or after the announcement of result of the written part of the examination, if any candidate is found ineligible in any respect under these rules for the examination his/her candidature shall be cancelled/ rejected regardless of the fact whether he/she has appeared in the examination or qualified therein.
- (ii) The result of any candidate, whose candidature is rejected on any ground, shall not be declared, irrespective whether he/she, failed/passed the examination.

Note: *To avoid “INCONVENIENCE”, candidates are advised in their own interest to make sure before appearing at the examination that they fulfill all requirements of the rules, relating to the examination.*

15. **Determination of Final Merit & Announcement of Result:—**

- (i) The candidates who qualify in written examination and *Viva Voce*, their final merit shall be determined by adding marks obtained in the written examination and *viva voce*.
- (ii) When total marks (written examination + *viva voce*) of more than one candidate are equal, the one who gets more marks in *viva voce* shall be treated as higher in merit. If marks in *viva voce* are also equal, the one who gets more marks in written part shall be treated as higher in merit. If marks in written part are also equal, the one who is older in age shall be treated as higher in merit.
- (iii) The candidates who pass the written examination shall be intimated individually as well as through website but the candidates who fail in written examination shall not be informed individually. They may download detail mark sheets from FPSC’s website.
- (iv) Only FPSC is authorized to announce the result of the examination.

16. (i) **The Federal Government** sometimes announces public holidays at a short notice. The FPSC examinations/ interviews shall not be affected by such announcements, unless a decision on postponement is conveyed to the candidates.
- (ii) The Commission reserves the right to change the schedule of the Examination as well as to cancel any paper(s) or the Examination without assigning any reason.

17. **Application of Provincial/Regional, Women and Minority (Non-Muslim) Quota:—**No Provincial/Regional, Women and Minority (Non-Muslim) Quota shall apply to the Posts filled by Appointment by Transfer in OMG.

18. **Appointment:—**

- (i) The candidates securing highest places on the combined results of the Written Examination and *Viva Voce* and eligible for appointment shall be recommended by the Commission in order of merit upto the number of advertised vacancies.

- (ii) Success in the Examination confers no right to appointment but will be in accordance with Civil Servants Act, 1973 and Rules made there under and fulfillment of the required formalities.

19. **Reserve Merit List/Alternate Nomination:—**

The Commission will issue its recommendations as per number of advertised posts. However, reserve list of qualified candidates (if available) will be maintained for a maximum period of six months. In case a nominee of the Commission does not join due to any reason, the Commission may revise its recommendations for alternate nominee(s) from reserve merit list, if so requested by the Establishment Division within six months of issue of principal nomination. **Reserve list is not meant for fresh vacancies.** Moreover, in case a nominee of the Commission left service after joining, no alternate nomination will be issued, because in such a case, the post shall stand consumed. Vacancies remained unfilled shall be carried over to next examination.

PART- II

Miscellaneous

20. **Use of Unfair Means, Un-becoming Behavior and Presentation of false information:—**

- (i) A candidate who knowingly furnishes particulars which are false, or suppresses material information, or attempts to influence the Commission, or officers or members of the staff of the Commission, or tries to obtain support for his/her candidature by improper means, or deliberately submits forged certificates, or tampers with the entries in his/her age, educational and other certificates, or mis-behaves in the examination hall or uses unfair means including use or attempted use of mobile phone or other electronic device for copying, or is found guilty of misconduct during Written Examination or *Viva Voce* or uses filthy and unethical language in the Answer Book(s) during written examination, may be dis-qualified for this and/or subsequent examinations/selections held by the Commission and/or criminally prosecuted and debarred from future and/or removal from existing employment under Government.
- (ii) If during the conduct of Examination at a centre/hall, any candidate is found in possession of mobile phone or similar devices, he/she shall be prosecuted under the rule-20(i).

- (iii) A candidate who, even after his/her appointment, is found to have knowingly furnished particulars which are false, or to have suppressed material information shall be liable to dismissal from Service.

21. **Correspondence.**—All correspondence may be addressed to Secretary, FPSC. Candidates should not write their postal addresses as care of Post Box Number etc. as Postal Authorities do not accept registered letters for such an address. In all correspondence in connection with Applications, (before receiving Roll Numbers) full name of candidates, CNIC number, contact number and name of the post/examination applied for, should be mentioned.

