

**SPECIMEN OF
EXPERIENCE CERTIFICATE
(To be typed/printed on Letter Head of Ministry/Division/Department/Organization/Firm)**

Certified that Mr./Miss/Mrs. ADEEL MAHMOOD QURASHI
has been/is employed in this Ministry/Division /Department / Firm/Organization as COMPUTER INSTRUCTOR (BS-17)
from 21-05-2015 to Still Continue (dates) Permanent whole time/part time/honorary basis/contract
basis/daily wages. The work of Mr./Miss/Mrs. ADEEL MAHMOOD QURASHI while employed in this Ministry/Division/
Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1) Instructional & Teaching work : Teach Blind Students
- (2) Manage Computer Labs.
- (3) Manage Pakistan Citizen's Postal of the Special Education Deptt.
- (4) Assist Worthy Secretary Special Education in Technical Works of IT.
- (5) All other works assign by the Competent Authority.

Date of Issue 28-09-2020

Signature [Signature] 28/9/2020

Name of Issuing Authority [Signature]
Section Officer (Estt.)
Govt. of Punjab
Designation Technical Education Department
BPS (or Equivalent).....
Office Stamp/Seal.....
Phone No.....

| | | | | | | | | | | | |
|---------------------------------|----------------|--|--|--|--|--|--|--|--|--|--|
| FOR PRIVATE ORGANIZATION | | | | | | | | | | | |
| CNIC No. | | | | | | | | | | | |
| (Issuing Authority) | Name: | | | | | | | | | | |
| | Address: | | | | | | | | | | |
| | Phone No. | | | | | | | | | | |

- Note :
- (i) Experience certificate must be issued under the signature of an officer at least one step higher than the post applied for. For example in case of a candidate for a post of BS-17, the experience certificate must be issued under the signature of head of the department/an officer of BPS-18 or equivalent as the case may be.
 - (ii) In case of a candidate who served/is serving in a private Firm/Organization, experience certificate must be issued under the signature of Chief Executive Officer (CEO)/ Director (Admn/HR)/ Manager (HR) of Private Firm/ Organization with his CNIC No., Address and Phone Nos.
 - (iii) Experience certificate must be issued on the official letter pad with reference/file No. and date of issue and it should be duly stamped with full address. Telephone No. should also be indicated, failing which the experience certificate will not be acceptable.
 - (iv) In case of more than one employer each experience certificate must be on the pattern as given above to derive the authentication/period of relevancy/irrelevancy of the job.
 - (v) Experience Certificate only of firms/ companies/ institutions/ organizations/ banks/ NGOs etc., 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, is acceptable.

FEDERAL PUBLIC SERVICE COMMISSION

DEPARTMENTAL PERMISSION CERTIFICATE FOR PERSONS IN GOVERNMENT SERVICE


(This certificate should be filled in completely. No column should be left blank. Afterwards forwarded to the serving/employing department)

- (1) (i) Name of Candidate : ADEEL MAHMOOD QURAISHI Father's Name : QASIM MAHMOOD QURAISHI
(ii) Candidate's CNIC No:

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | 5 | 2 | 0 | 2 | - | 3 | 5 | 7 | 4 | 0 | 2 | 9 | - | 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
- (2) (i) Name of advertised post applied for: DEPUTY DIRECTOR (TRAINING) (ii) Case No. F.4-140/2020-R
(iii) Name of Department/Division/Ministry : CABINET SECRETARIAT, ESTABLISHMENT DIVISION.
- (3) (i) Name of present post/designation with BS : COMPUTER INSTRUCTOR (BS-17)
(ii) Present/serving department with complete address : GOVT. SECONDARY INSTITUTE FOR THE BLIND, SHERANWALA GATE, LHR. SPECIAL EDUCATION PUNJAB.

(4) I have applied online for the above post. Departmental permission certificate may kindly be forwarded to the Secretary, Federal Public Service Commission, Islamabad, Closing Date for receipt of online application by the Commission is 21-09-2020.

Date 22-09-2020

Signature of the candidate 

(5) FOR USE BY THE DEPARTMENT (EMPLOYER OF THE CANDIDATE)

Attention:

Ministry/Division/Department concerned must forward this certificate or communicate the refusal to F.P.S.C. within 60 days from the closing date for receipt of applications or before interviews whichever is earlier, failing which the head of the organization will have to account for its non-submission or delay to the Government. On selection, the department will have to relieve the official/ officer for joining the post.

- (i) Personal file No : _____ (ii) Date of Birth : 02-07-1986
(iii) Date of entry into Govt. Service with BS (BS-14) 07-06-2011 (iv) Nature of Employment : PERMANENT
(iii) 07-06-2011 & BS-14 at entry in Govt. Service (Temporary/ Permanent/ Adhoc/ Contract/ Daily Wages/ Contingent)
(v) Present Designation with BS (BS-17) Computer Instructor (vi) Total Continuous Govt. Service: 07-06-2011 to still continue.
(vii) Status of Department: PROVINCIAL (viii) Availed Extra-Ordinary Leave: No
(Federal/Provincial/Semi-Government/Government/Autonomous/Corporation)
(ix) Accepted Domicile at time : LAHORE (PUNJAB) (x) E&D proceedings : (Yes / No) No
of entry into Govt. Service:
(Province/Area. In case of Sindh, indicate Sindh (Rural) or Sindh (Urban))
(xi) Service Record :

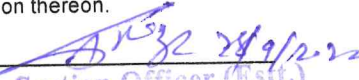
| S. No. | Post held with Grade/ BS | Mode of appointment (Initial/Promotion) | Ministry/ Division/ Department | Period of service (From - To) | Total Period Served | | |
|--------|--|---|---|-------------------------------|---------------------|---|---|
| | | | | | Y | M | D |
| 1. | Jr. Computer Instructor (Initial) | Contract | Punjab Vocational Training Institute | 13-02-2010 to 06-06-2011 | - | - | - |
| 2. | Network Supervisor / System Engineer (Initial) | Contract | Special Branch Punjab Police Headquarters | 07-06-2011 to 20-05-2015 | - | - | - |
| 3. | Computer Instructor (Initial) | Permanent | Special Education Department | 21-05-2015 to Still Continue | - | - | - |

Note: Use additional page on same format, if required and duly signed/stamped by Head of Department.

(6) Is there anything adverse in his/her performance evaluation report (PER) /records, antecedents/character, which may render him/her ineligible/unsuitable for the post applied for? (Yes / No) :

(7) In case it is decided by the department to forward a case where adverse entries do exist in an officer's/Official's record, extracts of the adverse entries from the relevant PER should be sent alongwith the departmental permission certificate for information of the Commission. Also confirming that the adverse remarks were communicated to the candidate and no appeal petition is pending for decision thereon.

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

Signature 
with date 24/9/2022
Name Section Officer (Estt.)
Designation and department with complete address (to be signed by head of the Department/Division/Ministry (Official stamp must be affixed)