

# KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION

2-Fort Road Peshawar Cantt:

website: www.kppsc.gov.pk

Tele: Nos. 091-9214131, 9213563, 9213750, 9212897

Dated : 07/01/2025

## Advertisement No : 01/2025

آن لائن درخواستیں: آخری تاریخ کے شام پانچ بجے (دفتری اوقات کار) تک وصول کی جائیں گی۔ شام پانچ بجے کے بعد کوئی درخواست قابل قبول نہیں ہو گی۔ لہذا آخری تاریخ کا انتظار نہ کریں۔

Online applications are invited for the following posts from Pakistani citizens having domicile of Khyber Pakhtunkhwa by 27.01.2025. (Till 5:00 PM).

Application fee of Rs.1500/- (excluding service charges) will be deposited through 1 Bill Option available in all Banking Apps (i.e., NBP, HBL, ABL, BoK, BoP etc) and Microfinance Apps (i.e., Easy Paisa, Jazz Cash, Upaisa etc). To apply online visit the official website of KP PSC, WWW.KPPSC.GOV.PK.

ESTABLISHMENT DEPARTMENT	
1	<b>THIRTY SIX (36) POST(S) OF PROVINCIAL MANAGEMENT SERVICE OFFICER (IN-SERVICE)</b> <b>ELIGIBILITY CRITERIA :</b> Selection will be on merit, on the basis of competitive examination, to be conducted by the Commission in accordance with the provisions contained in syllabus, from amongst persons (Male/Female) holding substantive posts of Superintendents, Private Secretaries, Personal Assistants, Assistants, Senior Scale Stenographers, Stenographers, Data Entry Operators, Computer Operators, Senior & Junior Clerks borne on the cadre strength of Secretariat who possess 2nd Class Bachelor's Degree from a recognized university with at least five years service as such.

### Syllabus

The Syllabus and standard for the Competitive Examination for the Provincial Management Service for 10 % quota of ministerial employees of the Provincial Government as mentioned in Schedule-1 of PMS Rules, 2007 shall be as under:

1. The Examination shall include four compulsory subjects.
2. A candidate shall answer the papers in English unless otherwise directed.
3. The Papers, compulsory subjects and maximum marks fixed for each subject shall be as shown in Table below:-.

S #	Paper	Subjects	Marks
1	2	3	4
1	Paper-I Pakistan Affairs	i) Constitution of Islamic Republic of Pakistan; ii) History of Pakistan; iii) Economy of Pakistan; and iv) Society / Culture of Pakistan	40 20 20 20 <b>Total = 100</b>
2	Paper-II English Grammar & Composition	i) English Essay; and ii) English Grammar and its usage/ composition	30 70 <b>Total = 100</b>
3	Paper-III Office Management	i) The Khyber Pakhtunkhwa Rules of Business, 1985; ii) Manual of Secretariat Instructions; iii) The Khyber Pakhtunkhwa Civil Servants Act, 1973; vi) Fundamental Rules and Supplementary Rules; and v) GFR	20 20 20 20 20 <b>Total = 100</b>
4	Paper-IV Current Affairs/ Everyday Science	i) Current Affairs; and ii) Everyday Science	50 50 <b>Total = 100</b>
5	<b>Viva Voce</b>		<b>100</b>

No candidate shall be summoned for Viva Voce test unless he/she has obtained at least 40 percent marks in each individual written paper and 50% marks in the aggregate of written portion of examination.

No candidate shall be considered to have qualified the examination unless he / she also obtains at least 40 percent marks in Viva Voce. Failure in or absence from Viva Voce shall mean that the candidate has failed to qualify for appointment and his name shall not be included in the merit list.