22. **Change of address** shall be reported to the FPSC immediately.

23. **Recounting.**—Answer Books are secret documents and therefore, cannot be permitted to be seen by the candidates or their representatives nor re-examination of Answer Books/Scripts shall be allowed under any circumstances. A candidate desirous of getting his/her marks awarded by the examiners re-counted may submit his/her request, so as to reach FPSC within thirty days of the date of display on FPSC's website/issue of Result Card/Marks Sheet/ along-with a Treasury Receipt of Rs.500/- per paper as fee for re-counting of marks only. Accordingly, FPSC may revise the result, if so required. No such request shall be entertained, thereafter.

24. **Representation and Review Petition:**—

- (i) A candidate aggrieved by any decision of the Federal Public Service Commission may, within thirty days of communication of decision, may make a representation to the Commission and the Commission shall decide the representation within fifteen days after giving the candidate a reasonable opportunity of hearing.
- (ii) A candidate aggrieved by the decision of the Commission made under sub-rule (i) may, within fifteen days of communication of decision, submit a review petition to the Commission and the Commission shall decide the review petition within thirty days under intimation to the petitioner. The decision of the Commission on review petition shall be final.
- (iii) Save as provided in “Federal Public Service Commission Ordinance, 1977”, no order made or proceeding taken under “FPSC ORDINANCE, 1977”, or rules made hereunder, by the Commission shall be called in question in any court and no injunction shall be granted by any court in respect of any decision

made or taken in pursuance of any power conferred by, or under, "FPSC Ordinance, 1977".

- (iv) Any candidate aggrieved by a decision of the Commission under sub-rule (ii) may, within thirty days of the decision, prefer an appeal to the High Court.
- (v) Each representation and review petition **duly signed** shall be entertained only if accompanied with Original Treasury Receipt of Rs.500/- in each case.

25. This issues with the approval of Competent Authority.

[No. F. 7-1/2014 (SOPE)-P&PE.]

IRFAN TARIQ,
Assistant Director
Federal Public Service Commission.

Appendix-I

GUIDELINES OF THE SYLLABUS

Written Examination (550):—

- Paper-I: Essay (50 Marks Time:2 hours)**
- Paper-II: English (Precis and Composition) (100 Marks Time:03 hours)**
Precis = 30 Marks
Comprehension = 30 Marks
Grammar = 40 Marks
- Paper-III: Islamiat (100 Marks Time:03 hours)**
- Note:** *The Non-Muslim candidates have the option either to take/ attempt Islamiat portion of Paper-III or otherwise the marks obtained by them in the paper of Pakistan Affairs shall be treated as double in lieu of both Islamiat and Pakistan Affairs.*
- Paper-IV: Pakistan Affairs (100 Marks Time:03 hours)**
- Paper-V: Current Affairs (100 Marks Time 03 hours)**
- Paper-VI: Specialized Paper for Office Management Group (100 Marks: Time:03 hours)**

Interview/Viva-Voce:

There shall be a *Viva-Voce* of 200 marks and a candidate who fails to secure at least 40% marks in any of the written paper and 50% marks in the Aggregate shall be considered to have failed in written examination and shall not be eligible for *Viva Voce*.

Syllabi: The Syllabi for Written Examination shall be as under:

Paper-I: Essay: Candidates shall be required to write one essay in English from six topics.

Paper-II: Grammar, Precis and Composition:

- (i) **Precis:** Candidates should have the ability to present a précis of a given passage which would be selected from current, economic, social, cultural affairs.
- (ii) **Comprehension:** Two passages related to current, social, economic, cultural, political or international affairs will be given for multiple choice questions to be answered.
- (iii) **Grammar, Vocabulary and Translation:** The Candidates will be tested in correct usage of English Grammar including synonyms and antonyms, Vocabulary and Translation (English to Urdu and Urdu to English).

