

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2025-E-VII

Islamabad, the 22nd July, 2025

To,

Ms. Zakia d/o Mr. Muhammad Taqi,
House No. 601-A, Hazar Housing Society, Alamdar Road,
Quetta.

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE
MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE
BASIS OF THE SPECIAL CSS COMPETITIVE EXAMINATION, 2023**

On the basis of the Special CSS Competitive Examination-2023, held by the Federal Public Service Commission, you have been selected and are hereby offered appointment as a Civil Servant in BS-17 in **Office Management Group** under the Federal Government.

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

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

Cont...P/2

- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group / service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group / service, in terms of this Division's O.M. No.5/6/2017-T-V dated 01.02.2018.
- xi. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or a local authority or a Corporation or body set up or established by any such Government.
- xii. If you are already in service of Federal or Provincial Government, your pay shall be fixed under the normal rules of the Government. If, however, you are in the service of any Autonomous Body / Corporation, you will not get the benefit of your previous pay on joining the Federal Government.
- xiii. On joining the Civil Service Academy, Lahore, traveling allowance will not be admissible, except in case of those who are already in Government Service.
- xiv. This offer of appointment is provisional and subject to the following conditions:
 - a. That your character and antecedents are found suitable.
 - b. That you are found medically fit.
- xv. If you do not fulfill the conditions mentioned at xiv (a & b) above, your services shall be terminated without notice.

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

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

5. You are also required to send 05 original copies of revised proforma (copy enclosed) alongwith 10 copies of CNIC (06 attested and 04 not attested) to the undersigned for verification of your character and antecedents from the concerned agencies.

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

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

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

Enclosed: (One Surety Bond).

Yours Sincerely,


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

Copy to:

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


(Shams-ud-Din)
Section Officer (E-VII)
☎: 051-9202539

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

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

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

(hereinafter called the probationer) and (2) _____

S/O D/O _____ Business / Profession _____

with permanent address as _____

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

Signed and delivered on this _____ Day of _____ 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.

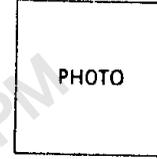
Signature _____
(Surety)

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.

CONFIDENTIAL

GOVERNMENT OF
Federal Public Service Commission
Ministry/Division/Office.



Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1. The name of the post with BS/Grade in which the candidate is to be appointed.....

2. Full name (in block letters) with surname and aliases if any Mr./Miss/Mrs.....

3. Previous name, if any, and reasons for change.....

4. Father's name in full with occupation and income, if any.....

5. Date and place of birth of the candidate with full address.....

6. Description :
- (a) (1) Height.....
 - (2) Build i.e. heavy/medium/light.....
 - (3) Frame i.e. large/medium/thin.....
 - (4) Complexion.....
 - (5) Colour of Hair.....
 - (6) Colour of eyes.....
 - (7) Visible marks of identification.....
 - (b) (1) Religion by birth.....
 - (2) Present Religion..... 2 (a) Sect.....

7. Residential address (with telephone number if any) :
- (a) Present.....
 - (b) Permanent.....
 - (c) Social Media account details (real and pseudonym):

a. Whatsapp.....	f. TikTok.....
b. Instagram.....	g. LinkedIn.....
c. Facebook.....	h. Telegram.....
d. Twitter.....	i. Any other.....
e. YouTube.....	

(d) Contact numbers in use of applicant:

- a. Mobile No. _____
- b. Landline No. _____
- c. Satellite mobile / number _____
- d. Other No. _____

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(e) Email addresses:

- a. _____
- b. _____
- c. _____
- d. _____

8. Nationality:

- (a) Pakistani national by birth/migration/naturalisation.
- (b) If naturalized/migrated:
 - (1) Previous nationality and address
 - (2) Date of migration
 - (3) Citizenship/Naturalisation Certificate particulars i.e. No., date and Place of issue etc.
- (c) National Identity Card No., date & Place of issue
- (d) Dual Nationality details:
 - Have you been dual national? Yes / No.....
 - If Yes, country of dual nationality.....
 - Dual nationality of parents/siblings/children (if any) details.....

