

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Ms. Afshan Iqbal,
Assistant (Economic Affairs Division),
House No. 1209, Street No. 68, Sector I-14/3,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Ayyaz Amjad Chattha,
Assistant (Ministry of Finance),
House No. 421-C, Street No. 28, G-6-1/2,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
 - iv. 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.
 - v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
 - vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
 - viii. 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.

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- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 9202539

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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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Israr Mashal Khan,
Assistant (Ministry of Commerce),
House No. 466 J, Street No. 11, G-10/2,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer in BS-17 in **Office Management Group** under the Federal Government.

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

Copy to:

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2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
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(Shams-ud-Din)
Section Officer (E-VII)
☎: 9202539

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(hereinafter called the probationer) and (2) _____
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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 _____ 2025

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;
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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 _____
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Signature _____
(Witness)

CERTIFICATE

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

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**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Tariq Javaid,
Inspector (Intelligence Bureau),
House No. 392, Street No. 112, Sector I-10/4,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer in BS-17 in **Office Management Group** under the Federal Government.

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(Shams-ud-Din)
Section Officer (E-VII)
☎: 9202539

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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 _____
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**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Mahmood Khan,
Inspector (Intelligence Bureau),
IB Quarters, near PS Sharqi Main Khyber Road,
Peshawar Cant.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer in BS-17 in **Office Management Group** under the Federal Government.

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Cont...P/2

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- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Shah Khalid,
Assistant Librarian (Pakistan Institute of Medical Science),
Cardiac Library Pakistan Institute of Medical Sciences, G-8/3,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Ms. Shazia Jabeen,
Computer Operator (Pakistan Post Office),
House No. 258, Gali No. 34, Near Buland Market, G-10/1,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Rashid Ali Sodhar,
Sr. Patrol Officer (NH&MP under Ministry of Communications),
House No. 18, Behind the City School Shaikh Zaid Colony Larkana,
Larkana.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.


(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Asif Ali,
Stenotypist (Cabinet Division),
Flat No. 6, Block 1-D, G-10/3,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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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- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
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Cont....P/2

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- a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
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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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
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PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Bilal ur Rehman,

Assistant (Ministry of Planning, Development and Special Initiatives),
Flat No. 15, Block No. 21-D, G-10/3, Near FG Dispensary,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 9202539

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Zubair Ahmad Kaleem,
Sub-Inspector (Intelligence Bureau),
House No. 172, Street No. 42, Margallah Town, Phase-II,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



(Shams-ud-Din)

Section Officer to the
Government of Pakistan

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)

Section Officer (E-VII)

☎: 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 _____ 2025

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.

**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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Shahid Nawaz,
Senior Auditor (Ministry of Foreign Affairs),
Room No. 426, Old Building Ministry of Foreign Affairs,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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. 

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Ms. Nida Naseer,
Junior National Savings Officer (National Savings Organization under M/o Finance),
House No. 4/6-B, Street No. 56, Sector G-7/2, Near Sitara Market,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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.
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- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
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Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Wajahat Ali Shah,
Patrol Officer (NH&MP under Ministry of Communications),
J-23 Noman Grand City Near Perfume Chowk,
Karachi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
 - iv. 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.
 - v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
 - vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
 - viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.


(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Jan Muhammad,
Senior Auditor (CMA (RC) Pak Military Account Department),
House No. JO7, Street No. 35A, Ghauri Town,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Shaukat Usman,

Metrological Assistant (Pakistan Metrological Depart. Under Ministry of Aviation),
Regional Meteorological Centre Gilgit Airport,

Gilgit.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.


(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Muhammad Sajjad,
Assistant (Ministry of National Food Security and Research),
Flat No. 4, Block No. 100-B, Sector G-9/2,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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.
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- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
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Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.


(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Ahmed Nabeel Javaid,
Statistical Assistant (Pakistan Bureau of Statistics),
Prof. Javaid c/o Bismillah Milk Shop, Janjua Town, Street No. 6,
Rawalpindi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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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- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
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Cont....P/2

- ix. 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.
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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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
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PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Sajid Ali,
Inspector (Intelligence Bureau),
B-IV 991, Street No.3, Sohan Colony, Muslim Town,
Rawalpindi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Qaiser Khan,
Lab Demonstrator (Military College of Signals, Rawalpindi),
House No. M-1151, Street No.56, Mohalla Amarpura,
Rawalpindi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Safdar Hussain,
Superintendent,
President's Secretariat (Personal), Aiwan-e-Sadr,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
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Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 days**.

