

FEDERAL PUBLIC SERVICE COMMISSION

UAN: 051-111-000-248

E-Mail Address: fpsc@fpsc.gov.pk

Website: www.fpsc.gov.pk

For On-line guidelines: 051-9219851

FAX: 051-9203410

Phone No. 051-9205075 Ext. 385, 377, 236, 243, 241 & 298

Islamabad, Thursday the 29th October, 2015

Consolidated Advertisement No. 11/2015 for the following posts has been displayed on FPSC's website. Intending candidates are advised to visit the website for details as mentioned in the General Instructions and apply online upto **16th November, 2015** for the post(s) they qualify.

135. Case No.F.4-127/2015-R (11/2015). **FIVE OFFICIAL REPORTERS (URDU) (BS-17), PERMANENT, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD** **MINIMUM QUALIFICATION:** (i) Second Class or Grade 'C' Bachelor degree from HEC recognized university. (ii) Urdu Shorthand Speed 120 w.p.m (iii) Urdu Typing Speed 50 w.p.m. (iv) Proficiency in relevant computer software. **MAXIMUM AGE:** 25 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Merit= One, Punjab= Two, Sindh (Urban) = One and Balochistan= One. (Both male and female candidates are eligible).
Closing date.....16.11.2015
136. Case No.F.4-131/2015-R (11/2015). **DEPUTY SECRETARY (LITIGATION) (BS-19), TEMPORARY, LIKELY TO BE CONTINUED, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) LLM/ LLB from HEC recognized university. (ii) An Advocate of the High Court having seven (7) years practice or an Advocate who has been dealing with service cases during the said period. **MAXIMUM AGE:** 35 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).
Closing date.....16.11.2015
137. Case No.F.4-132/2015-R (11/2015). **DRAFTSMAN (BS-19), TEMPORARY, LIKELY TO BE CONTINUED, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION/ EXPERIENCE:** (i) Second Class or Grade "C" LLB from HEC recognized University with at least 10 years post qualification experience in Judicial/ Legal/ Legislative drafting in Government Organizations/ Semi- government/ autonomous bodies. **OR** An Advocate having seven (7) years practice with training or experience in Judicial/ Legal/ Legislative drafting. **MAXIMUM AGE:** 40 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).
Closing date.....16.11.2015

138. Case No.F.4-134/2015-R (11/2015). **DEPUTY DRAFTSMAN (BS-18), TEMPORARY, LIKELY TO BE CONTINUED, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION:** Second Class or Grade ‘C’ LLB from HEC recognized University. **EXPERIENCE:** Five (5) years post qualification experience in Judicial/ Legal/ Legislative drafting in Government Organizations/ Semi- Government Organizations/ Autonomous Bodies. **OR** An Advocate having five (5) years practice with training or experience in Judicial/ Legal/ Legislative drafting. **MAXIMUM AGE:** 35 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).
Closing date.....16.11.2015
139. Case No.F.4-135/2015-R (11/2015). **DEPUTY DIRECTOR (LR) (BS-18), PERMANENT, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION:** Second Class or Grade ‘C’ Master degree in International Relations/ Globalization and World Economy from HEC recognized university. **EXPERIENCE:** Five (5) years relevant post qualification experience rendered in Public/Private Sector. **MAXIMUM AGE:** 30 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab. (Both male and female candidates are eligible).
Closing date.....16.11.2015
140. Case No.F.4-137/2015-R (11/2015). **THREE ASSISTANT DRAFTSMAN (BS-17), TEMPORARY, LIKELY TO BE CONTINUED, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION/ EXPERIENCE:** Second Class or Grade ‘C’ LLB from HEC recognized University with at least three (3) years post qualification experience in Judicial/Legal/Legislative drafting in Government organizations/Semi Government organizations/ autonomous bodies. **OR** An Advocate having three (3) years practice with training or experience in Judicial/Legal /Legislative drafting. **MAXIMUM AGE:** 30 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab=Two and Sindh (Rural)=One. (Both male and female candidates are eligible).
Closing date.....16.11.2015
141. Case No.F.4-138/2015-R (11/2015). **TWO PROGRAMMERS (BS-17), PERMANENT, NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.** **MINIMUM QUALIFICATION:** Second Class or Grade ‘C’ MCS/M.Sc. in Computer Sciences/IT/Information Security/Software Engineering or any other equivalent degree from HEC recognized University. **EXPERIENCE:** Three (3) years relevant post qualification experience rendered in Public/Private Sector. **MAXIMUM AGE:** 30 years **plus five (5) years general relaxation in upper age limit.** **DOMICILE:** Punjab=One and Sindh(Rural)=One. (Both male and female candidates are eligible).
Closing date.....16.11.2015

