

**PUNJAB PUBLIC SERVICE COMMISSION**

LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore.

CERTIFICATE OF DEPARTMENTAL PERMISSIONTO BE SUBMITTED BY THE CANDIDATES WHO ARE IN GOVT. /SEMI GOVT. SERVICE.

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

- a) Name MARYAM RAZZAQ
- b) Father's Name ABDUR RAZZAQ
- c) Employed Since 27-12-2010 to date date
- d) Post Held Presently Computer Teacher (BS-16)
- e) Office/Department Spl. Edu Dept, Govt. of Punjab
- f) Post Applied for Lecturer Computer Science
- g) Commission's Advertisement No. 16/2020 Case No. 46-RG/2020

Dated 10-9-2020Signature of the Candidate Maryam

2. (This Portion should be Completed 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 Computer Teacher BS-16 since 2010
- b) He/She holds this post in permanent / temporary, adhoc capacity or contract basis.
- c) His/Her domicile as accepted by this Department/Office and as per official record is Lahore District.
- d) There is nothing on record of this Department which may render him/her ineligible for the post and his/her record of service is satisfactory and no disciplinary proceedings are pending against the candidate.

Section Officer (Estt.)
Govt. of the Punjab,
Stamp of the
Appointing Authority or Authorized
Officer on His/Her Behalf

(Signature) 9/10/2020
Appointing Authority or Authorized
Officer on His/Her Behalf

Dated _____

Note:

The signing authority of the above permission should 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.



Punjab Public Service Commission

EXPERIENCE CERTIFICATE

It is certified that Mr./Ms./Mrs. MARYAM RAZZAQ has been/is employed in

Spl. Edu Dpt, Govt. of Punjab Department/Organization as Computer Teacher
(BS-16)
from 27-12-2010 to date

Details of his/her experience are as under:-

Designation (with Pay Scale)	Field/Nature of Experience*	Duration	
		From	To
Computer Teacher (BS-16)	- Teaching computer Science - Scholarship Incharge - School Management Council Incharge - Decoration Incharge	27-12-2010	til date

* Please specify clearly the field of experience such as Teaching Physics and Nature of Experience such as Regular/Acting Charge/Officiating/Ad-hoc/Current Charge or Contract.

No. 26-16/2010

Name & Designation of Issuing Authority with Official Stamp
9/10/2010

Date: 9-10-2010

Section Officer (Estt.)
Govt. of the Punjab,
Special Education Department

Telephone No. _____

NOTE:

- (i) The Experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice shall not be considered/counted.
- (ii) Experience certificate on Regular/Acting Charge/Officiating/Ad-hoc/Current Charge or Contract basis must be issued by the Appointing Authority/Head of Institution/Organization/Department.
- (iii) The certificate of recognition of qualification/experience for the posts of (BS-19) and above in Health department shall only be considered if the same is issued by the designated officer of PMDC.
- (iv) In case a candidate 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 along with Registration Certificate issued by the SECP, Registrar of Firms or any other Regulatory Authority shall be submitted.
- (v) 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 shall be mentioned. This Certificate shall be signed by the President District Bar Association and duly countersigned and stamped by the District and Sessions Judge concerned.

**PUNJAB PUBLIC SERVICE COMMISSION**

LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore.

CERTIFICATE OF DEPARTMENTAL PERMISSION**TO BE SUBMITTED BY THE CANDIDATES WHO ARE IN GOVT. /SEMI GOVT. SERVICE.**

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

- a) Name MARYAM RAZZAQ
- b) Father's Name ABDUR RAZZAQ
- c) Employed Since 27-12-2010 to date date
- d) Post Held Presently Computer Teacher (BS-16)
- e) Office/Department Spl. Edu Dpt, Govt. of Punjab
- f) Post Applied for Lecturer Computer Science
- g) Commission's Advertisement No. 24/2020 Case No. 6-RB/2020

Dated 10-9-2020Signature of the Candidate [Signature]

2. (This Portion should be Completed 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 Computer Teacher BS-16 since 2010.
- b) He/She holds this post in permanent / temporary, adhoc capacity or contract basis.
- c) His/Her domicile as accepted by this Department/Office and as per official record is Rawalpindi District.
- d) There is nothing on record of this Department which may render him/her ineligible for the post and his/her record of service is satisfactory and no disciplinary proceedings are pending against the candidate.

Section Officer (Estt.)
Govt. of the Punjab,
Special Education Department
Stamp of the

Appointing Authority or Authorized
Officer on His/Her Behalf

[Signature]
(Signature) 9/10/2020
Appointing Authority or Authorized
Officer on His/Her Behalf

Dated 9-10-2020**Note:**

The signing authority of the above permission should 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.