## **GENERAL CONDITIONS**

- (i) Age shall be reckoned on **01-01-2025**.
- (ii) Application by an eligible candidate shall be submitted online on prescribed form given at the website of the Commission (i.e., [www.kppsc.gov.pk](http://www.kppsc.gov.pk)) on or before the closing date of advertisement.
- (iii) The candidates shall have to deposit prescribed application fee as per procedure given in the advertisement on or before the closing date of advertisement.
- (iv) The candidates are required to be academically qualified, have satisfactory service record and successfully completed probation period by closing date of advertisement. Candidates not fulfilling required conditions by the last date for receipt of application shall not be considered by the Commission.
- (v) Candidates are required to make correct entries in the online application which can be documentarily proved as on the basis of their claim/ entries they will be called for Competitive Examination.
- (vi) Only the qualification possessed on the closing date of the advertisement shall be taken into consideration.
- (vii) Attested copies of only original degrees / certificates and departmental permission will be required at the time of scrutiny of documents.
- (viii) Degrees / Experience Certificates / Testimonials of unrecognized institution are not accepted.
- (ix) Call letters for test/exam will be placed on KP PSC website. Candidates must keep visiting the PSC website from time to time.
- (x) Date of birth shall ordinarily be date of birth endorsed on the Matriculation / equivalent certificate
- (xi) The posts will be filled strictly in accordance with the advertised allocation.
- (xii) Government reserves the right to fill or not to fill any post, increase or decrease the number of posts.
- (xiii) A candidate shall answer the papers in English unless otherwise directed.
- (xiv) Where the candidate remains absent in the competitive examination her/his chance will remain intact. However, if he/she appears in any one subject he / she will be deemed to have availed the chance.
- (xv) Grace marks are not allowed.
- (xvi) Only those candidates will be held eligible who are citizens of Pakistan and possess a domicile of Khyber Pakhtunkhwa including merged districts.
- (xvii) The candidates shall attach the domicile certificate which had been issued to them by the competent authority before the last date fixed for receipt of applications. No alteration in the entries with regard to domicile certificate shall be accepted subsequently. Domicile once produced shall be final. A candidate shall be entitled for having one domicile only otherwise he / she shall become ineligible.
- (xviii) Eligibility of the candidates shall be determined in accordance with the advertisement of the post, service rules governing appointments to the relevant post and such other ancillary instructions issued by the Government and / or the Commission from time to time. For this purpose, for all candidates the age, qualifications and experience etc as on the closing date will be taken into account.
- (xix) Only eligible candidates shall normally be called for examination, written test, interview/ viva-voce. However, in case of large number of applications for the post(s) the examination/ screening test may be held without first holding scrutiny of applications but once the shortlisted candidates are identified, the applications of such candidates shall be scrutinized before proceeding further. If found ineligible in scrutiny, such candidates shall not be called for interview even if they qualify the examination/ test.
- (xx) It shall be the responsibility of candidates to provide their active contact number and e-mail address at the time of submission of online application form and to regularly check their messages, e-mails and the Commission's official website in order to timely receive any intimation from the Commission. Once conveyed through any of the above channels, the Commission shall not be responsible and no relaxation, whatsoever shall be granted to candidate on the plea of delayed or non-receipt of such communication.

- (xxi) The application as well as candidacy of a candidate shall stand rejected without any further processing if the required documents are received in the Commission's Office after the timeline provided in Regulation.
- (xxii) After selection/ recommendation, if any discrepancy is found in documents/ particulars of a candidate, the selection/ recommendation could be cancelled / withdrawn by the Commission before appointment. If the candidate is appointed by the department then the matter shall be referred to the department concerned for initiating disciplinary action based on the report of the Commission.
- (xxiii) If any candidate is found ineligible at any stage under the rules for the examination, his/ her candidature will be cancelled regardless of the fact whether he/she has appeared in the examination or qualified therein.
- (xxiv) If any candidate applies for re-totaling of marks, he / she shall approach the Commission within fifteen days after the announcement of results of all kinds of test / examination held by the Commission. No request after expiry of said period shall be entertained.
- (xxv) Before interview, the Commission will hold Psychological/ aptitude test and no candidate will be called for interview if he/ she failed to appear in the Psychological aptitude test.
- (xxvi) On detailed scrutiny of the applications after screening test/ written examination, if any candidate is found ineligible in any respect under the rules for the examination, his/ her candidature will be cancelled regardless of the fact whether he/she has appeared in the examination or qualified therein. **To avoid frustration the candidates are advised in their own interest to make sure before appearing in the examination that they fulfill all the requirements of the rules relating to the examination.**

**DIRECTOR EXAMINATIONS  
KHYBER PAKHTUNKHWA PUBLIC  
SERVICE COMMISSION**