Suggested Readings:

English Idioms	McMordie
Practical English Usage	Sean (OUP)
A Practical English Grammar	Thomson & Martinet
A University English Grammar	R. Quirk & S. Greenbaum

Paper-III: Islamiat:

- (i) Islam—Its concept and meaning, Islamic concepts of Universe and Humanity, Man as Vicegerent of Allah, Main Characteristics of Islamic Ideology;
- (ii) **Fundamental Beliefs and Practices of Islam:** Tuheed (Unity of Allah), Risalat (Finality of Prophethood), Akhrat (Day of Judgment), Salat, Soum (Fasting), Zakat, Hajj, Jihad;

- (iii) **Sources of Shariah:** The Qur'an, Sunnah, Ijma (Consensus), Qiyas and Ijtejad (reasoning);
- (iv) **Islamic Way of Life:** (a) Social System in Islam (b) Morality in Islam (c) Islamic Political system (d) Islamic Economic System (e) Islam and other Civilizations (f) Islam and Terrorism

Suggested Readings:

Islami Nizam-e-Hayat	Khurshid Ahmed
Islam: Its meaning and Message	Khurshid Ahmed
Introduction to Islam	Dr.Hamidullah
Haqeeqat-i-Deen	Moulana Ameen Islahi

Paper-IV: Pakistan Affairs:

- (i) Ideology of Pakistan-Definition and historical aspects;
- (ii) Pakistan Movement and Political Developments since 1947
- (iii) Defense of Pakistan, Terrorism and Counter Terrorism
- (iv) Education and Health System of Pakistan
- (v) Geography of Pakistan: Land, People, Natural Resources, Environment, Global Warming and Natural Disasters, Languages, Ethnicity in Pakistan, Rural and Urban Tensions
- (vi) Agriculture and Industry.

Suggested Readings:

Geography of Pakistan	K.U.Kureshi
The Making of Pakistan	K.K.Aziz
Ulema in Politics	I.H.Qureshi
Ideological Orientation of Pakistan	Al-Mujahid Sharif
Towards Pakistan	Waheed-uz-Zaman

Paper-V: Current Affairs

- (i) Pakistan's relations with its neighbours: Afghanistan, Iran, China, and India;
- (ii) Pakistan's relations with Muslim World

- (iii) Pakistan's relations with the United States, Russia, United Kingdom and European Union
- (iv) Pakistan's relations with Central Asian, ASEAN and African Countries
- (v) Pakistan's role in Regional and International Organizations
- (vi) W.T.O and GSP Plus
- (vii) Issues in Pakistan Politics

Suggested Readings:

Politics in Pakistan	Khalid B.Sayeed
Pakistan's Foreign Policy	S.M.Burke
Pakistan's Foreign Policy	Shahid M. Amin
Pakistan in 20th Century: A Political History	Lawrence Ziring
The Military and Politics in Pakistan	HasanAskariRizvi
The Security of South Asia	Stephen P. Cohen

Paper-VI: Specialized Paper for Office Management-I:

- (i) Rules of Business, 1973 (20 Marks)
- (ii) Secretariat Instructions and Office Procedure (20 Marks)
- (iii) Constitution of Pakistan, 1973 (20 Marks)
- (iv) Civil Servants Act, 1973 and rules made there under (20 Marks)
- (v) General Financial Rules-Vol-I & Vol-II (20 Marks)

The above recommendations will not only ensure quality induction through Examination for Appointment by Transfer in OMG but will also strengthen the governance and functioning of the Federal Secretariat which is currently suffering from weak base, bad quality and delivery gaps at Section level.

11. **ACADEMIC QUALIFICATIONS:** (Must attach proof i.e. Certificate/ Degree(s))

S #	Mention here Educational/ Qualification	Name of Institution attended	Result Declaration Date (Certificate issued only by the Controller of Exam will be accepted)			Board/ University Examining Body	CGPA/ Div/ Grad	Academic Awards (if any)	Principal Subjects
			Day	Month	Year				
1	Matriculation								
2	Intermediate								
3	Bachelor's Degree								
4	Master's Degree								
5									
6									

12. **COURSES/TRAINING AND RESEARCH PUBLICATION** relevant to Office Procedure, Secretariat Working, Administration, Finance or Procurement etc. (on job training etc. Proof must be attached)

S #	NAME OF COURSE/TRAINING AND RESEARCH INSTITUTION & LOCATION	GRADE	Period	(EXACT DATES)								Nature of Training		Weeks	
				d	d	m	m	y	y	s	y	Inter- nee	On Job		
1			From												
			To												
2			From												
			To												
3			From												
			To												
4			From												
			To												

