

F.6/2/2021-E-VII
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Subject:- **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

The offer letters for appointment in BS-17 in Office Management Group on the basis of Competitive Examination-2020 have been issued by UMS to 13 successful candidates (**Annex-I**) on 23rd August, 2021 on their respective postal addresses. The candidates are required to convey their acceptance alongwith surety bond (**Annex-II**) within 15 days to:-

1. Section Officer (E-VII Section), Establishment Division, Islamabad.
2. Section Officer (T-V), Establishment Division, Islamabad
3. The Director (Programme), Civil Services Academy, Lahore

2. For any queries and further information, please feel free to contact the undersigned.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 9202539

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Ms. Moneeza Rafiq,
House No. 09, National CNG Street,
Soan Camp, Main GT Road,
Rawalpindi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.



6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,



(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.



(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____
S/O D/O _____ with permanent address as

_____ (hereinafter called the probationer) and (2) _____
S/O D/O _____ Business / Profession _____
with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Cared of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Jahanzaib Ali Tufail
Bhakray wali Road,
Laohe Wala Warraich,
Gujranwala.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.



6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,



(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.



(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____

Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Ali Abdul Rehman Khan,
Village / Post Office Fatehpur,
Afghanan, Tehsil Shakargarh,
District Narowal.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2.

The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
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- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
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- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

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Enclosed: (One Surety Bond).

Yours Sincerely,



(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.



(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN

Known to the all men by these present that we (1) _____
S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____
S/O D/O _____ Business / Profession _____
with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
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**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Hafeez ur Rehman,
517-Street 09, Muzaffar Colony,
Faisalabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
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- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
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- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
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- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
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 - a. That your character and antecedents are found suitable.
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- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

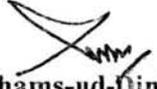
5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.

6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Ms. Fatima Tariq,
133-A, N-Block, Marghazar Colony,
Lahore.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

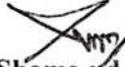
5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (942/99220455), immediately for further instructions / commencement of training.

6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Ghulam Fareed,
Pipli Goraya, Post Office Budha Goraya,
Tehsil Nowshera Virkan,
District Gujranwala.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.



6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,



(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.



(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Ms. Maryum Yousaf,
House No.85, St No.13, Muslim Town,
Bahawalpur.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

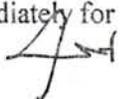
- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
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- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.



6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Hamzah Ayub,
House No. 364, Sector 21, Sector I-9/1,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.

6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,



(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.



(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____

Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Ms. Maria Azhar,
House L-434, St. No.8,
Qasim Abad, Dhok Khabba,
Rawalpindi.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2.

The terms and conditions of the appointment are briefly as follows:-

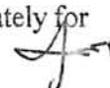
- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.



6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____

Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Mashooq Ahmed,
Noor Manzal, House 1537/A,
Near Ali Shopping Centre, Resham Gali,
Larkana.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

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 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

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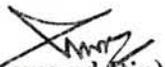
Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
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**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____
S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____
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(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

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- i) Successfully completes his / her training;
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- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Abdul Kabir Khalil,
Dr. Hamayun Khan,
Department of Chemistry Islamia College University,
Peshawar.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

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3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

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5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.

6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

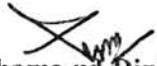
Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____
S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____
S/O D/O _____ Business / Profession _____
with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Zubair Akber Yousafani,
Flat No. 101, First Floor, Block-B, Memon Chalets,
near JS Bank, Citizen Colony Road,
Hyderabad.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2.

The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

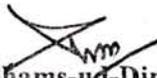
5. If the provisional Offer of Appointment is acceptable to you, you will be required to report to the Director General, Civil Services Academy, Walton, Lahore for training and you are also required to contact Deputy Director (Coordination) Civil Services Academy, Lahore (042-99220455), immediately for further instructions / commencement of training.

6. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
2. The Accountant General of Pakistan (Revenues), Sub-Office, Lahore.
3. The Director General, Civil Services Academy, Lahore.
4. The Director (CSS), Federal Public Service Commission, Islamabad.
5. The Section Officer (Training-V), Establishment Division, Islamabad.
6. Personal File / CR Dossier.


