

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.F.6/2/2024-E-VII

Islamabad, the 19th September, 2024

To,

Ms. Momena Tariq,
House No. 45, Upper Story Meezan Bank,
Gul Bahar Colony No.1,
Peshawar.
Cell # 0335-5976801

Subject:

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

On the basis of the Competitive Examination CSS-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.



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- x. If you have changed your occupational group as a result of repeating CSS, you will not repeat CTP, continue your posting in your former group / service on the commencement of your respective STP only alongwith yours batch mates of the new occupational group / service, in terms of this Division's O.M. No.5/6/2017-T-V dated 01.02.2018.
- 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 (042-99220455), 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 Secretary, Railways Division, Islamabad.
4. The Director General, Civil Services Academy, Lahore.
5. The Director (CSS), Federal Public Service Commission, Islamabad.
6. The Section Officer (Training-V), Establishment Division, Islamabad.
7. Personal File / CR Dossier.



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