

FEDERAL PUBLIC SERVICE COMMISSION
DEPARTMENTAL PERMISSION CERTIFICATE FOR PERSONS IN
GOVERNMENT SERVICE

150

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(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: SHOAIB HASAN SOOMRA Father's Name: KHUDA BAKHT SH SOOMRA

(ii) Candidate's CNIC No:

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(2) (i) Name of advertised post applied for: Administrative Officer (ii) Case No. F.4-135/2021/R

(iii) Name of Department/Division/Ministry: Pakistan Meteorological Department

(3) (i) Name of present post/designation with BS: Assistant (BS-16)

(ii) Present/serving department with complete address: Govt. of the Punjab Special Education

(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 18/10/2021

Date 02/10/2021

Signature of the candidate [Signature] 02/10/2021

(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: 01-01-88

(iii) Date of entry into Govt. Service with BS: 16-06-2017 BS-16 (iv) Nature of Employment: Permanent
 (Temporary/ Permanent/ Adhoc/ Contract/ Daily Wages/ Contingent)

(v) Present Designation with BS: Assistant (BS-16) (vi) Total Continuous Govt. Service: 4 years 4 Months 02 Day

(vii) Status of Department: Provincial (viii) Availed Extra-Ordinary Leave: Nil
 (Federal/Provincial/Semi-Government/Government/Autonomous/Corporation)

(ix) Accepted Domicile at time of entry into Govt. Service: Layyah (Punjab) (x) E&D proceedings: (Yes/No) No
 (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>Assistant (BS-16)</u>	<u>Initial</u>	<u>Special Education</u>	<u>16/06/2017 to 18/10/2021</u>	<u>04 - 04 - 02</u>
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) 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 M. Infan.
 Designation and department with complete address (to be signed by head of the Department/Division/Ministry (Official stamp must be affixed)

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

SPECIMEN OF
EXPERIENCE CERTIFICATE

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

(Signature)

Certified that Mr./Miss/Mrs. Shoaib Hasan Soomra
has been/is employed in this Ministry/Division /Department / Firm/Organization as..... Assistant
from 16-06-2017 to Continue (dates) whole time/part time/honorary basis/contract
basis/daily wages. The work of Mr./Miss/Mrs. Shoaib Hasan Soomra while employed in this Ministry/Division/
Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1)
- (2)
- (3)
- (4)
- (5)

Date of Issue.....

Signature..... M. Irfan 01/12/21

Name of Issuing Authority.....

M. IRFAN.

Designation.....

BPS (or Equivalent)..... 17

Office Stamp/Seal.....

Phone No.....

99231573.

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

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.