

PROCESSING OF APPLICATIONS

CHAPTER-III **SUBMISSION OF APPLICATIONS BY CANDIDATES**

18. **General provisions.** A candidate applying for service under the Department shall be required to do so on the prescribed online application form available at Sindh Public Service Commission's official website www.spssc.gov.pk and submit relevant scanned documents as listed in regulation 21.

19. **Submission of applications.** (1) An intending candidate is advised to deeply reflect on the requirements of the job by going through the advertisement. Subsequently, finding him/herself prima facie eligible should submit all the required documents/ certificates/ testimonials/degrees, etc.

(2) Prior to completing the online form, it is essential for the candidate to review thoroughly the 'Important Instructions' provided in the accompanying advertisement for ensuring meticulous completion of the application form.

(3) Optimally, a candidate should submit an application well before the closing date to enable him to mitigate technological or unforeseen delays. The candidate must fill in the application form personally to enable him to understand the precise requirements of the processes. Certain fields are mandatory in nature and without appropriately filling in those the application will not be processed. Any delay on account of that shall lie squarely on the candidate, whose duty is to complete all formalities within the prescribed timeframe. No officer or official of the Commission is allowed to assist the candidate in filling the application.

20. **Candidates' responsibilities while submitting application.** (1) The candidates must –

- (a) fill in all fields carefully;
- (b) spelling of the name and date of birth of the candidate must match those in the matriculation certificate;
- (c) field(s) not applicable must be struck off as "NA";
- (d) scan and attach all relevant/required documents with the application by following the instructions; provided that only a digital version of the passport-size photograph with white background, taken not earlier than six months, should be uploaded.

(2) The communication with the Commission other than an appeal against rejection is to be made online through Commission's web portal. All communications to the Commission must be addressed to the Secretary, Sindh Public Service Commission, Head Office, Thandi Sarak, Hyderabad. All communications must mention the following alongside a narration of what the candidate wants to mention:-

1. Name of the post applied for.
2. Department.
3. Advertisement Number and Date.
4. Name and Father's name as given in the application form.
5. Unique Identity Number of the Candidate.

21. **Documents to be attached with the application.** The candidate is required to attach properly scanned copies of the following documents with the application:

1. Computerized National Identity Card (CNIC).
2. National Identity Card for Overseas Pakistanis (NICOP), if the candidate is a Pakistani national with dual citizenship.
3. Digital passport-size photograph.
4. Matriculation Certificate or Secondary School Certificate (SSC) showing the Date of Birth or equivalent certificate like "O" Level etc.
5. Higher Secondary School Certificate (HSSC) or equivalent certificate like "A" Level etc.
6. Graduation Degree from the University concerned.
7. Post-Graduate Degree from the University concerned, if the post applied for requires a post-graduate degree.
8. Year-wise marks sheet or transcript of SSC, HSSC, Graduate, and Post-Graduate degrees from the concerned Board/University.
9. Certificate from the Controller of Examinations of the concerned University showing the exact date of announcement of result.
10. Valid Registration Certificate from the relevant registration authority.
11. Certification body established by the Act of Parliament or the Provincial Assembly for instance, PMDC, PEC, and PBC in the case of doctors/dentists, engineers, and lawyers respectively.
12. Candidate's Domicile Certificate issued by the concerned Deputy Commissioner.
13. Candidate's Permanent Residence Certificate in Form-D issued by the concerned Deputy Commissioner.
14. 'No Objection Certificate' or 'Departmental Permission' from the concerned Ministry/Department – applicable for those candidates who are currently in service with the Federal/Provincial Government or Attached Department/Office.
15. Experience Certificate relevant to the post applied for issued by the concerned competent authority in case experience is required by the recruitment/service rules.
16. Details of research work or publications as a first or second author published in reputed journals/magazines recognized as such by the professional organizations of the field if such research/publication is required for the post, and are mentioned in the advertisement.