IMPORTANT INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS

1.	All cases will be processed as per Commission's policy laid down in General Instructions as displayed at FPSC's Website. Candidates are advised to go through the General Instructions particularly para-16 of the same to update themselves before applying.
2.	All applications for General Recruitment in BS-16 and above must be submitted online through FPSC's website www.fpsc.gov.pk . Detailed General Instructions/ guidelines to apply online are available on the website. No hardcopy of online application is required from the applicants. However, those applicants who do not have access to internet facility, are allowed to submit their applications on or before the closing date i.e. 16.11.2015 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.
3.	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. (The candidates should realize that nothing except original Treasury Receipt would be admissible as a valid document. It is reiterated that the candidates must preserve the original T.R and do not send the same to FPSC office in advance, so as to avoid any inconvenience at the time of entry in the Examination Halls).
4.	The Pre-selection criteria for interview will be as per policy of the Commission contained in para -16 (A,B&C) of General Instructions, the candidates will be required to furnish attested copies of requisite documents viz: two photographs, Matric, Intermediate certificates, Bachelor, Master, 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. within 15 days of the Notice from FPSC by post, SMS and E-mail. The candidates who fail to furnish the requisite documents within stipulated time or furnish incorrect/incomplete information their candidature shall be liable to rejection. Therefore, they are advised to keep their documents ready for submission to FPSC by the due date. From requisition of documents it should not be presumed that the candidate is preselected. Eligibility of the candidates in all respects shall be reckoned upto the closing date.
5.	The Application Fee for posts (BS-16 & 17 = Rs. 300/- ; BS 18= Rs. 750/- ; BS-19 = Rs. 1200/- ; BS-20 and above= Rs. 1500/-) 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.
6.	Admission Certificates for Screening (MCQ's Test) for BS-16 & 17 posts and Written (Descriptive Test) for BS-18 & above posts , for General Recruitment Cases will be placed on the website of FPSC i.e. www.fpsc.gov.pk on 20th January, 2016 tentatively. Candidates are advised to frequently visit this website. They will be intimated through SMS as well. However, no information in this regard shall be sent through post.
7.	Conduct of Test: (i) The Screening (MCQ)/Written (Descriptive) Test for Consolidated Advt. No. 11/2015 will tentatively be held from 07.02.2016 onwards. However, in small cases such tests can be conducted even in the very next month or as early as possible so candidates are advised to frequently visit FPSC website for the updates. (ii) (a) Tests for the post of Assistant Private Secretary (BS-16) and Official Reporter (Urdu) (BS-17) will be held at Islamabad, Lahore, Karachi, Peshawar and Quetta centers only, if sufficient number of candidates at each center are available. (b) Candidates for the post of APS will first be called for typing test and those who qualify the Typing Test by producing required typing speed as mentioned in the advertisement will be allowed to appear in Shorthand Test. While those who will not qualify typing Test will be relieved without subjecting them to Shorthand test. (c) It will be mandatory for the candidates of APS that minimum 80% of the Shorthand Test passage has been written by them in shorthand outline. Otherwise, the candidate will be declared as fail.
8.	Change of Centre: No request for change of centre shall be entertained except only in genuine hardship cases. The candidates can apply for change of centre with proper proof latest by 31.12.2015. Thereafter no such request shall be entertained.
9.	Closing Date for submission of applications is Monday, 16th November, 2015.

**HASEEB ATHAR
SECRETARY
FEDERAL PUBLIC SERVICE COMMISSION**