

IMPORTANT INSTRUCTIONS FOR CANDIDATES FOR FILLING APPLICATION FORM

Detailed instructions are available on web site www.bpsc.gov.pk

Carefully read the instructions before filling the Balochistan Public Service Commission Application Form for posts.

1. Filling of Application Form

- i) The application form must be filled in carefully and legibly in capital letters. No column of the application form should be left blank/unfilled. If any column is not applicable, please write Not Applicable or "N.A" or draw a line across it. A candidate must satisfy the Commission on his/her eligibility in all respect in terms of the recruitment rules governing the post applied for. In case any serious deficiency is observed in the eligibility of a candidate at any stage, the Commission may cancel his/her candidature and/ or withdraw nomination of the ineligible candidate, as the case may be.
- ii) For each post a separate application form should be submitted and prescribed examination fee should also be paid separately. The Commission reserves the right to interview any number of candidates at the top of the merit list drawn against each post from concerned zones on the basis of result of written/MCQ's examination/tests.

2. Submission of Application Form

- i) The application form must be submitted to the Secretary, Balochistan Public Service Commission on or before the closing date given in the advertisement. Application received in office of the Commission after last date fixed for the receipt of applications sent by posts will not be entertained.
- ii) Those candidates who are already in service, (Government or Semi Government, or other Organizations) should route their applications through their departments with the departmental permission attached with the application form.
- iii) Ex-Defense personnel should route their applications through the Ministry of Defense.

3. Application / Examination Fee

- i) Fee for all the posts should be deposited under the Head "C02101-ORGAN OF STATE EXAM FEE BALOCHISTAN PUBLIC SERVICE COMMISSION "on treasury challan of (Green Colour Only). Fee structure may be perused below:-

01	For B-15 and Below Posts.	Rs. 400/-
02	For B-16 and B-17 Posts.	Rs. 600/-
03	For B-18 Posts.	Rs. 1000/-
04	For B-19 and B-20 Posts.	Rs. 2000/-
05	Competitive Examination.	Rs. 1000/-
06	Departmental Examination AC/ Tehsildar.	Rs. 1000/-
07	Departmental Exam: Treasury Accountant.	Rs. 1000/-
08	Detail Marks Certificate.	Rs. 200/-

- ii) Candidates who are applying from places where Treasuries are situated may deposit the exam fee in Government Treasuries or in a branch of National Bank of Pakistan and attach the duly deposited treasury challan in original with the application form. In Quetta, the fee should be deposited in the State / National Bank of Pakistan.
- iii) Cash, Postal Orders, Cheques, Money Orders and Bank Drafts will not be accepted by the Commission.
- iv) Neither any claim for refund of Fee will be entertained nor it will be held reserve or at credit for another test or selection on the pretext of non-appearance in the test or ineligibility of the candidate. Candidates should, therefore, satisfy themselves before depositing the fee that they are eligible in all respects.

4. District of Local/Domicile:

Local/Domicile Certificate from the Competent Authority of his/her District should be submitted by the candidate. District and Division/Zone of Local/Domicile, mentioned under the relevant column, should tally with the Local/Domicile Certificate actually possessed by the candidate. A married female candidate not already in Government service and desires to apply on the basis of local/domicile of her husband should submit the local/domicile certificate of her husband containing her name. In case of in service candidates, the local/domicile certificate endorsed in service record of department will be accepted.

5. Disabled Candidate:

If a candidate claims to be a Disabled Person, he/she will have to submit certificate of disability issued by the Competent Authority. Any claim against Disable Person's quota will be admissible only if a vacancy has been advertised for Disable Persons.

6. Age Relaxation:

Those candidates who are over age, they should apply to the Competent Authority for grant of age relaxation with in the closing date for receipt of application and copy of application should be attached with the application form, the Commission may process and accept the application provisionally **subject to production of formal order of age relaxation**. However, formal approval/order must reach BPSK office before the date of conduct of written test/examination for the post **applied**.

7. Distinction Certificate:

Certificate of distinction/ positions about standing 1st, 2nd or 3rd in University/Board Examination in the required qualification must be attached with the application form. No credit will be given without a proper certificate from the Controller of the Examination of the University/ Board.

8. Prescribed Education Qualification:

The prescribed educational qualification must have been acquired on or before the closing date for receipt of application being a condition of eligibility.