17. In case of over-aged, age relaxation Order issued by the competent authority.
18. Candidates applying for Combined Competitive Examination or Competitive Examination for Engineers must additionally submit Option Form indicating their preference for the optional subjects.
22. **Domicile.** A candidate shall submit his/her valid certificate of Domicile and PRC in Form "D" as proof of his/her district of domicile and place of residence claimed in the application. Only such candidates would be eligible for selection by the Commission who are domiciled in any district of the Province. The following conditions for Domicile (Form P-1) and PRC (Form- D) are mandatory:-
- (a) The place of residence in PRC (Form-D) must be the same as the Domicile of the candidate to determine his/her province/district of the domicile and rural/urban status.
 - (b) In case, a candidate has a domicile of rural Sindh and the PRC Form 'D' shows permanent residence in an urban area or vice versa, the quota against which such a candidate will be selected shall be based on his/her domicile certificate only.
 - (c) Domiciles changed/altere/amended after the expiry of the 'Closing Date' fixed for submission of application shall not be acceptable,. However, female candidates who have changed their domicile due to marriage during the advertisement / recruitment process would be acceptable as it is in accordance with the government's wedlock policy subject to submission of valid/requisite documents.
 - (d) If a candidate has inadvertently provided inaccurate domicile details while submission of online application he/she may submit a written request supplemented by a supporting affidavit and relevant documents for rectification of the same. The request may be considered subject to the condition that said inadvertent act has been committed while applying for the first time for any particular post advertised by the Commission.
 - (e) Domicile and PRC (Form D) of a candidate already in service shall have to be the same as submitted at the time of entry into Government service. No change afterward shall be accepted. The No Objection Certificate/Departmental Permission must mention these aspects.
 - (f) The following quota for recruitment as fixed by the Government is to be complied with, unless otherwise specifically indicated:-
 - (i) Forty percent (40%) of vacancies shall be reserved for the candidates residing in the cities of Karachi, Hyderabad (including the Municipal Committee Tandojam) and Sukkur (including Municipal Committee Rohri);
 - (ii) Sixty (60%) percent of vacancies shall be reserved for the candidates residing in other cities and rural areas of the Province of Sindh.
23. **Change of closing date for submission of applications.** Unless otherwise modified and notified through hoisting on the official website of the Commission, the closing date for submission of applications by the candidates shall be such as declared in the original advertisement.
24. **Applications submitted by means other than online.** All applications shall be submitted through Online as indicated in regulation 18; provided that the

applications received by the Commission other than Online, shall not be entertained by the Commission.

25. **Information dissemination after closing date.** The Information Systems Branch shall generate a statistical report for the recently closed advertisement. The report will include the name of the post, the name of the Department, the total number of vacancies, the category-wise or quota-wise distribution of vacancies, the total number of applications submitted, gender-wise break-up, and quota-wise break-up.

CHAPTER-IV
ELIGIBILITY OF CANDIDATES AND
CONSIDERATION OF APPLICATIONS

26. **Eligibility conditions.** Eligibility of a candidate shall be determined in accordance with the advertisement for the post(s), Service/Recruitment Rules governing appointment to the relevant post(s) based on the "Scrutiny Policy" issued by the GR Section, and such other ancillary instructions issued by Government and/or the Commission, if any, from time to time. For this purpose, the age, qualifications, experience, and other credentials, etc. of the candidates existing on or upto the closing date fixed for such posts, as advertised, shall be taken into account; provided that no relaxation in this regard shall be allowed by the Commission.

27. **Eligibility through relaxation.** In case, Government grants any relaxation to a candidate or a class of candidates, the eligibility of each candidate will be acceptable and his/her application will be forwarded to the Member/Chairman, Interview Committee constituted by the Chairperson for consideration.

28. **Acquisition of educational qualifications.** The prescribed educational qualifications must be acquired by the candidate on or before the closing date for submission of his application. Proof of the announcement of the results (date, month, and year) should be entered in the 'Qualification Section' of the Online Application to confirm that the candidate possesses the advertised qualifications. In case the candidate possesses the marks sheet/transcript of the final examination but has not been issued the degree, he will attach a certificate issued by the Controller of Examinations of the concerned University/Institute, mentioning the date of announcement of result and the remarks that the candidate has passed the examination and issuance of degree is under process. Applications of candidates, whose results have not been officially announced by the university or institute on or before the closing date of applications shall not be entertained.

