



FEDERAL PUBLIC SERVICE COMMISSION

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No.F.4-56/2021-R

18th January , 2022

(For Further Correspondence,
quote the above letter number and
address to the Secretary, FPSC)

NOTICE FOR SUBMISSION OF DOCUMENTS

Subject: RECRUITMENT TO THE TWO POSTS OF ASSISTANT DIRECTOR (NON-TECHNICAL) (BS-17), POLICY WING, PETROLEUM DIVISION, MINISTRY OF ENERGY.

Dear Candidate,

Referring online applications and subsequent appearance in Screening (MCQ)/ Written (Descriptive) Examination for the subject post, following candidates are advised to furnish **BIO-DATA along with attested copies (with name stamp of attestation officer) of requisite documents as mentioned below, within 15 days (up to 02th Feb, 2022) of placement of this Notice on FPSC website, through Registered Post/Courier to determine their eligibility.** It may however, be understood that asking of requisite documents should not be inferred that the candidate have been shortlisted for interview and their eligibility in all respects in terms of advertised conditions shall be determined after scrutiny of their documents:

- Bio-data** form duly signed and filled-in completely (copy enclosed)
- Two latest **Photographs** (Passport size).
- Valid Computerized National Identity Card (**CNIC**).
- Self **Domicile** Certificate (SDC).
- Secondary School Certificate (**SSC**)/Matric (showing date of birth) and Higher Secondary School Certificate (**HSSC**)/ Intermediate issued by Secretary, Board of Intermediate and Secondary Education. In case of 'O' level and 'A' level an equivalence certificate from Inter Board Committee of Chairmen (**IBCC**).
- SECOND CLASS OR GRADE 'C' MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ PUBLIC ADMINISTRATION/ ECONOMICS/ COMMERCE/ STATISTICS OR SECOND CLASS OR GRADE 'C' BACHELOR'S DEGREE IN LAW.**
- Degree(s) and Transcripts/ Result-Cards/ DMCs showing duration of study period, credit hours with **proof** of CGPA/ Grade/ Class with credit hours and **Result Declaration Date**, issued by Controller of Examination from a University recognized by Higher Education Commission (**HEC**) to determine eligibility.
- Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC/PEC/PMC/PNC may be furnished to FPSC to authenticate the claim.
- Valid **Registration** with HEC/PEC/PMC/PNC and such other institutions where applicable (if any).
- THREE (3) YEARS POST QUALIFICATION EXPERIENCE IN THE FIELD OF OIL MARKETING/ ENERGY PLANNING/ OIL MOVEMENT/ ADMINISTRATION IN GOVERNMENT/ SEMI GOVERNMENT ORGANIZATION/ COMMERCIAL ORGANIZATION OF REPUTE.**
- Experience** Certificate (Post Qualification) with Job description and exact dates as per detailed Experience Format (Annex-A available on FPSC's website), **where applicable.**
- In case of **Government Servant**, Original Departmental Permission Certificate (**DPC**) showing exact date of appointment and domicile on FPSC's prescribed format (available on FPSC's website) duly signed and stamped by Head of the Department/ Division/ Ministry (Official stamp must be affixed).
- In case of **Non-Test** Case or **UNDERTAKING** provided by the candidate at the time of examination, Original **Treasure Receipt (TR)** being application fee deposited on or before the closing date of the advertisement in the Government treasury or in a branch of National Bank of Pakistan or in a State treasury, authorized to transact business on behalf of Government.
- Medical Certificate (if required/advertised) and Proof of Age Relaxation (if claimed).

LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

<u>S#</u>	<u>Roll No.</u>	<u>Name of Candidate(s)</u>	<u>Date of Birth</u>	<u>Domicile</u>
01.	000043	FARAH NAZ BURKI	20-02-1992	EX-FATA
02.	000071	KHAWAS KHAN	10-12-1989	KPK
03.	000075	MAHAM BABAR	03-11-1995	KPK

04.	000116	MUHAMMAD WASIM AKRAM	12-07-1988	KPK
05.	000157	SARA AFFANDI	21-07-1996	KPK
06.	000161	SHAHID UR REHMAN	13-07-1989	KPK
07.	000178	YASIR FAROOQ	21-03-1992	KPK
08.	000207	MUHAMMAD TARIQ	20-03-1985	SINDH (R)
09.	000224	ABDUL REHMAN	16-04-1994	PUNJAB
10.	000226	AHSAN SAEED	13-11-1991	PUNJAB
11.	000277	WAQAR ALI	17-06-1987	SINDH (R)
12.	000292	AAMIR KHAN	10-01-1996	KPK
13.	000295	AFTAB AHMAD KHAN	09-08-1988	KPK
14.	000296	AFTAB ALAM	01-11-1991	KPK
15.	000315	HAFSA KHATTAK	21-03-1986	KPK
16.	000322	KHUSHAL ZAMAN	04-08-1995	KPK
17.	000324	MATI ULLAH KHAN	03-04-1988	KPK
18.	000325	MOHSIN KHAN	24-03-1996	KPK
19.	000332	MUHAMMAD IRFAN KHAN	24-10-1987	KPK
20.	000344	NOUMAN GHANI	15-04-1998	KPK
21.	000345	OSAMA MAHMOOD SIDDIQUI	19-08-1988	KPK

2. 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. The candidates will be shortlisted for interview as per **applicable policy of the Commission**. Eligibility of the candidates in all respects shall be **reckoned up to the closing date**.

3. Candidates are cautioned that requisitioning of the documents for determination of eligibility shall not vest any right in them for the post until they are shortlisted on the basis of advertised merit and relevant Provincial / Regional quota as per policy of the Commission. In case any of the candidates **failed to submit** these documents within stipulated period, their candidature for the captioned post shall stand **rejected** and no alibi or excuse shall be entertained subsequently.



Hamza Munir
Assistant Director (T&S-B)

Copy to: Website Manager (IT), FPSC HQs, Islamabad (for uploading on FPSC website www.fpsc.gov.pk).