9. Prescribed Experience Certificate(s):

Unless otherwise prescribed in the recruitment rules, the requisite/ prescribed experience (with necessary valid documentary proof) means **the post qualification experience gained in a regular, full time paid job**. The experience as part time, honorary, apprentice and internee will not be considered/ counted as experience.

10. One attested Copy of following Testimonials to be supplied with application form:

(a) Five (5) passport size latest photographs (Female candidates also) (b) Computerized National ID card (c) Original Treasury Receipt (Green Colour) and its photocopy (d) Matriculation to final academic qualification (Certificate and Degrees) along with details marks sheets (e) Local/ Domicile certificate (f) Experience/Service certificate(s) (g) Departmental Permission certificate (h) Three Character Certificates(One from Head of last attended Educational Institution and two from different Gazetted Officer For Fresh Candidate) (i) Photocopy of filled one page application form.

Warning

A candidate who knowingly furnishes any information or particulars which are false or suppresses material information, or attempts to influence the Commission, or officers or members of the staff of the Commission, or tries to obtain support for his/ her candidature by improper means, or deliberately submits forged certificates, or tempers with the entries in his or her age, educational certificates, or misbehaves in the examination hall, or uses unfair means, or uses objectionable language, or is found guilty of misconduct during the examination/ test/ interviews shall be disqualified from this examination or subsequent examination/ selections. He/ she could also be debarred from future employment.

Note: Canvassing in any form will disqualify a candidate

**BALUCHISTAN PUBLIC SERVICE COMMISSION**

Smungli Road, Quetta Cantt:

For office use only

Website: www.bpsc.gob.pk E-mail: info@bpsc.gob.pk
Fax: 081-9202672, Phone: 081-9201498, 081-9201601No.

APPLICATION FORM

Name of Post Applied for. _____ _____ BPS(____)
Department. _____
Advertisement No. _____
Closing Date (dd-mm-yyyy) ____/____/____

Examination Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Treasury Receipt Rs. _____
Challan No. ____ Date. ____/____/____
Bank/Treasury Name. _____

Photograph (Female candidates also)
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1) Name: (write in capital letters and spell as per your Matriculation Certificate):

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2) Father's Name:

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3) Husband's Name:

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4) Date of Birth (As per Matriculation Certificate): 5) Father's occupation: _____

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6) C.N.I.C. No.

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 7) Gender: M F 8) Religion _____9) a) Local/Domicile: L D b) District. _____ c) Division/Zone. _____10) a) Do you possess the minimum educational qualifications as mentioned in the advertisement as on the closing date? Yes No

b	Academic Qualification	Result Declaration Date	Name of Institution/ Board/University	CGPA/ Div/ Grade	Marks Obtained/ Total	Major Subjects
1.	Matriculation/Equivalent				/	Science <input type="checkbox"/> Arts <input type="checkbox"/> O-Level <input type="checkbox"/> Other <input type="checkbox"/>
2.	Intermediate/Equivalent				/	Pre-Med <input type="checkbox"/> Pre-Eng <input type="checkbox"/> Arts <input type="checkbox"/> Other <input type="checkbox"/>
3.	Graduation				/	
4.	Post Graduation				/	
5.	Other Qualification				/	

c) Write Distinction of qualification required / advertised by this Commission. _____

11) Do you possess relevant post qualification experience for the post as mentioned in the advertisement on the closing date? Yes No

12) Experience/ Service Particulars:

Department/Organization	Designation	Grade BPS	Govt/Semi Govt/Private	Starting Date	Ending Date	Period of Service Claimed
1.						
2.						
3.						
4.						

13) Postal Address With Police Station	
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14) Permanent Address with police station: _____

15) Contacts: a) Cell: _____ b) Off: _____ c) Res: _____

16) Do you claim to be a Disabled Person? Yes No 17) E-mail: _____18) a) Are you in Government/Semi Government Service? Yes Nob) If yes, provide **Departmental Permission Certificate** from Competent Authority on prescribed Commission's Proforma -A.19) a) Are you applying for the Competitive Exam (PCS)/Divisional Forest Officer? Yes Nob) If yes, fill and provide detail of optional subjects & number of attempts on **Subjects Option Form** prescribed by Commission's Proforma-B.