29. **Work Experience.** Work experience required for any post advertised will be considered only if it is issued by the Head of the Department, and it conforms to the criteria laid down for such experience. For the purpose of these regulations, the prescribed experience would be the experience gained in a regular, full-time paid job acquired after obtaining the prescribed basic qualification, whether within or outside the country. The time spent in achieving a Ph.D. or M Phil degree in the relevant field by way of study leaves or extra-ordinary leave without pay will, however, be excluded from the claimed length of experience except for consideration of teaching experience for employment in educational institutions administered by Government of Sindh. Similarly, the time spent on an ad-hoc appointment, contract appointment, or holding a post in officiating capacity shall also be excluded.

30. **Equivalence of a foreign degree to a local degree.** Candidates who seek equivalence of a foreign degree with the prescribed educational qualification of a post, must at the time of applying for the post, enclose proof of such equivalence of degrees/diploma issued by the Higher Education Commission (HEC), Pakistan Engineering Council (PEC), Pakistan Bar Council (PBC), Pakistan Medical and Dental Council (PMDC) or any other registration/certification bodies established under the Act of Parliament/ Majlis-e-Shoora or Provincial Assembly of Sindh, whichever may apply in, the case.

31. **Submission of certificate of equivalence.** Candidates who have sought equivalence must attach the required Certificate of Equivalence along with the application. If, however, such a certificate is in the process of issuance, the same must be issued by the competent authority and produced by the candidate at the time of the interview. Failure to produce a Certificate of Equivalence at the time of the interview shall render the candidate ineligible to go through the process of the interview. The commission may, however, accept an application if the Dossier on Degrees/Equivalence referred to in regulation 32 below, already contains an equivalence certificate without requiring the candidate to produce the same.

32. **Acceptance of qualification in cases where 'Equivalence' is not mentioned.** Where a specific qualification is prescribed in the recruitment / service rules as the essential qualification and there is no mention of 'equivalent qualification' then only the specific qualification shall be accepted.

33. **Calculation of Equivalence of Marks.** The equivalence of marks awarded by foreign universities to the local universities will be calculated according to the uniform conversion formula as devised by the Higher Education Commission (HEC).

34. **Dossier on degrees / equivalence.** The Statistical Officer under the supervision of Director IT is required to maintain a dossier of all accredited universities and degree-awarding institutions within the Province of Sindh and other provinces to be disseminated to the concerned Recruitment/Examination Sections for necessary actions at their end. The dossier should also be compiled and updated continually with data gleaned from applications showing equivalences where applicable and which are recognized by the Higher Education Commission of Pakistan.

35. **Submission of research papers.** As prescribed in the recruitment / service rules, if the candidate is required to submit research papers, his eligibility and candidature will be regulated by the guidelines set out hereunder:-

- (a) A candidate shall be required to attach scanned copy of the publication for research work with the online application, where so required or as prescribed in the recruitment / service rules. Failure to attach the research work shall render the candidate ineligible for the post and his/her application shall be rejected without any explanation or notice.
- (b) If a candidate fails to submit his / her research work within the stipulated time for award of additional marks (if provided in the recruitment/service rules), then his/her claim for such award shall not be considered.
- (c) The Commission will not consider research work submitted by the candidate for determining his/her eligibility or award of marks, if the research work has been published after the 'Closing Date' fixed by the Commission for submission of online applications for the post advertised.
- (d) A research paper will be accepted for evaluation only if it is a distinguished research work and has been published in a standard journal sponsored/published by an academic, professional or a research institution, association, society, council or committee at the provincial, national or international level. Any such journal/publication and body should be duly recognized by relevant Governing/Controlling Body/Agency/ Authority, such as HEC, PM&DC, PEC, PBC, AMIE, IIEE and Index Media etc.

