

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.6/1/2019-E-VII

Islamabad, the 27th November, 2019

To,

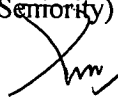
List enclosed

Subject: **OFFER OF APPOINTMENT TO THE POST OF BS-17 IN OFFICE MANAGEMENT GROUP UNDER THE FEDERAL GOVERNMENT ON THE BASIS OF SOPE-2017**

On the basis of the SOPE-2017, held by the Federal Public Service Commission in 2018, 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 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 authority.
5. This offer of appointment will be treated as WITHDRAWN if you do not convey your acceptance **within 15 days**.

PLEASE NOTE VERY CAREFULLY THIS OFFER OF APPOINTMENT WILL BE TREATED AS WITHDRAWN IF YOU DO NOT CONVEY ACCEPTANCE WITHIN THE SPECIFIED TIME LIMIT.


Enclosed: (One Surety Bond).

Yours Sincerely,


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

Copy to:

1. The Director General, Secretariat Training Institute, Islamabad
2. The Assistant Director (PPE), 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 to the
Government of Pakistan
☎: 9202539

SECTION OFFICER PROMOTIONAL EXAMINATION-2017.

Sl No.	Roll No.	Merit No	Name	Designation & BS	Name of Ministry / Division / Department
1	01141	01	Mr. Tariq Mehmood	Senior Patrol Officer (BS-16)	NH&MP, Ministry of Communication
2	00311	02	Mr. Muhammad Abrar Azam	Assistant (BS-16)	Secretariat Training Institute
3	00949	03	Mr. Akram Shafique	Assistant Computer Programmer (BS.16)	NH&MP, Ministry of Communication
4	00325	04	Mr. Muhammad Amjad Alam Sher Malik	Assistant (BS-16)	Air Headquarters PAF
5	01023	05	Mr. Muhammad Arfan	Senior Patrol Officer (BS-16)	NH&MP, Ministry of Communication
6	00598	06	Ms. Samreen Khan	Ministerial Assistant (BS-16)	Pakistan Bureau of Statistics
7	01272	07	Mr. Sher Alam Khan	Communication Assistant (BS-16)	Ministry of Foreign Affairs
8	00216	08	Mr. Imran Hussain	Stenotypist (BS-14)	Finance Division
9	01074	09	Mr. Mumtaz Ahmed	ASPS (BS-14)	Pakistan Post
10	01062	10	Mr. Muhammad Shafique	Assistant Superintendent (BS-16)	Pakistan Post
11	01434	11	Mr. Muhammad Shehzad	Assistant (BS-16)	Ministry of Defence
12	00158	12	Mr. Faqir Shah	Cypher Assistant (BS-15)	Ministry of Foreign Affairs
13	00472	13	Mr. Muhammad Siddique	Stenotypist (BS-14)	National Assembly Secretariat
14	00153	14	Mr. Faisal Malik	Superintendent (BS-16)	Ministry of Textile Industry
15	00860	15	Mr. Muhammad Razaullah Lakho	Senior Patrol Office (BS-16)	NH&MP, Ministry of Communication
16	00107	16	Mr. Ashar Mahmood	Assistant (BS-16)	Housing & Works Division
17	01518	17	Mr. Yasir Choudary	APS (BS-16)	Auditor General of Pakistan
18	00020	18	Mr. Abdul Rauf	Senior Patrolling Officer (BS-16)	NH&MP, Ministry of Communication
19	00109	19	Mr. Asif Mahmood	Senior Patrol Office (BS-16)	NH&MP, Ministry of Communication

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 _____ 2019

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.