Declaration:- I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared guilty of any type of misconduct or irregularity mentioned herein. I have informed my Head/Department in writing that I am applying for this selection.

Note: 1. Separate sheet may be used for additional profile viz training courses, employment record, Research papers and publications etc.
2. Carefully read the instructions on backside of Application Form.

Dated: - ____/____/____.

Signature of Applicant:

For Office Use Only:	Receipt No. _____.	Receipt Date: ____/____/____.	Received by: _____
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Government of Balochistan

BALOCHISTAN PUBLIC SERVICE COMMISSION

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DEPARTMENTAL PERMISSION CERTIFICATE**FOR USE OF GOVERNMENT SERVANTS/SEMI: GOVERNMENT SERVANTS**

THE FOLLOWING PARTICULARS SHOULD BE FILLED IN BY THE CANDIDATE

- (i) Name. _____
- (ii) Computerized N.I.C. No. _____
- (iii) Father's Name _____
- (iv) Designation _____ (BPS- _____)
- (v) Post applied for _____
- (vi) Commission Advertisement No. _____
- (vii) Present Department with complete address _____

I have applied to the Balochistan Public Service Commission, Quetta for the above mentioned post on the prescribed form separately. Necessary departmental permission for applying for the post may kindly be forwarded to the Secretary, Balochistan Public Service Commission, Samungli Road, Quetta, Cantt. The closing date for submission of application in the BPSC is ____/____/____.

Date: ____/____/____

Signature of Applicant:

FOR USE BY THE DEPARTMENT (EMPLOYER) OF THE CANDIDATE

Certified that Mr/Miss/Mrs _____ is employed in this Department since _____. He/She holds a Temporary/Permanent/ad hoc (Strike out not applicable) post under the Federal/Provincial/Semi Government/Autonomous Corporation. His/her total continuous government service is _____ Years _____ Months _____ Days.

His/her place of Domicile as shown in his/her service record is _____ district/Agency of _____ Division/Zone. This entry is based on Certificate issued by _____.

His/her character, so far as known to me, is good and there is nothing against him/her which may render him/her ineligible or unsuitable for the post applied for and he/she has been permitted to apply for the said post.

Signature _____

Date: ____/____/____

Stamp _____

Name _____

Note: The signing authority of the above permission should please ensure that all the blank spaces meant to be filled in by the Department are accurately filled in. If a departmental candidate/employee is selected/ nominated by the Commission, the parent Department of that candidate shall be bound to relieve him/her to enable him/her to join the post for which he/she has been recommended by the Commission.



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SUBJECT'S OPTION FORM

TO BE FILLED IN BY THE CANDIDATES FOR COMPETITIVE EXAMINATIONS ONLY

Tick the appropriate post for applying of Competitive Examination. Read instructions on the backside of Subject's Option Form for the rules of selecting optional subjects.

1. Balochistan Civil Services –Executive Branch (B-17) Officer.
2. Section Officer (B-17).
3. Divisional Forest Officer (B-17).

Each candidate should consult the conditions and syllabus enclosed herewith and gives his option in the columns provided below. This sheet should be attached with the application form of the Commission.

1. Each candidate should give his/her option for language paper of the Compulsory Subject (only for PCS executive candidates).

NAME OF COMPULSORY SUBJECT	OPTIONAL LANGUAGE
General paper including essay in Urdu/Sindhi/Balochi/Pashto/Punjabi/Brahvi.	

3. Each candidate should select & give below the three (3) optional subjects for BCS-EB Officer/Section Officer & two (2) optional subjects for Divisional Forest Officer in which he/she intends to appear in the above examination & attach this sheet to his/her application form.

OPTIONAL SUBJECTS

S.NO. OF SUBJECT.	GROUP	OPTIONAL SUBJECT

(Preference for the posts of BCS-EB (B-17) / Section Officer (B-17 if Applicable or advertized by Commission)

1st Preference: _____.

2nd Preference: _____.

Signature of Applicant: _____.

Name: _____.

Years	Months	Days

4. Age on 1st January of the year:

Father's Name: _____.

HAVE YOU APPEARED PREVIOUSLY IN COMPETITIVE EXAMINATION OF BPS? IF SO, GIVE PARTICULARS:

S.No	Year	Name of Post	Appeared in		Remarks
			Examination	Interview	
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: ____ / ____ / ____.

Signature of the Applicant: