

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 ADIEL MAHMOOD QURESHI Father's Name RASIM MAHMOOD QURESHI
 (ii) Candidate's CNIC No 3520235740293
- (2) (i) Name of advertised post applied for SST (Male) BS-17 (ii) Case No F 478/2020
 (iii) Name of Department/Division/Ministry Directorate of Federal Government Educational Institutions, Ministry of Defense
- (3) (i) Name of present post/designation with BS COMPUTER INSTRUCTOR (BS-17)
 (ii) Present/serving department with complete address SPECIAL EDUCATION PUNJAB DEPARTMENT, GOVT. SECONDARY INSTITUTE FOR THE BLIND, SHERANWALA GATE, 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 17-06-2020 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 07-06-2011 (iv) Nature of Employment PERMANENT
(BS-14) (Temporary/Permanent/Adhoc/Contract/Daily Wages/Contingent)
 (v) Present Designation with BS COMPUTER INSTRUCTOR (BS-17) (vi) Total Continuous Govt. Service _____
 (vii) Status of Department PROVINCIAL (PUNJAB GOVT.) (viii) Availed Extra-Ordinary Leave NO
 (Federal/Provincial/Semi-Government/Government/Autonomous/Corporation)
 (ix) Accepted Domicile at time LAHORE, PUNJAB (x) ESD proceedings (Yes/No) NO
 of entry into Govt. Service:
 (Province/Area. In case of Sindh, indicate Sindh (Rural) or Sindh (Urban))

(xi) Service Record :

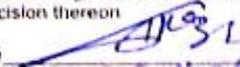
S. No.	Post held with Grade/BS	Mode of appointment (Initial/Promotion)	Ministry/Division/Department	Period of service (From - To)	Total Period Served		
					Y	M	D
1.	<u>Network Supervisor BS-14</u>	<u>Initial</u>	<u>SPECIAL BRANCH PUNJAB POLICE</u>	<u>07-06-2011 to 20-05-2015</u>			
2.	<u>Computer (BS-17) Instructor</u>	<u>Initial</u>	<u>SPECIAL EDUCATION DEPT. PUNJAB</u>	<u>21-05-2015 to TILL DATE</u>			
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 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 _____
 Name Section Officer (Est.)
Govt. of the Punjab,
 Designation and department with complete address (to be signed by head of the Department/Division/Ministry (Official stamp must be affixed))

SPECIMEN OF EXPERIENCE CERTIFICATE

(To be typewritten on Letter Head of Ministry/Division/Department/Organization/Firm)

Certified that Mr./Mrs/Ms. Asad Mahmood Qureshi has been employed in this Ministry/Division/Department/Organization of Special Education Punjab, as Computer Lab Instructor from 27-05-2015 to Till Date on Permanent Basis ~~Whole time/part time/honorary basis/contract basis~~ regularly ~~irregularly~~ regular The work of Mr./Mrs/Ms. Asad Mahmood Qureshi while employed in this Ministry/Division/Department/Organization was/satisfactory. The duties/job specifications are/were as follows:-

- (1) Teaching of Special Children.
- (2) Manage and maintain the computer lab of the institution.
- (3) Perform any additional task assigned by the higher authorities.
- (4) Also perform technical duties in Monitoring & Implementation Cell.
- (5)

Date of Issue

Signature [Signature]

Name of Issuing Authority

Designation

BPS (or Equivalent) Section Officer (Estt.)

Office Stamp/Seal Govt. of the Punjab,

Phone No Special Education Department

FOR PRIVATE ORGANIZATION									
CNIC No									
(Issuing Authority)									
Name									
Address									
Phone No									

- (a) 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-19 or equivalent as the case may be.
- (b) In case of a candidate who served/serving in a private Firm/Organization, experience certificate must be issued under the signature of Chief Executive Officer (CEO)/ Director (Admin)/ Manager (HR) of Private Firm/Organization with his CNIC No., Address and Photo/Pass.
- (c) Experience certificate must be issued on the official letter pad with reference/cfile 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.
- (d) In case of more than one employer each experience certificate must be on the pattern as given above to denote the authentication/purpose of relevancy/relevancy of the job.
- (e) Experience Certificate only of firms/companies/institutions/organizations/banks/NGOs etc. will be 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.