9. Local and other addresses during the last 10 years where the candidate has stayed for more than six months.

Address	From	To

10. Educational qualifications / Informal education / Madrassa education (Name of Madrassa and nature of curriculum and board) / Online education showing places of education from the age of 10 years :

Name and place of school and college/ Madrassa, its affiliation and Curriculum/Online education etc.	From	To	Major field of study	Certificate/ diploma/degree obtained

Note. – A certificate of good character from the head of educational institution last attended by the candidate to be attached.

11. Knowledge of languages.

Can understand	Can Speak	Can write

12. Special training, any field

13. Any distinctions obtained in literary sports or miscellaneous fields :

14. (a) Are you capable of sustaining physical and mental activity?

(b) Have you had any serious illness or any operation in the past three years?

(c) For how many days you remained out of job/work during the last three years?

(d) How long have you been abroad and in which connection during the last three years

15. Has there been any case of mental/nervous illness in your close relatives

16. (a) Do you take alcohol?

(b) Do you gamble?

(c) Do you take narcotics/ drugs (ice/ heroin/ hash/ cocaine etc.)

17. (a) Govt. offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving.

Offices/Firms	Designation and pay	From	To	Reasons for leaving

(a) Govt. offices or firms(Local/Multi-national)/autonomous/semi government/Foreign Missions in Pakistan/any other paid employment with full description and addresses where the candidate previously worked, and the reasons for leaving.

Govt. offices/firms/autonomous/semi government/Foreign missions in Pakistan/any other paid employment	Designation and pay	From	To	Reason for leaving

Note.- Separate list may be attached in case of paucity of space.

(b) Present occupation, if any.

Offices/Firms	Designation and pay	From	To	Reasons for leaving

Note.- Certificate of performance from the Head of the institution last served by the applicant to be attached.

(c) Internships held by the applicant, if any:

S #	Name of Organization	Tasks assigned	Duration of affiliation (with dates)

18. Offices/firms with full descriptions any addresses where the candidate previously applied without success.

Office/firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) candidates :

- (a) Full name (including alias) with father's name _____
 (b) Nationality _____
 (c) Dual nationality, if yes, Country name _____
 (d) Religion _____
 (e) Date of birth _____
 (f) Place of birth _____
 (g) Address (home / abroad) _____
 (h) Occupation, if any _____
 (i) Income, if any _____

20. Particulars of children :

Name	Sex	Date of birth	Recent Current address
(a)
(b)
(c)
(d)

21. Particulars of children or dependents educated or receiving education:

a	b	c	d	e
(a) Name of child.				
(b) Relationship.				
(c) Name of institution.				
(d) City/country.				
(e) Period of education abroad.				
(f) How financed.				

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted :

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad :

Name with relationship	Nationality	Occupation	Place of residence
(a)
(b)
(c)
(d)
(e)
(f)
(g)
(h)

24. Assets :

(a)	Immovable	Value	Mode of	acquiring

(b)	Movable of more than Rs. 2000 50,000.			

	Total Value.....
(c)	Details about bank accounts maintained including Jazz Cash, Easy Paisa, etc, if any			
(d)	Details about social insurance and foreign investment/ bank accounts/ stocks/ real estate and crypto currency etc.			
(e)	Whether Income Tax Filer, If Yes NTN/STN number			
(f)	Property held as Attorney (home / abroad).....			

25. Do you have Arms license (prohibited/ non prohibited) (if yes, explain kind and caliber) [This serial number has been added as a new addition]

.....

26. Do you have membership / fellowship of any foreign institution / club, Membership of clubs, Political parties and associations (past and present) (name of organization with date of joining and leaving) :

	Name of club/party	From	To	Country
(a)
(b)
(c)
(d)

27. Details of travels abroad (including travels for education or training) with purpose of visit (including travel for education / training / work or any other purpose) for last 10 years: .

- (a) Passport particulars, if any, including No., date of place of issue.....
- (b) Countries for which valid.....
- (c) Issuing Authority
- (d) Period of valicity.....
- (e) Countries Visited:

Name of county	Duration	Purpose of Visit	Sponsored/ Financed by whom

(f) Have you ever been deported from any foreign country (if yes, explain reason).....

