

**PPSC-8A**

## PUNJAB PUBLIC SERVICE COMMISSION

### ADMISSION LETTER

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 Fax No: 042-99202766  
 E.Mail: [ppsc@punjab.gov.pk](mailto:ppsc@punjab.gov.pk)  
 Website: [www.ppsc.gov.pk](http://www.ppsc.gov.pk)

**CANDIDATE'S NAME::** INZAMAM RAFAQAT ALI  
**FATHER'S NAME:** RAO RAFAQAT ALI KHAN  
**ROLL NO:** **34771**  
**CNIC:** 3640230630493  
**GENDER:** Male



**SUBJECT: RECRUITMENT TO THE POST (S) OF SUB DIVISIONAL ENFORCEMENT OFFICER - 30C2025**

- Reference your application for the above noted post (s).
- You have been admitted provisionally to appear in the Written Examination / Test. You are being called for the subject written examination /test without scrutiny of your application.
- This admission letter does not mean that you have been found eligible for the subject post. Your eligibility will be determined during scrutiny of your documents on the day of your interview.
- You must carefully read all instructions contained in the admission letter and bring a copy of this admission letter on the day of Test / Examination in order to secure your admission to the Test Centre. In case of non-compliance, you will not be allowed to appear in the Test / Examination.**
- You should bring with you necessary writing material only required for the purpose. Blank Answer Books will be supplied by the Punjab Public Service Commission.

**Note:** To avoid frustration, you are advised in your own interest to make sure before appearing in the written exam/test that you fulfill all the requirements/criteria as advertised for the post.

### EXAMINATION/TEST CENTRE

**SUB CENTRE- J-I (MALE) 2ND FLOOR PUNJAB UNIVERSITY EXAMINATION CENTRES, (QUAID-E-AZAM CAMPUS) WAHDAT ROAD, LAHORE.**

Sr. No.	Subject	Paper	Reporting Time (No Entry Afterwards)	Date / Time
1	General Knowledge (MCQ)	PAPER-I	09:30 A.M	21-12-2025 / 10:00 A.M TO 12:00 NOON (MORNING SESSION)
2	English Essay (Subjective Type)	PAPER-II	01:30 P.M	21-12-2025 / 02:00 PM TO 04:00 PM (EVENING SESSION)

#### **IMPORTANT NOTE:**

- Production of original valid Computerized National Identity Card (CNIC) for the purpose of appearing in the written examination / test is mandatory.
- However, in case of non-availability of original valid CNIC, a candidate may be allowed provisionally by the Venue Incharge of the centre on production of any one of the following documents:

- i) Original CNIC which expired not more than six months prior to the date of examination.
- ii) Original valid passport.
- iii) Original Computerized Domicile Certificate bearing candidate's picture.
- o The above mentioned provisional permission given by the Overall Incharge / Venue Incharge shall be subject to undertaking in writing by the candidate that he/she will produce original valid CNIC at the time of interview, failing which his/her candidature shall be cancelled.
- o **Drinking water will not be served to candidates in Examination Halls, so they are advised to bring their water bottles with them.**
- o **Strictly comply with Instructions given in the Question Paper / Answer Sheet.**
- o Possession or use of Books, Bags, Electronic Gadgets including Cell Phones/Smart Watches etc. are Strictly Prohibited in the Examination Premises. Anyone found in the possession of these gadgets will liable to be disqualified.
- o You should **NOT USE LEAD PENCIL** to solve MCQ paper on OMR sheet. OMR Answer Sheet will be provided by the Punjab Public Service Commission.
- o **This Admission Letter may consist of more than 2 pages, It is in favor of candidate to read all instructions given on this Admission Letter.**

### ضروری انتباہ !

- ☆ امیدوار کے لیے لازم ہے کہ امتحان میں شرکت کے لیے اصلی اور کارآمد قومی شناختی کارڈ پیش کرے۔
- ☆ اگر امیدوار کے پاس اصل کارآمد قومی شناختی کارڈ موجود نہیں ہے تو انچارج امتحانی سنٹر مندرجہ ذیل میں سے کسی ایک دستاویز پیش کرنے پر اس کو مشروط اور عارضی طور پر امتحان میں شرکت کی اجازت دینے کا مجاز ہوگا:
- (i) اصلی قومی شناختی کارڈ جو کہ امتحان کی تاریخ سے چھ ماہ سے زیادہ زائد المیعاد نہ ہو۔
- (ii) اصل اور کارآمد پاسپورٹ۔
- (iii) اصل کمپیوٹرائزڈ ڈومیسائل جس پر امیدوار کی تصویر ہو۔
- ☆ ایسا امیدوار انٹرویو سے قبل اپنا اصل اور کارآمد قومی شناختی کارڈ پیش کرے گا۔ بصورت دیگر اس کی رکنیت (Candidature) منسوخ کر دی جائے گی۔
- ☆ امیدواران کو کمرہ امتحان میں PPSC کی طرف سے پینے کے پانی کی سہولت مہیا نہیں کی جائے گی۔ لہذا پانی کی بوتل ہمراہ لائیں۔
- ☆ تمام امیدواران سوالیہ پرچہ اور جوابی کاپی پر دی گئی ہدایات پر سختی سے عمل پیرا ہوں۔
- ☆ کسی بھی قسم کے ناجائز ذرائع مثلاً کتاب، بیگ، الیکٹرانک آلات، موبائل فون، اسمارٹ واچ وغیرہ کی ہرگز اجازت نہیں ہے۔ کوئی بھی امیدوار ناجائز ذرائع استعمال کرتا ہوا پایا گیا تو اسے امتحان کیلئے نااہل قرار دیا جائے گا۔
- ☆ یہ ایڈمیشن لیٹر دو سے زائد صفحات پر مشتمل ہو سکتا ہے۔ امیدوار کے ذاتی مفاد میں ہے کہ تمام صفحات پر موجود ہدایات کو بغور پڑھ لے۔

