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**PUNJAB PUBLIC SERVICE COMMISSION  
CERTIFICATE OF DEPARTMENTAL PERMISSION**

TO BE SUBMITTED BY THE CANDIDATES WHO ARE IN GOVT./SEMI GOVT. SERVICE WITH THE APPLICATION FORM DULY COMPLETED FAILING WHICH THE APPLICATION SHALL BE LIABLE TO REJECTION

1. The following particulars should be filled in by the candidate:-

- a) Name Farhana Saba
- b) Father's Name Muhammad Ishaque
- c) Substantive post \_\_\_\_\_
- d) Post held presently J.S.E.T (MC)
- e) Office/Department Special Education Department Punjab
- f) Post applied for Lecturer Psychology (CBS-17) Punjab Higher Education Department
- g) Commission's Advertisement No. 24/2020 Case No. 24-RB/2020

Dated 8th September, 2020

[Signature]  
Signature of the Candidate

2. (This portion should be filled in completely by the Department/Office.)

Certified that the above candidate has been permitted to apply for the said post and that:-

- a) He/She has been employed in this Department/Office as J.S.E.T  
MC (BS-16) Since 2019
- b) He/She holds this post in permanent / temporary, adhoc capacity or contract basis.
- c) The candidate's domicile as accepted by this Department/Office and recorded in official record is Rawalpindi District.
- d) There is nothing on record of this Department which may render him ineligible for the post and that his/her record of service is satisfactory and no departmental proceedings are pending against the candidate.

(Signature)  
Appointing Authority

[Signature]  
Stamp of the  
Appointing Authority or authorised  
Officer on his behalf.  
Special Education Department,

Dated 9-10-2020

**Note :** The signing authority of the above permission should please ensure that all the blank spaces meant to be filled in by the Department are accurately filled in. If a departmental candidate/employee is selected/nominated by the Commission, the parent Department of that candidate shall be bound to relieve him/her to enable him/her to join the post for which he/she has been recommended by the Commission.

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**EXPERIENCE CERTIFICATE**

Certified that Mr./Miss/Mrs. Farhana Saba has been/is employed in this Department/Organization as JSET (MC) from 25-10-2019 to date (dates) regular whole time/part time/ad hoc/current charge/acting charge/contract basis. The work of Mr./Miss/Mrs. Farhana Saba while employed in this Department/Organization was/is satisfactory. The detail of his/her experience is as under: -

Designation	Field of Specialisation	*Nature of Experience	Duration	
			From	To
Junior Special Education Teacher (MC) BS-16	Mentally challenged Special children	Teaching children who are mentally challenged	25-10-2019	to date

\*Please specify very clearly the nature of experience such as (a) Regular whole time (b) Part time (c) Ad hoc (d) Current charge (e) Acting charge (f) Contract; etc.

**Note:** The experience gained as trainee, part time, honorary, apprentice and internee will not be considered/counted as experience.

The duties/job specifications are/were as follows: -

(Give complete description including research if involved. May attach an additional sheet if required.)

File No: 36-248/2019

Date: 09-10-2020

Name & Designation of Issuing Authority

Telephone No.

Office Stamp/Seal

Address

Section Officer (Estt.)

Govt. of the Punjab,

Special Education Department

- Note-1** Benefit for experience will only be granted for the period which has been officially approved and recorded by the competent authority. For example, appointments on Ad hoc/Current charge/Acting charge/Contract basis can only be made by the appointing authority and that too for specific period, specific purpose and under specific circumstances. PPSC will not accept any violation of these conditionalities.
- Note-2** Experience certificate of regular appointment must be issued by the head of Institution/Organisation/Department where the candidate is/has been employed on regular basis.
- Note-3** Experience certificate on Ad hoc/Current charge/Acting charge and Contract basis must be issued by the Appointing Authority for the period a candidate has been employed as such. The certificates issued by the Principal or Medical Superintendent or Head of Department/Organization will not be accepted.
- Note-4** In case of a candidate who has served or is serving in a private Firm/Organization, Experience Certificate must be issued under the signature of chief executive/head of private Firm/Organization.
- Note-5** In case applicant is submitting an additional or separate Experience Certificate, then it should give complete information and nature of experience and must be issued by competent authority on the official letter pad with reference, file number and date of issue and duly stamped with full address, designation and telephone number. Vague, incomplete and inaccurate Experience Certificate will be rejected.
- Note-6** In the case of Barrister or an Advocate of High Court and the Courts subordinate thereto, or a pleader, the exact period during which he/she practiced at the Bar should be mentioned. This Certificate should be signed by the President District Bar Association and duly counter-signed by the District and Sessions Judge concerned (rubber stamps of the both must also be affixed).

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**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 : Farhana Saba Father's Name : Muhammad Ishaque  
(ii) Candidate's CNIC No: 

3	7	4	0	5	-	2	9	6	1	8	7	6	-	4
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- (2) (i) Name of advertised post applied for: SST (Female) BS-17 (ii) Case No. F.4-77 /2020R (4/2020)  
(iii) Name of Department/Division/Ministry : FPSC
- (3) (i) Name of present post/designation with BS : JSET (MC) BS-16  
(ii) Present/serving department with complete address : PPSC, Special Education Department Punjab (31-Sher Shah Block, New Garden Town Lahore)

(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 22-06-2020

Date 08-07-2020

Signature of the candidate [Signature]

(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 : \_\_\_\_\_  
(iii) Date of entry into Govt. Service with BS : \_\_\_\_\_ (iv) Nature of Employment : \_\_\_\_\_  
(Temporary/ Permanent/ Adhoc/ Contract/ Daily Wages/ Contingent)  
(v) Present Designation with BS: \_\_\_\_\_ (vi) Total Continuous Govt. Service: \_\_\_\_\_  
(vii) Status of Department: \_\_\_\_\_ (viii) Availed Extra-Ordinary Leave: \_\_\_\_\_  
(Federal/Provincial/Semi-Government/Government/Autonomous/Corporation)  
(ix) Accepted Domicile at time : \_\_\_\_\_ (x) E&D proceedings : ( Yes / 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.				to	-	-	-
2.				to	-	-	-
3.				to	-	-	-

**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 along with 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 [Signature]  
with date 08/07/2020  
Name Section Officer (ES/6)  
Designation and department with complete address (to be signed by head of the Department/Division/Ministry (Official stamp must be affixed)

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

Certified that Mr./Miss/Mrs. Farhana Saba  
has been/is employed in this Ministry/Division /Department / Firm/Organization as JSET(MC) BS-16  
from 25-10-2019 to date (dates) whole time/part time/honorary basis/contract  
basis/daily wages. The work of Mr./Miss/Mrs. Farhana Saba while employed in this Ministry/Division/  
Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1) Teaching Special Children
- (2) Behavior management of children with special needs
- (3) Assessment of mentally challenged children
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

Date of Issue 09-10-2020

Signature [Signature] 9/10/20  
Name of Issuing Authority \_\_\_\_\_  
Section Officer (Estt.)  
Govt. of the Punjab,  
Special Education Department,  
Designation \_\_\_\_\_  
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.