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Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Sarfraz Ahmed,
Data Entry Operator (Intelligence Bureau),
Mohallah Siraj Gunj, Vanike Road, Street Mirza Abdul Rashid,
Tehsil & District **Hafizabad.**

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer in BS-17 in **Office Management Group** under the Federal Government.

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Cont....P/2

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4. If you accept the above terms and conditions of appointment, please send a reply to this effect to the undersigned **within 07 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 authority.

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Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Muhammad Mubashhir,
Principal Foreman (Pakistan Navy),
House No. 49, Street No.12, Sector 4,
Haroon Bahria Cooperative Housing Society Hub River Road,
Karachi.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.

5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Muhammad Imran Aziz,
APS (Ministry of Inter-Provincial Coordination),
House No. 45, Street No. C-I, Block-C, Marwa Town,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Toqeer Ahmed,
Assistant Director (Pakistan Post Office),
Post Master General Office, Northern Punjab Circle Rawalpindi,
Near FWO Headquarter,
Rawalpindi.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Muhammad Riaz Ahmad,
Sr. Patrol Officer (NH&MP under Ministry of Communications),
House No. 128, Street No. 5, Askari VI, Nasir Bagh Road,
Peshawar.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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.
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Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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;
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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.
- 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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Ms. Wajiha Arif,
Assistant (Ministry of Interior & Narcotics Control),
House No. 820, Street No. 77, I-8/3,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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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- vii. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
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Cont....P/2

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- a. That your character and antecedents are found suitable.
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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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Zubair Ahmed,
Inspector (Intelligence Bureau),
Block No. 5/C, Flat No. 02, Sector G-9/2,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer in BS-17 in **Office Management Group** under the Federal Government.

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

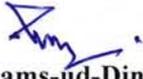
- i. You will be on probation for a period of one year or for such period as Government may extend for the successful completion of your training. The probationary period, however, shall not be terminated until you complete your Training at the Secretariat Training Institute, Islamabad and pass the prescribed 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont...P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.


(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Qasim Mahmood,
APS (Intelligence Bureau),
House No. 146-C, Gali No. 16, Sector G-6/2,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Ms. Sumaria Jabeen,

Senior Auditor (Pakistan Military Accounts Department under M/o Defence),
Lane 7B, Street No. 7, Near Haji Manzur Hussain Masjid,
Kehkashan Colony, Adiala Road,
Rawalpindi.

Subject:

**OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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.
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- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
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Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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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- 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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Muhammad Saleem,
Sr. Patrol Officer (NH&MP under Ministry of Communications),
House No. 262, Street No. 4, Faizabad Colony,
Okara.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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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Cont...P/2

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- a. That your character and antecedents are found suitable.
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Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Asif Dilshad Ahmed Hashmi,
Assistant (Ministry of Housing & Works),
House No. 388-D, Street No. 105, G-6/1-4,
Islamabad.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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**

F.No.6/1/2025-E-VII

Islamabad, the 16th July, 2025

To,

Mr. Nazir Said,
Inspector (Intelligence Bureau),
House No. 468, Main Bouble Road, Sector-R, Seikhtmaltoon Town,
Mardan, KP.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF SOPE-2024**

On the basis of the Section Officer Promotional Examination-2024, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as Section Officer 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 one year 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 complete your Training at the Secretariat Training Institute, Islamabad and pass 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 you fail to undergo prescribed training & qualify the prescribed examination, your appointment shall be terminated without notice.
- iv. 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.
- v. As a probationer, you will be subject to the provisions of Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, SOPE Rules-2015, Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 and shall be governed by rules and regulations applicable to a civil servant.
- vi. While appearing in the Final Passing Out Examination (FPOE), 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. As a probationer, you shall be required to qualify Final Passing Out Examination in the subjects approved by the Government.
- viii. 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.

Cont....P/2

- ix. 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.
- x. If you do not fulfill the conditions mentioned at ix (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, Secretariat Training Institute, Islamabad 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 the undersigned **within 07 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 authority.

5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 07 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.

Yours Sincerely,



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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Deputy Director (P&PE), Federal Public Service Commission, Islamabad.
3. The Section Officers (Training-V & III), Establishment Division, Islamabad.
4. Director (IT), Establishment Division.
5. Personal File / CR Dossier / Concerned Ministries / Divisions / Departments.



(Shams-ud-Din)
Section Officer (E-VII)
☎: 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 _____ 2025

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;
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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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