6. If you are found ineligible later on in any respect under rules, your candidature will be cancelled regardless of the fact whether you appeared in the written test/exam or qualified therein for the purpose. In case of MCQ Type Paper, **Black Marker** is allowed to attempt the OMR sheet. OMR Answer Sheet will be supplied by the Punjab Public Service Commission.
7. Your attention is also invited to study the instructions carefully provided on the flyleaf of the answer sheet and question paper at the time of examination/test. Failure to observe these instructions shall render you liable to any of the following penalties:
  - a. Cancellation of paper / candidature for the post you applied for.
  - b. Registration of a criminal case if you are found indulging in cheating or any criminal act i.e. forgery, impersonation etc.
  - c. Temporary or permanent disqualification from applying or appearing in any Written Examination /Test / Interview conducted or to be conducted.
  - d. Any other action that the Commission deems fit.
8. You must ensure before handing over your Answer Sheet to the Supervisory Staff that the same has been signed by the Supervisor of the Centre.
9. Your Roll Number as mentioned above or Application Code already allocated to you at the time of submission of Online Application form should invariably be quoted while corresponding with the Commission in connection with this test.
10. The test will be held on the scheduled date and time even if that day is declared holiday by the Government subsequently.
11. If you have received a duplicate Roll Number, you should ignore it and should only use the Roll Number given to you initially. This fact must be intimated to PPSC immediately in writing.

12. You will not be allowed to appear in the Test Centre other than the Test Centre mentioned in this letter.
13. Smoking is strictly prohibited in the Test Centre.
14. No T.A/D.A will be paid for appearing in the test.
15. If you are handicapped and require a writer/helper, you must forward your request to the Commission for the same seven working days before the Test / Examination.
16. Employees of Federal Government or Semi Government and Autonomous Bodies of Federal Government and those of Local Bodies are not entitled to age concession for the period of their service in such organizations.
17. **You will be disqualified for the exam and an FIR will also be lodged against you if:**
  - a. You are found making any changes, additions, deletions or otherwise marking, erasing or writing on the MCQ Question Paper or Answer Sheet after the time for the exam has expired.
  - b. Consulting or taking help from other person (s) or resource (s) from outside the examination centre during the exam.
  - c. Copying answers either on paper or otherwise and taking them outside the exam room.
  - d. Taking out MCQ Question Paper or Answer Sheet from the examination centre.
  - e. Found impersonating.
  - f. Threatening / Misbehaving with the examination staff.
18. **The visually impaired candidates are allowed to use their own keyboard in the written test/exam (JAWS based test/exam).**

## **INSTRUCTIONS FOR FILLING THE OMR ANSWER SHEET (FOR MCQ PAPER)**

1. Use a black marker preferably or a blue marker if black is not available.
2. Write paper code and fill paper code bubble as printed on the question paper.
3. Fill the answer circles (Bubbles) completely and avoid multiple responses.
4. Cutting, Erasing and use of any Correction Pen is not allowed.
5. Do not fold or damage the answer sheet.
6. Machine scoring would be considered final so avoid any stray mark, rough work, additional or improper filling as that may be considered a wrong answer.
7. Candidate would be responsible for any incomplete or wrongly filled information and PPSC shall not take any responsibility to rectify the same.

### **A. CORRECT PAPER CODE AND ANSWER SHEET BUBBLE FILLING METHOD**

#### **CORRECT PAPER CODE FILLING**

Description	Diagram
Relevant Paper Code (A) Written and Bubble Code Filled Accurately	

#### **CORRECT ANSWER SHEET BUBBLE FILLING**



### **B. EXAMPLES OF WRONGLY FILLED PAPER CODE AND ANSWER SHEET BUBBLES**

#### **WRONG PAPER CODE FILLING**

Description	Diagram
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Relevant Paper Code (B) Written but Bubble Code Filled wrongly	<p>Write Paper Code here → <b>B</b></p> <p>Fill the Paper Code Bubble here → ● (B) (C) (D)</p>
Relevant Paper Code (A) Written but Bubble Code Not Filled	<p>Write Paper Code here → <b>A</b></p> <p>Fill the Paper Code Bubble here → (A) (B) (C) (D)</p>
Relevant Paper Code (A) Not Written But Bubble Code Filled Accurately	<p>Write Paper Code here → </p> <p>Fill the Paper Code Bubble here → ● (B) (C) (D)</p>
Relevant Paper Code Neither Written Nor Bubble Code Filled	<p>Write Paper Code here → </p> <p>Fill the Paper Code Bubble here → (A) (B) (C) (D)</p>
Relevant Paper Code Not Written But Multiple Bubble Codes Filled	<p>Write Paper Code here → </p> <p>Fill the Paper Code Bubble here → ● ● (C) (D)</p>

**WRONG ANSWER SHEET BUBBLE FILLING**

Description	Diagram
Additional Filling	
Improper Filling	
Stray Marks along with Filled Answer Bubble	
Stray Mark on a Blank Item	

**IMPORTANT NOTICE!**

- The above mentioned few examples are solely for illustrative purposes.
- PPSC only uses the email addresses given at below mentioned link to correspond with the candidates:-  
**Location:** <https://ppsc.gop.pk/ContactUs.aspx>- Click on "Official Emails of PPSC"
- Official SMS are only sent to candidates by "**PPSCINFO / PPSC**" (Sender).
- All potential candidates must make a note of the above and should not be misled by any fake email addresses or SMS.