

GENERAL INSTRUCTION AND GUIDE LINE

01.

a) The application form must be filled in carefully and legibly. If the handwriting is not good, block letters should be used. Use of Typewriter is permitted. No Column of the application form should be left blank. In case any column "Not applicable". If more space is needed, additional pages may be used. If any column is left blank or a line is drawn across, it will be presumed that the reply is nil.

b) Separate application and separate fee is required for each post advertised by the Commission.

c) Incomplete and unsigned application may be rejected summarily.

d) A candidate, who suppresses information, furnishes incorrect information or knowingly furnishes any particulars, which are false or submits forged certificates may be disqualified from appearing in subsequent selection/examination(s) held by the Commission and debarred from employment under Government.

e) If a candidate sends the application by post and desires an acknowledgement, he/she must send it through Registered post. No application will otherwise be acknowledged.

f) The Commission will not be responsible for any delay in the delivery of letters sent by post. Applications received in office of the Commission after last date fixed for the receipt of applications, will not be entertained.

02.

a) Each application must be accompanied with the original Challan or Treasury receipt of fee as mentioned in the advertisement. The fee can be paid through Challan in Government Treasury or in any Branch of the National Bank Pakistan in Sindh, State Bank of Pakistan or in a State Treasury authorized to transact business on behalf of the Government of Sindh. The receipt of this deposit should be attached with the application form.

b) A candidate who applies for a post from a place where the Treasury is not Conveniently situated or from any place other than Sindh Province, has the option to remit the application fee by money order to the Secretary, Sindh Public Service Commission, Hyderabad clearly stating on the money order coupon the name of the post for which the fee is being sent and should attach the money order receipt to the application form. Candidate should take particular care in mentioning the name of the post.

c) On the Treasury Challan the candidate should clearly indicate the name of the post for which the fee is being sent and also inscribe legibly on it the following classification in the column of "Head of Account" Receipt of Sindh Government under the **"C02101-Organ of State-Exam Fee (SPSC Receipts)"**.

d) Cash or Postal Orders, Cheques and Bank Drafts will not be accepted by Sindh Public Service Commission.

e) Applications not accompanied by original copy of Challan or a Treasury Receipt will be liable for rejection.

f) A candidate who submits an application from a place which is outside Pakistan is required to produce at the time of interview, Original Challan of a sum as mentioned in the advertisement deposited in any branch of State/National Bank or Government Treasury.

g) No claim or refund of the fee will be entertained by the Commission.

03.

a) The age of candidate is reckoned from the date of birth recorded in his matriculation certificate. The date for calculation of age will be the closing date for submission of application given in the advertisement.

b) The candidate claiming age concession, if admissible for Government servants, should submit service certificate along with departmental permission.

04.

a) A candidate who is already employed in Government or Semi-Government Department or private recognized institution should submit the application through his/her Head of the Department. The candidate should get the prescribed proforma forwarded by the Head of the Department or employer within closing date fixed by the Commission. One copy of the application should be sent well in advance for information.

b) Ex-Defence personnel should attach copy of release order from their Competent Authority.

05. Attested copies of following certificates should be sent with the application:-

a) Matriculation certificate or a certificate showing the date of birth of the candidate from the relevant Board.

b) Intermediate certificate from the relevant Board.

c) Graduation certificate from the relevant University.

d) Post-Graduation certificate from the relevant University.

e) Valid Registration certificate from PMDC or PEC (for Doctors and Engineers only)

f) Year-wise marks certificates in respect of Matriculation, Intermediate, Degree and Post Graduation Examination from the relevant Board/University.

g) Domicile Certificate of the candidate from the District Magistrate.

h) PRC on Form "D" issued by the District Magistrate for the purpose of recruitment to Public Service in Sindh.

i) In the case of the candidate who migrated to Pakistan after 13 th April 1951, Registration Certificate as citizen of Pakistan in the prescribed form R-I under Citizenship Rules 1952.

j) Experience Certificate(s) as mentioned in the advertisement for the post, obtained from the Competent Authority giving full particulars of the experience.

k) Three photographs attested. (Female Candidates are also required to submit Photographs).

l) Two character certificates (i) from the Principal/Head of the University/College or School last attended, (ii) from a responsible person, not related to him in case the candidate is not a government servant.

06. The candidate applying for Competitive Examination should submit:-

a) Option Form showing the subjects in which candidate intends to appear.

b) Option Form showing the choice of posts/service in order of preference.

07.

a) Only copies of certificates attested by a grade –17 or above officer should be attached along with the application form.

b) The original certificates should be submitted at the time of interview, failing which candidate will not be interviewed.

c) Attested copies of certificates attached with application form will not be returned, not such copies submitted with previous application can be utilized for fresh application. The candidate should submit a fresh set of documents when a fresh application is made.

d) In case the original certificates are forwarded by candidates in accordance with any special instruction of the Commission, these certificate(s) will be returned after the announcement of the final result.

08.

a) A candidate is required to attend the interview /test at such place, as decided by the Commission.

b) The Commission do not pay traveling allowance, daily allowance or any other experience incurred by a candidate, when he is summoned for interview/written test.

c) All candidates are expected to have knowledge of Islam and Pakistan. In the interview, questions may be asked on these subjects also. However, non-muslim Candidates may not be asked question on Islam.

d) Appointments are made by the Government of Sindh and not by the Commission. The recommendations of the Commission thereof do not carry any guarantee for appointment.

09.

- a) Canvassing in any form will disqualify a candidate.
- b) A candidate who makes accusations or insinuation against other candidates will be disqualified.

10.

a) All correspondence should be addressed to the Secretary, Sindh Public Service Commission, Hyderabad by designation not by name. No application or letter Addressed to a Member or an officer other than Secretary of the Commission will Be entertained.

b) All subsequent correspondence in connection with an application should state the name of the post and of the candidate in legible hand as indicated in the application form otherwise such communication will be ignored.