28. ~~Name with addresses of at least two referees in Pakistan~~ Particulars of two referees in Pakistan known for last 05 years, who can testify to the candidate's character and antecedents :

S #	Name	Designation/ Profession	Contact Number	Address

29. (a) Name or address of your close friends :

Name	Address

(b) Name of foreign friends (if any):

S #	Name of Friend	Country	Profession	Nature of friendship	Contact Details: Email, mobile number, satellite number, social media account etc.	Any other detail

30. Is there any financial reference (pending or settled) against you in NAB or any Anti-Corruption Department (if yes, explain nature and reason)
 [This serial number has been added as a new addition]

31. Whether ever your name notified in the Fourth Schedule Activist Category by Home department / Ministry of Interior (if yes, explain reason)
 [This serial number has been added as a new addition]

32. Details of affiliation of applicant and his near relatives with any Proscribed Organization (Religious / Sectarian / Nationalist/ Regionalist) / Welfare organization / NGO / INGO:
 [This serial number has been added as a new addition]

(a) Applicant's affiliations:

S #	Name of Organization	Type of affiliation (volunteer / salaried)	Role/ Office held by Individual and Duration (with Dates)	Current Status

(b) Near relatives' affiliations:

S #	Name of Organization	Name of Individual	Relationship with Applicant	Type of affiliation (volunteer / salaried)	Role/ Office held by Individual and Duration (with Dates)	Current Status

33. Whether nominated, arrested, prosecuted, convicted, restricted or externed in any case, political or otherwise, if so full particulars including dates should be furnished.....

34. Finger prints :

Right					
Left					

Place _____ dated _____ Signature _____

(a) I candidate for appointment to hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.

(b) I fully understand that if the above statement is false in any material respect, or omits any material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature _____

Place _____

Date _____

Waqar Sharif
Programmer
Tuesday, 22 July, 2025, 4:15:6 PM

Name _____ Parentage _____

To be filled in by the Superintendents of Police, etc. concerned at the request of Ministry/Division/
Office/Federal Public Service Commission.

Remarks by

Superintendent of Police

Place _____ Date _____

D.I.G. Special Branch

Place _____ Date _____

Director General Intelligence Bureau.

Place _____ Date _____

Waqar Sharif
Programmer
Tuesday, 22 July, 2025, 4:15:6 PM

FAMILY PARTICULARS

Annexure

Note.- Full information in respect of wife (Husband in case of female employee) Father, Mother, Brothers, Sisters, Father-in-Law and Mother-in-Law should be furnished as under. In case of Wife (or Husband as the case may be) additional information in respect of her maiden name, date and place of birth, date and place of marriage, nationality and religion before marriage should also be furnished in remarks column.

Full Name	Relationship	Age	Nationality	Religion	Sect	Occupation with complete details	Whether Dependent on you	Residential address	Political affiliations if any	Remarks

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CHARACTER CERTIFICATE

Certificate that I know Mr/Miss./Mrs. _____

_____ Son daughter/wife of Mr. _____

_____ for the last _____ years _____ months and that to the best of my knowledge and belief, he/she bears a reputable character and has no antecedents which render him/her unsuitable for Government employment.

2. Mr/Miss./Mrs. _____ is not related to me.

1. Signature _____

Designation _____

(1) Place _____

Date _____

(2) Place _____

Date _____

2. Signature _____

Designation _____

Waqar Sharif
Programmer
Tuesday, 22 July, 2025, 4:15:6 PM

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**VERIFICATION OF CHARACTER AND ANTECEDENTS OF CANDIDATES FOR
GOVERNMENT EMPLOYMENT**

Number _____ Place _____ date _____

From _____

To _____

Please take necessary action to get the character and antecedent of Mr/Mrs./Miss _____
verified, and return the enclosed verification Roll, duly completed to the undersigned.

Sign, Name and designation of the issuing officer.

Waqar Sharif
Programmer
Tuesday, 22 July, 2025, 4:15:6 PM

Waqar Sharif
Programmer
Tuesday, 22 July, 2025, 4:15:6 PM