13 (i). Do you fall in the category of a disabled candidate? If yes, then encircle the relevant Code:

Disability	Visually impaired (Blind)	Physically Impaired	Hearing/Speech Impaired (deaf & dumb)
CODE	V	P	H

(ii). Whether being disabled, you need assistant for attempting the question paper through (encircle the relevant box)

Writer/Helper	Computer (FPSC Headquarters, Islamabad and its Provincial Offices only)
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17. **LANGUAGES**
(A=excellent, B=Good, C=fair)

Language	Read	Write	Speak	Standard
English				
Urdu				

18. **EXTRA CURRICULAR ACTIVITIES**

S. No	Year		Extra Curricular Activities/ Sports/ Hobbies
	From	To	

19. (i) **PARTICULARS ABOUT PARENTS**

	Father	Mother
Highest Degree obtained		
Date of Death (if applicable)		
Your age at his/her death (if applicable)		
Designation present/last		
Annual income (Land, Property)		
Annual income of the family		

- (ii) **PARTICULARS OF NEAR RELATIVES IN GOVT. SERVICE**

S. No	Name	Relation	Designation	Place of Duty

20. **PARTICULARS ABOUT SPOUSE / FIANCÉE**

NATIONALITY: _____ AGE: _____ EDUCATION: _____
Occupation: _____ DESIGNATION: _____

21. **BROTHERS/SISTERS /STEP BROTHERS/STEP SISTERS**

S. No	Relation	Age	Occupation	Education

22. **FINANCIAL STATUS** (encircle relevant column)

1. Upper Middle Class	2. Middle Class	3. Lower Middle Class	4. Low income Group
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23. **PERSONAL TRAITS/ INTERESTS**

24. **PREVIOUS EXPERIENCE OF TAKING PSYCHOLOGICAL TEST**

Year _____

25. Please confirm if following documents have been attached with the application in the following sequence. These must be page numbered in continuation of application.

Sl.#	Please tick (✓) for Yes and Cross (X) for No.	Yes	No	Page #
(a).	Recent 4 photographs (attested on back side, mentioning name and father's name).			
(b).	Attested copy of Computerized National Identity Card.			
(c).	Attested copy of Matriculation Certificate showing date of birth. Provisional Certificate/Result Card/Marks Sheet is not acceptable.			
(d).	Attested copy of Intermediate Certificate. Provisional Certificate/Result Card/Marks Sheets is not acceptable.			
(e).	Attested copy of Degree(s) alongwith Detailed Marks Sheets issued by the Controller of Examination.			
(f).	Departmental Permission Certificate (DPC) as per Annex-A of Application Form, for proof of working in Ministry/Division/Attached Department/Body/Organization.			
(g).	I have initiated and signed DPC (Annex-A) and forwarded to my employer for onward submission to FPSC. Copy of forwarding letter is enclosed.			
(h).	Certificate from Establishment Division as per Annex-B of Application Form, for proof of working in BS-17 or BS-18 on deputation basis in OMG.			
(i).	I have initiated and signed Service Certificate Annex-B and forwarded to Establishment Division to certify my service in OMG. Copy of forwarding letter is enclosed.			
(j).	Application signed on Page-1 &5.			
(k).	Any other documents (if attached)			

26. I certify that the statements I have made in this application Form are true to the best of my knowledge and belief. I understand that if any of the above statements is false in any material aspect or omits any material information relevant to my previous examinations, service etc. my application is liable to be rejected and if appointed my appointment is liable to be terminated.

31. Submission of fake/forged documents and any mis-representation or omission discovered even after appointment may render my appointment liable to termination in addition to the action decided by the Commission.

27. I have read and understood the Advertisement and Appointment by Transfer (Conduct of Examination) Rules, 2019 before filling this application form and agree to abide by them. Moreover, I am eligible to apply/ appear in this Examination.

Applicant's Signature

Date:

ADDRESS FOR CORRESPONDENCE**Important Note:**

Please write your name and address in Capital Letters at the six spaces given below. **Any change** of address should be reported to FPSC immediately. Also the candidates must arrange for communications sent at old address to be redirected or collected. The Commission does not accept any responsibility in this respect. **Address "Care of Post Box No" etc should not be written** as postal authorities do not accept registered letters at such addresses.