- (e) The professional research publications of only those foreign Universities will be accepted whose degrees are recognized by the Higher Education Commission, Pakistan Medical & Dental Council, Pakistan Engineering Council and such other recognized bodies. Monthly magazines not sponsored by an academic, professional or research organization will not be considered as standard/research journals.
- (f) Review articles, case studies, translations, briefs, presentations in conferences etc. shall not be considered for evaluation or grant of additional marks as professional research work.
- (g) Synopses of Ph.D. thesis will not be considered as a research paper.
- (h) The research work will be evaluated according to the guidelines mentioned above.

36. **Evaluation of research paper by Referee Evaluation.** In case a candidate is not satisfied with the final evaluation of the Research Paper by the Commission, he/she may request the Chairperson for review of the same by a Referee Evaluator nominated by the Commission from within its Panel. The Evaluator so nominated shall be other than the Specialist who may have been designated to conduct the first review either as an Evaluator or as a Subject Specialist. The re-evaluation result given by the Referee Evaluator shall be final.

37. **Conversion of CGPA Marking system into percentage.** Foreign and local universities, which follow semester system, allocate overall marks in terms of Cumulative Grade Point Average (CGPA) rather than percentages, is prevalent in many universities in Pakistan. In order to convert CGPA into percentage, the Commission shall multiply the candidate's CGPA by 100 and divide it by 4, i.e. $(\%age = CGPA \times 100 / 4)$ or as per the formula devised by the Higher Education Commission HEC).

38. **Maintenance of data at the Commission.** The Commission shall, at all times, maintain updated data of the following:-

- (a) Universities accredited and recognized by HEC, Pakistan.
- (b) Polytechnic Colleges and Institutes accredited and recognized by Sindh Technical and Vocational Training Authority (STEVTA) and Provincial Technical Boards.
- (c) Degrees and Diplomas issued by the Provincial Technical Boards of Education.
- (d) List of accredited and degree awarding colleges.
- (e) Equivalent National and International degrees recognized by PM&DC.
- (f) Equivalent National and International degrees recognized by PEC.
- (g) Equivalent National and International degrees recognized by Pakistan Bar Council.
- (h) Fellowships and Memberships awarded by the College of Physicians and Surgeons, Pakistan.
- (i) List of medical journals recognized by the College of Physicians & Surgeons of Pakistan.
- (j) List of Engineering Journals recognized by PEC.
- (k) List of Professional Journals recognized by HEC of Pakistan.
- (l) List of Professional Journals recognized by PBC.
- (m) List of Journals recognized by Professional Bodies registered with the Government at Federal or Provincial levels.

39. **Maintenance of data.** The data required to be maintained by the Statistical Officer of the Commission must include such details as pass marks, division/grade marks and CGPA equivalent to percentages/divisions/grades of various Universities/ Institutions.

40. **Mechanism for scrutiny of applications.** The responsibility for scrutiny of applications and the attached documents lies with the concerned Branch/Section-in-Charges (AD) and Deputy Directors. During the process of scrutiny, the concerned Branch/Section-in-Charges and Dy. Directors shall ensure that no undue advantage or disadvantage accrues to any candidate whatsoever as a result of errors/omissions by the staff. The following mechanism is strictly adopted for checking, scrutiny, and verification of each application form received by the Commission through the Online Portal:-

- (i) Authorized Application Forms available through the "Online Application Portal" through SPSC Official Website <https://www.spsc.gov.pk/onlineapplication> as specified for the post, and revised/updated from time to time, are used by the respective candidates.
- (ii) All the required fields are filled-in.
- (iii) All requisite documents are enclosed.
- (iv) Check that no document(s) is/are found to have been tampered with, mutilated, or manipulated.
- (v) Verify that the candidate is domiciled in any district of the Province of Sindh and a Domicile Certificate is issued by the concerned Deputy Commissioner.
- (vi) Age and minimum qualification, experience, and research work criteria are fully met.
- (vii) Candidate should not have exhausted all the attempts authorized for appearing in the selection process.
- (viii) Online payment of fee duly made.
- (ix) Optional subjects are correctly selected.
- (x) Choice of post/service is correctly made.

Note: Any deliberate omission and commission of the above shall be construed as misconduct.