Punjab Public Service CommissionEXPERIENCE CERTIFICATEIt is certified that Ms./Mrs. MARYAM RAZZAQ has been/is employed inSpl. Edu Dpt, Govt. of Punjab Department/Organization as Computer Teacherfrom 27-12-2010 to date(BS-16)

Details of his/her experience are as under:-

Designation (with Pay Scale)	Field/Nature of Experience*	Duration	
		From	To
Computer Teacher (BS-16)	- Teaching computer Science	27-12-2010 Till date	
	- Scholarship Incharge		
	- School Management Council Incharge		
	- Decoration Incharge		

* Please specify clearly the field of experience such as Teaching Physics and Nature of Experience such as Regular/Acting Charge/Officiating/Ad-hoc/Current Charge or Contract.

No. 26-16/2010

Name & Designation of Issuing Authority with Official Stamp

Section Officer (Estt.)Govt. of the Punjab,
Special Education DepartmentDate: 9-10-2020

Address

Telephone No.

NOTE:

- The Experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice shall not be considered/counted.
- Experience certificate on Regular/Acting Charge/Officiating/Ad-hoc/Current Charge or Contract basis must be issued by the Appointing Authority/Head of Institution/Organization/Department.
- The certificate of recognition of qualification/experience for the posts of (BS-19) and above in Health department shall only be considered if the same is issued by the designated officer of PMDC.
- In case a candidate 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 along with Registration Certificate issued by the SECP, Registrar of Firms or any other Regulatory Authority shall be submitted.
- 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 shall be mentioned. This Certificate shall be signed by the President District Bar Association and duly countersigned and stamped by the District and Sessions Judge concerned.

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 : MARYAM RAZZAQ Father's Name : ABDUR RAZZAQ
(ii) Candidate's CNIC No:

3	7	4	0	5	-	7	0	9	1	0	8	2	-	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
- (2) (i) Name of advertised post applied for: Computer Instructor (ii) Case No. F.4- 75/2020R
(iii) Name of Department/Division/Ministry : FGEI (G) Ministry of Defence
- (3) (i) Name of present post/designation with BS : Computer Teacher (BS-16)
(ii) Present/serving department with complete address : Special Edu Department, 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 10-09-2020

Signature of the candidate Maryam

(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 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 9/10/2020
Name Section Officer (Distt.)
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 typed/printed on Letter Head of Ministry/Division/Department/Organization/Firm)

Certified that Mr./Miss/Mrs. MARYAM RAZZAQ D/O ABDUR RAZZAQ has been/is employed in this Ministry/Division /Department / Firm/Organization as COMPUTER TEACHER (BS-16) from 27-12-2010 to date (dates) whole time/part time/honorary basis/contract basis/daily wages. The work of Mr./Miss/Mrs. MARYAM RAZZAQ while employed in this Ministry/Division/ Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1) Teaching computer to Special Students
(2) Scholarship Incharge
(3) School Management Council Incharge
(4) Decoration Incharge
(5) Managing Extra-curricular activities

Date of Issue 10-9-2020

Signature [Signature] 9/10/2020

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

FOR PRIVATE ORGANIZATION CNIC No. [Grid] (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 : MARYAM RAZZAB Father's Name : ABDUR RAZZAB
(ii) Candidate's CNIC No:

3	7	4	0	5	-	7	0	9	1	0	8	2	-	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
- (2) (i) Name of advertised post applied for: SST (Female) (ii) Case No. F.4-77/2020R
(iii) Name of Department/Division/Ministry : FGEI (C/G) Ministry of Defence
- (3) (i) Name of present post/designation with BS : Computer Teacher (BS-16)
(ii) Present/serving department with complete address : Spl. Edu Department, Govt. of 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 10-09-2020

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 : 26-16/2010 (ii) Date of Birth : 08-08-1987
(iii) Date of entry into Govt. Service with BS : _____ (iv) Nature of Employment : Regular
(Temporary/ Permanent/ Adhoc/ Contract/ Daily Wages/ Contingent)
(v) Present Designation with BS: 16 (vi) Total Continuous Govt. Service: _____
(vii) Status of Department: Provincial (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 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 10/9/2020
Name _____
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 typed/printed on Letter Head of Ministry/Division/Department/Organization/Firm)

Certified that Mr./Miss/Mrs. MARYAM RAZZAQ D/O ABDUR RAZZAQ has been/is employed in this Ministry/Division /Department / Firm/Organization as Computer Teacher from 27-12-2010 to date (dates) whole time/part time/honorary basis/contract basis/daily wages. The work of Mr./Miss/Mrs. MARYAM RAZZAQ while employed in this Ministry/Division/ Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1) Teaching computer to special students
(2) Scholarship Incharge
(3) School Management Council Incharge
(4) Decoration Incharge
(5) Managing Extra curricular Activities

Date of Issue 09-10-2020

Signature [Signature] 9/10/2020
Name of Issuing Authority

FOR PRIVATE ORGANIZATION
CNIC No. [Grid]
Name:
Address:
Phone No.

Section Officer (Edu.)
Govt. of the Punjab
Special Education Department
Office Stamp/Seal
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.
(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.