No.F.4/37/2019/APT-PPE (Roll No.)
Name
Address.....
.....
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Post Code <input type="text"/>

No.F.4/37/2019/APT-PPE (Roll No.)
Name.....
Address.....
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Post Code <input type="text"/>

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Post Code <input type="text"/>

No.F.4/37/2019/APT-PPE (Roll No.)
Name
Address.....
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.....
Post Code <input type="text"/>

Acknowledgement Receipt

FEDERAL PUBLIC SERVICE COMMISSION Received Application Form for Section Officers Promotional Examination-2016 Mr/Ms. _____ (Name of candidate) Date _____
--

(Seal of the FPSC) Sign: _____ (FPSC Receiving Clerk)

Attach additional

Annex-A

FEDERAL PUBLIC SERVICE COMMISSION
(DEPARTMENTAL PERMISSION CERTIFICATE (DPC) FOR APPOINTMENT
BY TRANSFER IN OFFICE MANAGEMENT GROUP)

(To be detached by the candidate from the Application Form and submitted to candidate's employing department before the closing date.)

- I have applied for the above Examination on the prescribed form separately. Necessary departmental permission may kindly be forwarded to the Secretary, FPSC, Islamabad. **Closing date is _____.**
- I have claimed my particulars and Employment Records in my Application Form as under:-

(a) Name of candidate:	
(b) CNIC No:	Contact #
(c) Father's Name:	
(d) Designation & BS:	Office Ph.#
(e) Place of Domicile (District):	
(f) Parent Ministry/Division/Department/Body/Organization	

Employment Record	Status of Office/Deptt/ Job	Nature of Job
> Start from first employment in ascending order.	PL write one of the following in relevant column FGS-Federal Govt. Servant PGE-Provin. Govt. Employee RGE- Regional Govt. Employee SGE-Semi Govt. Employee AB---Autonomous Body	PL write one of the following in relevant column PR-Permanent TM-Temporary/ Regular OF-Officiating DP-Deputation CA-Contract/Adhoc

S #	EMPLOYMENT RECORDS	Period	(EXACT DATES) Please write 'To-date' if still in service								Status	Nature of Job	Job description	
			d	d	m	m	y	y	y	y				
1.	Post/ Title & BS:	From												
	Office/ Orgn. & City:	To												
	Total:													
2.	Post/ Title & BS:	From												
	Office/ Orgn. & City:	To												
	Total:													
3.	Post/ Title & BS:	From												
	Office/ Orgn. & City:	To												
	Total:													
4.	Post/ Title & BS:	From												
	Office/ Orgn. & City:	To												
	Total:													
5.	Post/ Title & BS:	From												
	Office/ Orgn. & City:	To												
	Total:													

Extraordinary Leave availed (if any) from _____ to _____ (____ years _____ months _____ days).

Date: _____

(Applicant's signature) →

--

(Continued overleaf...)

From pre-page

- 2 -

TO BE FILLED/VERIFIED BY THE DEPARTMENT/ EMPLOYER OF THE CANDIDATE

The Ministry/Division or Department must process this certificate in the light of FPSC Advertisement and forward or communicate the refusal as the case may be, to FPSC within one month from the closing date. On selection, the department will have to relieve the official for joining the post.

Important Note:	<ul style="list-style-type: none"> ➤ This certificate must be processed on Personal File of the employee. ➤ The employment record as claimed overleaf, must be checked and verified/ confirmed. ➤ This certificate is to be issued after obtaining approval of the Competent Authority. ➤ Deputationists must obtain permission from his/ her parent Department. ➤ To be signed by BS-17/18 Officer and to be countersigned by BS-19/20 Officer dealing with the Administration/ Appointment/ Promotion & Personal Records etc.
------------------------	--