41. **Parameters for categorization of applications.** The following is an account of the parameters for acceptance, rejection, or marking as 'deficient' of the applications to be followed by the designated Superintendent/Assistant, Assistant Director and Deputy Director:-

- (a) **Accepted Applications:** Accepted applications must be fully compliant with the instructions contained in the Scrutiny Policy. Such applications must be complete in all respects and must have all the requisite documents attached to them at a subsequent stage.

(b) **Deficient Applications:** If a candidate fails to furnish the following information in his/her application and submission of requisite documents (hard copies) at a subsequent stage, then the application will be regarded as deficient:

- (1) Name/Father's name and date of birth do not tally with Matriculation/Equivalent certificate.
- (2) Secondary School and Higher Secondary School Certificates not attached.
- (3) Marks Sheets/Transcripts not attached.
- (4) Subject to regulation 28 , Degrees/Qualification Certificates not attached.
- (5) No Objection Certificate/Departmental Permission, as the case may be, from Competent Authority not attached.
- (6) Experience Certificate of the minimum experience required in the advertisement is not attached.
- (7) Service Certificate mentioning the date of entry in service and the district of domicile as per the record not attached.
- (8) Age Relaxation Order not attached.
- (9) Screenshot of the payment of fee is not attached.
- (10) Domicile/PRC (Form-D) is not attached.
- (11) Number of chances availed in the past for the particular post not mentioned.
- (12) CCE or CE candidate has not mentioned or incorrectly mentioned the choice of optional subjects.
- (13) CCE candidate has not mentioned the preference of post/service.

(c) **Rejected Applications:** Following are the parameters resulting in the rejection of applications:-

- (1) Applications received only physically or by courier/post in the Commission Office and not online.
- (2) The candidate lacks prescribed minimum qualifications and experience as per the advertisement and recruitment/service rules.
- (3) Candidate is underage or is overage beyond the Government's approved relaxation limits.
- (4) Candidate's proof of date of birth is not issued by the authorized agency or its veracity is conspicuously doubtful.
- (5) Documents submitted by the candidates appears to be tampered, mutilated, manipulated, or photo-shopped however, subject to verification of its genuineness from the concerned authority/institution.
- (6) Fee not deposited within closing date.
- (7) Requisite conditions of prescribed experience and/or research work/publications are non-conformant with the advertisement and recruitment/service rules.
- (8) Domicile not produced/submitted.

42. **Late discovery of deficiencies.** Discovery of deficiencies in any candidate's application and/or its attachments at the time of the interview shall be addressed as under:-

- (a) The dealing Superintendent/Assistant shall inform the Chairman of the interview committee of the deficiency before the interview of the candidate.
- (b) The Chairman of the interview committee shall decide if the deficiency can be made good before the last date of the interview or not. If in his/her opinion, which he/she shall write on the interview sheet against the name of the candidate, the deficiency is rectifiable, the candidate will be allowed to go through the process of the interview but the candidate will be required to fulfill the shortfall(s) until the last date of the scheduled interview.
- (c) In case of failure of the candidate to rectify the deficiency before the last date specified, the Chairman of the interview committee shall reject his/her candidature.
- (d) If the Chairman of the interview committee so decides that the deficiency is such that it cannot be rectified before the last date of the interview or is of grave nature, he/she shall reject the candidature of the candidate by recording the reasons thereof. The dealing Superintendent/Assistant shall, if the candidate is present, inform him/her of the decision and shall also inform the Information System (IS) Wing to hoist the factum of rejection of candidature on the Commission's web portal and information by SMS to the concerned candidate.
- (e) In case of rejection of the candidature of the applicant, all those in charge of the sections including the concerned Superintendent/Assistant and Deputy Directors (ADs), whose duty it was to screen the applications shall be held liable and proceeded against for misconduct. Likewise, all concerned officials who issued letter(s) to the candidate(s), who is/are not eligible for the recruitment process, shall also be proceeded against for misconduct.

