

KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION

2- Fort Road Peshawar Cantt:

Website: www.nwfppsc.gov.pk

091-9214131,9213563,9213750,9212897

Dated: 20.02.2019

ADVERTISEMENT NO. 04 / 2019.

APPLY ONLINE ONLY FOR THE FOLLOWING POSTS. Applications other than online will not be accepted. To apply, visit any Easypaisa / Jazz Cash Agent, deposit application fee of **Rs.985/-** excluding service charges and get transaction I.D. through SMS. Visit PSC website www.kppsc.gov.pk and apply online by **13.03.2019**. Fill all the columns of application carefully and enter receipt number of application fee got from Easypaisa Agent in appropriate column. Unclaimed qualification, experience etc will not be accepted.

S.No.1. THIRTY (32) (LEFTOVER) AND TWO (02) FRESH POSTS OF PMS OFFICER (BS-17) (IN SERVICE QUOTA) IN ESTABLISHMENT DEPARTMENT

Eligibility Criteria

Selection will be on merit, on the basis of competitive examination, to be conducted by the Commission in accordance with the provisions contained in syllabus, from amongst persons (Male/Female) holding substantive posts of Superintendents, Private Secretaries, Personal Assistants, Assistants, Senior Scale Stenographers, Stenographers, Data Entry Operators, Computer Operators, Senior & Junior Clerks borne on the cadre strength of Secretariat who possess 2nd Class Bachelor's Degree from a recognized university with at least five years service as such.

Syllabus

The Syllabus and standard for the Competitive Examination for the Provincial Management Service for 10 % quota of ministerial employees of the Provincial Government as mentioned in Schedule-1 of PMS Rules, 2007 shall be as under:

1. The Examination shall include four compulsory subjects.
2. A candidate shall answer the papers in English unless otherwise directed.
3. The Papers, compulsory subjects and maximum marks fixed for each subject shall be as shown in Table below:-.

S#	Paper	Subjects	Maximum Marks
1.	2.	3.	4.
1.	Paper-I Pakistan Affairs	i) Constitution of Islamic Republic of Pakistan; ii) History of Pakistan; iii) Economy of Pakistan; and iv) Society / Culture of Pakistan	40 20 20 20 Total: 100
2.	Paper-II English Grammar & Composition	i) English Essay; and ii) English Grammar and its usage/ composition	30 70 Total: 100
3.	Paper-III Office Management	i) The Khyber Pakhtunkhwa Rules of Business, 1985; ii) Manual of Secretariat Instructions; iii) The Khyber Pakhtunkhwa Civil Servants Act, 1973; vi) Fundamental Rules and Supplementary Rules; and v) GFR	20 20 20 20 20 Total: 100
4.	Paper-IV Current Affairs/ Everyday Science	i) Current Affairs; and ii) Everyday Science	50 50 Total: 100
5.	Viva Voce		100

No candidate shall be summoned for Viva Voce test unless he/she has obtained at least 40 percent marks in each individual written paper and 50% marks in the aggregate of written portion of examination.

No candidate shall be considered to have qualified the examination unless he also obtains at least 40 percent marks in Viva Voce. Failure in or absence from Viva Voce shall mean that the candidate has failed to qualify for appointment and his name shall not be included in the merit list.

GENERAL CONDITIONS

- (i) The posts will be filled in on open merit. Qualification and Service etc shall be reckoned on 01-01-2019. Any candidate who does not possess the required qualification/ Service by the material date will not be considered.
- (ii) Degrees / Experience Certificates / Testimonials of unrecognized institution are not accepted. Only original Degrees / Certificates are accepted, however, the candidates can apply on provisional certificate signed by the Controller of Examination of the respective institution. The candidates shall have to produce original degrees / certificates till last date of interviews.
- (iii) Applicants married to Foreigners are considered only on production of the Govt. Relaxation Orders.
- (iv) No applicant shall be considered in absentia on paper qualifications unless, he/she possesses exceptionally higher qualifications than the minimum prescribed qualification for a particular post(s).
- (v) Govt. reserves the right not to fill any or fill more or less than the advertised post(s).
- (vi) Candidates will be admitted to the examination provisionally at their own risk subject to be found eligible in all respects. On detailed scrutiny of the applications after the written examination is over, if any candidate is found ineligible in any respect under the rules for the examination, his/her candidature will be cancelled regardless of the fact whether he/she has appeared in the examination or qualified therein. *To avoid frustration the candidates are advised in their own interest to make sure before appearing in the examination that they fulfill all the requirements of the rules relating to the examination*
- (vii) Grace Marks are not allowed.
- (VIII) "All candidates appearing for competitive examination will be allowed three chances for each individual examination while four chances will be allowed in combination of competitive examination for the post of Provincial Management Service , Excise and Taxation Officers. Civil Judges cum Judicial Magistrates, Assistant Conservator of Forests and such other posts which the Government may include in these categories of posts."

(ILYAS SHAH)
Director Examinations
Khyber Pakhtunkhwa Public Service
Commission