File No: _____ Dated : -- --20

1. It is certified that Mr./Ms _____ is employed as _____ BS _____ in Office (Deptt) _____ w.e.f. _____
2. It is certified that the employment records as claimed overleaf has been checked carefully, it has been confirmed from his/her Personal File No. _____ and found in order. However, the employment records at Sl. No. _____ is not verified due to the reason that _____
3. He/she is an Officer of Federal/Provincial/Regional Govt./Autonomous Body/Corporation _____ and placed on regular basis in BS-17 on _____ and in BS-18 on _____
4. His/Her total period of continuous Government Service till closing date in BS-17 is (____ Years ____ Month(s) ____ Days) and in BS-18 is (____ Years ____ Month(s) ____ Days).
5. As per Appointment by Transfer in OMG (Conduct of Examination) Rules -2019, he/she is eligible to apply and appear in the Exam.
6. Domicile accepted at the time of entry into Government Service was _____
7. No Inquiry Proceedings/ Disciplinary Proceedings are pending against him/her.
8. In case it is decided to forward a case where adverse entries do exist in his/her records, **extracts** of the adverse entries from the relevant PERs should be enclosed for information of the Commission. Also confirm that the adverse remarks were communicated to the official and no appeal/petition is pending for decision thereon.
9. This DPC is issued with the approval of the Competent Authority i.e. _____
(Authority must be mentioned viz Secretary, Joint Secretary (Admin) or D.G etc.)

Caution: For any error, omission or misrepresentation the signatory will be held responsible.
--

<p>To be signed by BS-17/18 Officer dealing with Administration/ Appointment/ Personal Records</p> <p>Signature: _____ Name _____</p> <p style="text-align: right; font-size: small;">Official Stamp must be affixed</p> <p>Tel No: _____</p>	<p>To be countersigned by BS-19/20 Officer dealing with Administration/ Appointment/ Personal Records</p> <p>Signature: _____ Name _____</p> <p style="text-align: right; font-size: small;">Official Stamp must be affixed</p> <p>Tel No: _____</p>
--	---

Note: Incomplete, unsigned or unstamped DPC will not be accepted.
--

To be sent immediately to:

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



**FEDERAL PUBLIC SERVICE COMMISSION
SERVICE CERTIFICATE
FOR APPOINTMENT BY TRANSFER IN OMG**

Annex-B

*(Under Rule 3(vi) of Appointment by Transfer in Office Management Group (OMG),
(Conduct of Examination) Rules, 2019)*

This Form can be downloaded from FPSC website: <http://www.fpsc.gov.pk>

1. I am desirous of applying for this Examination to be held for Appointment by Transfer in OMG. A Service Certificate (as required under Rules 3(vi) of Appointment by Transfer in Office Management Group (OMG), (Conduct of Examination) Rules, 2019) may kindly be forwarded to the Secretary, FPSC, Islamabad within one month of **Closing date** i.e. _____.
2. My particulars are as under:-

a.	Name of candidate:	
b.	CNIC No:	Contact #
c.	Father's Name:	
d.	Designation & BS:	Office Ph.#
e.	Present Posting with Appointment Held:	
f.	Parent Ministry/Division/Department/Body/Organization	
g.	Period served on Deputation OMG as Section Officer (BS-17) from _____ to _____ (Y M D)	
h.	Period served on Deputation OMG as Section Officer (BS-18) from _____ to _____ (Y M D)	
i.	Place of Domicile: (District)	
j.	Office Address:	
k.	Correspondence Address (if other than office address):	

Signature of the Candidate _____

TO BE FILLED / VERIFIED BY ESTABLISHMENT DIVISION

- > This certificate may be issued under the signature of Joint Secretary, Establishment Division and communicated to FPSC within 30 days from the closing date. On selection, the nominee would join OMG as Section Officer.
- > This certificate must be processed on Personal File of the applicant / employee.
- > The employment record must be checked and verified/ confirmed to fall in line with the Eligibility Criteria.

File No. _____ Dated: _____

3. It is certified that, Mr. _____ is an officer of Federal/Provincial/Regional Govt./Autonomous Body/Corporation _____ and has served on deputation in OMG as _____ in BS-17 from _____ to _____ (.....Years.....Month(s).....Days) and in BS-18 as _____ from _____ to _____ (.....Years.....Month(s).....Days).
4. There is nothing adverse in his/her last three (03) years Performance Evaluation Reports (PERs).

Signature: _____
Name: _____
Designating: Joint Secretary,
Establishment Division, Islamabad

(Official Seal)

Note: Incomplete, unsigned or unstamped NOC will not be accepted.

To be sent immediately to:

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