43. **Detection of serious deficiency.** In case a serious deficiency is observed in the eligibility of a candidate at any stage of the process of selection, the Commission may cancel his/her candidature or withdraw its recommendation to the Department, as the case may be. Such case(s), if and when detected, will be prepared by the concerned Branch/Section and placed before the nominated Member-in-Charge through Deputy Director for orders and to Chairperson for information. The concerned Branch/Section-in-Charge, Assistant Director and the concerned Deputy Director will be held accountable for the non-detection of these at the scrutiny stage as it reflects adversely on the credibility of the Commission. However, the decision of the Member-in-Charge shall be communicated to the candidate through the Commission's web portal and email.

44. **Candidates who's results are withheld.** In the case of a candidate whose result has been withheld by the University/Board and remains undecided until the last date of submission of the application, the candidate shall be considered disqualified.

45. **Disqualification of candidates.** Notwithstanding the regulations specified in the preceding paras, a candidate who indulges himself/herself in the following practices shall be disqualified from the further selection process:-

- (a) canvassing in any form;
- (b) making false accusations or insinuations against any other candidate;

- (c) furnishing any information or particulars, which are false or suppressing material information;
- (d) attempting to influence the Commission or its staff or trying to obtain support for his/her candidature by improper means/channel;
- (e) maligning or defaming the Commission in any manner. The proper procedure for aggrieved candidates if he/she has any grievance/suggestion/information to share, it may be communicated through a letter to the Secretary of the Commission or via an email to the Commission's official email account.
- (f) deliberately submitting false documents, forged certificates or tampering with entries/content of any document such as his/her age, educational certificates/mark sheets, or other.
- (g) Unruly behavior coupled with assault/threat in the premises of examination/interview venue.
- (h) Copying by any means or receiving help from another candidate or any other person or helping another candidate(s) during examination/test.
- (i) Candidate(s) found guilty of conniving with any staff member of the Commission, in wrongful gain for himself/herself or for others, shall be debarred for life to undertake any examination of the Commission; provided that the staff found guilty of connivance shall be proceeded against for misconduct under the relevant rules, and the Chairperson may initiate criminal proceedings simultaneously.

46. **Presentation of original documents.** The candidates shall present the required original documents and a set of photocopies duly attested by an officer of BPS-17 or above along with a print of the application form including receipt of payment of fee at the time of interview to the dealing Superintendent/Assistant as scheduled by the Commission.

47. **Appeal by a candidate against rejection.** A candidate whose application has been rejected, may file an appeal along with requisite fee before the Commission within ten (10) days from the date of issuance of the Rejection Letter.

48. **Correspondence between the candidates and Commission.** (1) All correspondence, communication, representation, appeals, etc. in respect of recruitment shall be addressed to the Secretary, Sindh Public Service Commission, Hyderabad, and must bear the signatures of the candidate.

(2) No representation, communication, correspondence or appeal for and on behalf of the candidate shall be entertained by the Commission. Likewise reply, if any, to a candidate in response to his/her application, shall be cleared by Chairperson and signed by the Secretary before dispatch.

(3) All correspondence, messages (SMS etc.) shall be addressed to the Secretary. However, in case of any correspondence through electronic means, the IT Wing shall forward it immediately to the Secretary, who shall ensure a response to the candidate within ten (10) working days positively.

49. **Responsibilities for Scrutiny and approval of applications / candidature.** Responsibilities for scrutiny and approval of applications/candidature shall vest in the following officials/authority:-

