

PRESS RELEASE

SPSC Launches Integrated Document Management System in Candidate Portal

The Sindh Public Service Commission (SPSC) has launched an Integrated Document Management System in its Candidate Portal. The new system will make the application process easier, faster and more transparent for candidates.

Under the new system, candidates must first create login and upload the required documents. After uploading the mandatory documents, they will be able to access the regular dashboard, update their biodata and apply for advertised posts.

Application Process:

Candidates should follow these steps:

- Log in to the SPSC Candidate Portal using their account credentials.
- Open the Document Management Section.
- Upload clear and readable scanned copies of the required documents.
- After uploading the mandatory documents, proceed to the regular dashboard.
- Enter or update personal information, qualifications, experience and other credentials.
- Make sure that the information entered in the profile is the same as the information shown on the uploaded documents.
- Select the relevant advertisement and post.
- Review the application and uploaded documents carefully before final submission.
- Complete and submit the online application before the closing date.

Mandatory Documents to Be Uploaded:

Candidates must upload the following documents, wherever applicable:

1. CNIC/NICOP
2. Recent Photograph
3. Matriculation/O-Level certificate showing the date of birth, along with the marks sheet
4. Intermediate/A-Level certificate and marks sheet
5. Graduation degree issued by the concerned university, or a Pass Certificate issued by the Controller of Examinations indicating the date of the announcement of the result, along with the relevant transcript
6. Equivalence certificate issued by the Higher Education Commission (HEC), Pakistan, in the case of a foreign degree or a qualification requiring HEC equivalence
7. Postgraduate degree, or a Pass Certificate issued by the Controller of Examinations indicating the date of the announcement of the result, along with the relevant transcript, where required for the post

8. Domicile certificate
9. Permanent Residence Certificate (PRC) in Form-D
10. No Objection Certificate (NOC)/Departmental Permission, for candidates already serving in a government or other relevant organization
11. Disability certificate, for candidates applying against the differently-abled person quota

Important Instructions Regarding Missing Documents:

- A candidate who has not yet obtained an NOC/Departmental Permission or an HEC Equivalence Certificate may initially proceed with the application process, however, the candidate must obtain and upload the required certificate within the prescribed time.
- A candidate who fails to submit the required NOC, departmental permission or equivalence certificate will not be eligible to appear in the SPSC screening test or written examination/test.
- **All required documents must be obtained and uploaded on or before the closing date of the advertisement.**

Editing and Locking of Documents:

- Candidates may add, replace or update their uploaded documents until the closing date of the relevant advertisement.
- After the closing date, the documents submitted against that advertisement shall be locked.
- Once locked, candidates shall not be allowed to change or replace those documents for that particular application.
- Candidates must, therefore, carefully check the accuracy, validity and readability of every document before the closing date.

The Integrated Document Management System is part of SPSC's continuing digital transformation programme. It will reduce repeated document submission, facilitate online scrutiny and improve the efficiency, accuracy and transparency of the recruitment process.

All existing and prospective candidates are advised to log in to the SPSC Candidate Portal and complete their document profiles at the earliest.

Sindh Public Service Commission
Hyderabad, Sindh