

REQUIRED DOCUMENTS:

Please attach copies of all these documents duly attested by Drawing & Disbursing officer with official by name stamp.

Sr.	Documents/Papers Required	Attached	
		Yes	No
1.	Attested copies of (i) CNIC and (ii) Domicile / PRC.		
2.	Copy of Advertisement / Newspaper cutting with name of Newspapers and date of publication (In case of Fresh / Disabled quota).		
3.	Result of the Examination. (FPSC, SPSC, NTS etc.)		
4.	Offer of appointment / Order of Appointment		
5.	Posting order		
6.	Duty joining report & Charge assumption report		
7.	Medical Fitness Certificate (In Original along with photocopy)		
8.	Vacancy Position dully verified with FD budget.		
9.	List dully signed by concerned Administrative Secretary for creation of new SAP ID (for fresh / Disable quota appointment).		
10.	Summary of appointment (Showing name of appointee) dully approved by the Chief Secretary (In case of deceased quota appointment).		
11.	Approval of District / Department Recruitment Committee (DRC).		
12.	No objection certificate. (When applied through proper channel)		
13.	i) FRC issued by NADRA, ii) Obituary and iii) Heir-ship Certificate (In case of appointment made on deceased quota).		
14.	Death certificate of deceased employ issued by NADRA/Union Council (In case of appointment made on deceased quota).		
15.	Attested copy of PPO / L.P.C / Pension Pay slip showing SAP ID of deceased employee whose legal heir has been appointed (In case of deceased quota appointment).		
16.	Attested copies of (i) Matriculation, (ii) Intermediate, (iii) Graduation and (iv) Master's Degree (Where applicable).		
17.	Copies of passed manual bill(s), Cheques (For old/time barred appointment)		
18.	Age relaxation order (In case of over aged appointment)		
19.	Certificate that the official is not appointed in Ban Period. (Where applicable)		
20.	Relieving / Resignation letter from previous job. (Where applicable)		
21.			
22.			
23.			
24.			
25.			

Drawing & Disbursing Officer

By Name Stamp:

Date: _____