- (a) **Recruitment Section-in-Charge (Assistant Director):** Each Recruitment Branch/Section at Commission shall be allocated a few Government Departments that shall be responsible to process the applications submitted online by the candidates in response to the advertisements and forwarded to the Branch/Section by the IT Wing of the Commission along with an abstract of the relevant information about the applications received. The Recruitment Branch/Section-in-Charge shall –
- (i) be responsible for in-depth and accurate scrutiny of applications/documents submitted online;
 - (ii) be fully conversant with the Rules of Recruitment (provided through the Scrutiny Policy) in vogue for the posts they are responsible for.
 - (iii) be fully aware of the mechanism to be adopted for scrutiny and verification of each application and the attached documents;
 - (iv) sort out the applications post-wise, Roll Number wise, division/district-wise, and based on rural/urban domicile, minority and differently abled persons quota after the announcement of result of written test/examination.
 - (v) fill-in the given check-boxes with appropriate marking and forward the scrutinized and recommended applications and rejectable applications (both categories separately) to the Deputy Director (Recruitment) along with a synopsis of relevant information who shall in turn seek formal approval of the Member/Chairman of the Interview Committee on a note sheet.
- (b) **Deputy Director (Recruitment):** Each Deputy Director at Commission shall be allocated a few Recruitment Branches/Sections who shall be responsible for processing, validating, assessing and sorting the applications in the prescribed manner in respect of those applications which have already been scrutinized by the concerned Branch / Section in response to an advertisement. The Deputy Director shall -
- (i) be responsible and fully conversant with the Rules of Recruitment (provided through Scrutiny Policy) for the posts he is responsible for;
 - (ii) be fully aware of the mechanism to be adopted for in-depth check, scrutiny, and verification of each application received at the recruitment branches;
 - (iii) train the Branch/Section staff in procedural intricacies involved in online scrutiny of documents, and the fallout of inappropriate entry or submission and keep them informed of all other changes in technological/legal/administrative issues from time to time. Training should be an-ongoing process;
 - (iv) be responsible for in-depth and accurate scrutiny of applications/documents received online at the branches/sections;
 - (v) place before the nominated Member/Chairman of the Interview Committee, a list of scrutinized applications segregated based on deficiencies which requires an appropriate decision as per Commission's policy;

- (vi) maintain confidentiality of the applications and their status;
 - (vii) shall be held responsible for any breach of confidentiality of the applications which shall be construed as misconduct on part of Deputy Director/Assistant Director/Branch In charge and other officials whosoever is held responsible for said misconduct after due process.
- (c) **Member-in-Charge:** A Member-in-Charge shall –
- (i) be the final authority for passing orders on deficient applications for acceptance, rejection, or corrective action on part of the by the candidates as prescribed in the rules;
 - (ii) not delegate these responsibilities to any other subordinate staff; provided that in an emergency and on the request of he Member-in-Charge, in writing, as to his unavailability for a specified period, the Chairperson may assign additional/acting charge to another member till that specified time.
 - (iii) refer cases to the Chairperson for his decision if, in his/her opinion, any application/case has a complex/intricate nature of deficiencies/omissions, which involve complications/repercussions. If required by Member-in-Charge, concerned DD/AD will clarify any ambiguity that may arise.

CHAPTER-V AGE OF CANDIDATES

50. **General.** The general criteria or guidelines about reckoning the date of birth of the candidate and calculation of his age to determine his eligibility for recruitment for service with Government is laid down in this Part.

51. **Basic source for reckoning date of birth.** Date of birth shall ordinarily be the date of birth endorsed on the Matriculation/Equivalent certificate or, where such certificate is not available on account of unavoidable circumstances, the candidate shall have to justify to the satisfaction of the Commission, some other authentic document to be admitted to the Commission depending on facts of the individual case. Such documents, the veracity of which shall be confirmed through official sources, which may include 'O' Level Pass Certificate or Date of Birth Certificate issued by the Principal/Head of the Institution from where the candidate has passed his/her 'O' Level examination.

52. **Reckoning date of birth through 'O' Level Certificate.** In case a candidate passes his/her 'O' Level or any other examination equated with the Secondary School Certificate in Pakistan, the date of birth shown in the certificate therein will be acceptable. If the certificate so issued by the authority conducting such examination does not show the date of birth, the birth certificate issued by the Principal/Head of the Institution giving reference to the Institution's enrollment register maintained at the time of the entry of the candidate to the Institution concerned will also be accepted, subject to verification by the Commission.

53. **Conflicting date of birth provided by candidates.** If any candidate presents documents to the Commission that carry conflicting dates of his/her birth, the date specified in the following documents will be considered in order of preference:

- (a) Secondary School Certificate (SSC).
- (b) Certificate in case the candidate has qualified Matriculation Equivalent Grade under a different system.