(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

**BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A
CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN**

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Cared of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

- 1) Names should be legibly written.
- 2) Full names and addresses of Surety and of Witnesses should be legibly written.
- 3) A Government Servant already under a similar bond of service should not be accepted as Surety for a Probationer.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/2/2021-E-VII

Islamabad, the 23rd August, 2021

To,

Mr. Ubaid ur Rahman,
Rehman Hardware and Paint Store,
near Lahore Sanitary, Batkhela Bazar,
Malakand.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE COMPETITIVE EXAMINATION, 2020.**

On the basis of the Competitive Examination, held by the Federal Public Service Commission in 2020, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

2. The terms and conditions of the appointment are briefly as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you have completed your Common Training at the Civil Services Academy, Lahore as well as Specialized Training at Secretariat Training Institute, Islamabad and have passed the prescribed examinations including the Final Passing Out Examination (FPOE) which will be conducted by the FPSC after the conclusion of Specialized Training.
- ii. You are required to qualify every examination to the satisfaction of the head of Training Institutions where you shall undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is determined by the head of the training institution to be unsatisfactory, the Government may require you to undergo such further training or take such action(s) as it deems fit.
- iv. As a probationer, you will be subject to the provisions of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973 and shall be governed by rules and regulations applicable to a civil servant.
- v. No representation will be entertained against the decision of the Government with regard to your allocation to a particular Group/Service.
- vi. While appearing in the Final Passing Out Examination, you would be governed by Rule 6 of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and any subsequent rules / instructions issued by the government thereby from time to time.
- vii. If you are already in BS-17 and hold lien against any post in any service/Group/Cadre, you shall have the right of reversion to such previous post, during the period of your probation in new service/ Post/Cadre.
- viii. Change of Occupational Group/Service will not be allowed in any case.
- ix. Your seniority in the Group shall be determined by the Government after the Final Passing Out Examination in accordance with Rule-7 of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group/service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group/service, in terms of this Division's O.M No. 5/6/2017-T-V dated 01-02-2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, Traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

3. Before commencement of training, you shall execute a Bond (copy enclosed), with a surety, to refund in the event of your failure to complete your training or resigning from service during the period of training or within three years thereafter, all such amounts paid to you or spent in connection with your training. If you do not furnish the Bond to the Director General Civil Services Academy, Walton Campus, Lahore, before joining the Academy, you will not be permitted to join the Academy.

4. If you accept the above terms and conditions of appointment, please send a reply to this effect to Section Officer (T-V), Establishment Division, Islamabad, the Director (Programme), Civil Services Academy, Lahore, and the undersigned **within 15 days** of receipt of this offer of appointment, failing which the post will be offered to the next candidate and no representation on that account will be entertained thereafter. Your acceptance should be forwarded through Courier service / U.M.S / Registered Post, to the above mentioned authorities.

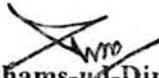
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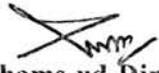
Enclosed: (One Surety Bond).

Yours Sincerely,


(Shams-ud-Din)
Section Officer to the
Government of Pakistan

Copy to:

1. The Accountant General of Pakistan Revenue, Islamabad.
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3. The Director General, Civil Services Academy, Lahore.
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(Shams-ud-Din)
Section Officer to the
Government of Pakistan
☎: 051-9202539

BOND TO BE EXECUTED BY THE PROBATIONER ON HIS / HER SELECTION AS A CIVIL SERVANT (BPS-17) UNDER THE FEDERAL GOVERNMENT OF PAKISTAN

Known to the all men by these present that we (1) _____

S/O D/O _____ with permanent address as _____

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

(hereinafter called the surety) are held and firmly bound unto the President of Pakistan (hereinafter called the President) for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the Probationer's training to be paid to the President, his successor-in-office or assignees for which payment will and truly to be made, we bind ourselves, each of our heirs, executors, administrators and representatives jointly and severally.

Signed and delivered on this _____ Day of _____ 2021

The number, date and place of issue of _____
Identity Card of the Surety _____

Signature _____
(Probationer)

Signature _____
(Surety)

WHEREAS the President has selected the Probationer for appointment as a Civil Servant (BS-17) under the Federal Government of Pakistan and for that purpose is to undergo training at public expense.

Now the condition of the above written bond is that the Probationer:

- i) Successfully completes his / her training;
- ii) Does not resign his services during the period of his probation and three years thereafter on any ground other than ill health certified to the satisfaction of the President; and
- iii) Is not dismissed or removed from service for misconduct during that period.

Then the above written obligation will be null and of no effect, otherwise the same shall be and remain in full force and virtue.

Signature _____
(Probationer)

WITNESS:

1. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

2. Full Name _____
S/O D/O _____
Present Address _____

Permanent Address _____

Business / Profession _____
The number, date and place of issue of _____
Identity Card of Witness _____

Signature _____
(Witness)

CERTIFICATE

Certified that I _____ (Surety)
have not undertaken similar surety in respect of any other person/probationer.

Signature _____
(Surety)

Note:

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