



No. F. 6-6/2024-Admin-I

Government of Pakistan

Drug Regulatory Authority of Pakistan

Prime Minister's National Health Complex, Park Road,
Islamabad. Phone: 051-9255953.

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Islamabad, March 17, 2025

NOTICE FOR SUBMISSION OF DOCUMENTS

Subject: **RECRUITMENT TO THE POST OF ASSISTANT DIRECTOR (MANAGEMENT INFORMATION SERVICE CADRE) (RO-12), DRUG REGULATORY AUTHORITY OF PAKISTAN – ADVERTISEMENT NO. 01/2024.**

Dear Candidate,

Reference online applications and subsequent appearance in screening test conducted by the Education Testing Council of Higher Education Commission for the subject post, following candidate(s) are advised to furnish BIO-DATA along with attested copies (with name stamp of attestation officer) of requisite documents as mentioned below, within 10 days of placement of this Notice on DRAP website/ issuance of email, through Registered Post/Courier to determine their eligibility. It may, however, be noted that asking of documents should not be inferred that the candidates have been shortlisted for interview and their eligibility in all respects in terms of advertised conditions shall be determined after scrutiny of their documents:-

- a) Bio-data form duly signed and filled-in completely. (bio-data form **attached**).
- b) Two latest Photographs (Passport size).
- c) Valid Computerized National Identity Card (CNIC).
- d) Domicile Certificate issued by the concerned government authorities
- e) Secondary School Certificate (SSC) (showing date of birth)/Matric and Higher Secondary School Certificate (HSSC)/ Intermediate issued by Secretary, Board of Intermediate and Secondary Education. In case of 'O' Level and 'A' Level an equivalence certificate from Inter Board Committee of Chairmen (IBCC).
- f) Degree(s) and Transcripts/ Result-Cards/ DMCs showing duration of study period, proof of CGPA/ Grade/ Class with credit hours and Result Declaration Date, issued by Controller of Examination from a University recognized by Higher Education Commission (HEC) to determine eligibility.
- g) Wherever an equivalence of the required degree is to be claimed by a candidate, an equivalence certificate issued by HEC may be furnished to DRAP to authenticate the claim.
- h) Experience Certificate (Post Qualification) with Job description and exact dates (if applicable).
- i) Valid Registration with concerned professional body (if applicable).
- j) In case of Government Servant, Original Departmental Permission Certificate (DPC) showing exact date of appointment and domicile duly signed and stamped by Head of the Department/ Division/ Ministry (Official stamp must be affixed).

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LIST OF CANDIDATES FOR DOCUMENTS SUBMISSION

Merit: 01 Post

Sr. No.	Roll No .	Name of Candidate(s)	Domicile	Date of Birth
1.	82001	Muhammad Wajid Iqbal Khan S/o Muhammad Iqbal Khan	Mianwali	1991-03-03
2.	82011	Saira Arshad D/o Muhammad Arshad Naeem	Rawalpindi	1991-01-05
3.	92002	Saad Ahmed S/o Manzoor Ahmed Shaikh	Larkana	1994-01-05
4.	82021	Waheed Ullah S/o Musharraf Shah	Charsadda	2000-01-05
5.	82019	Uruba Ahmad D/o Hafeez Ahmed	Peshawar	1995-12-20

2. Eligibility of the candidates shall be determined as per DRAP's policy laid down in DRAP Employees Service Regulations, 2015 (amended) or any other rules applicable at the time of selection. The candidates fulfilling the eligibility criteria will be shortlisted for interview as per applicable policy of DRAP. Eligibility of the candidates in all respects shall be reckoned up to the closing date.

3. Candidates are cautioned that requisitioning of the documents for determination of eligibility shall not vest any right in them for the post until they are shortlisted on the basis of advertised merit and relevant Provincial / Regional quota as per policy of DRAP. In case any of the candidates failed to submit these documents within stipulated period, their candidature for the captioned post shall stand rejected and no alibi or excuse shall be entertained subsequently.

4. Further correspondence in this regard will be posted on DRAP official website i.e. www.dra.gov.pk, therefore, the candidates are advised to regularly visit DRAP website.

5. This issues with the approval of the Chief Executive Officer, DRAP.

(RABNAWAZ KHAN)
Deputy Director (HR/ Officers)
Ph. 051-9255953

All Candidates mentioned above [Through DRAP website & Emails]

Copy to:

- 1) Director (Admin, HR & Logistics) [for information]
- 2) Director (MIS), DRAP [with the request to upload this notice on DRAP official website www.dra.gov.pk and submit a report thereof]
- 3) Assistant Director (HR/Officials) [with the request to accordingly inform the above said candidates through their emails and mobile numbers as per record provided by the ETC/ HEC]