GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR COMPETITIVE EXAMINATION (CSS) 2018

It is in the interest of the applicants to study and thoroughly observe the guidelines given in this document while applying online for Competitive Examination (CSS) 2018. The candidates are also advised to thoroughly study "Rules for CE-2018", available on FPSC website.

For any query/help regarding CSS-2018, please call on UAN 051-111-000-248 or email at examination@fpsc.gov.pk

For any **technical** assistance regarding Online Application Submission for CSS-2018, please call at 051-9223288 during office hours.

The process of online application submission has 5 stages which are as follows: -

Stage 1: **Registration** of the applicant (Once)

Stage 2: **Create/Edit Profile** of the applicant on the system

Stage 3: **Applying Online**

Stage 4: **Printing** of computer generated pre-filled form

Stage 5: **Despatch** of computer generated pre-filled form

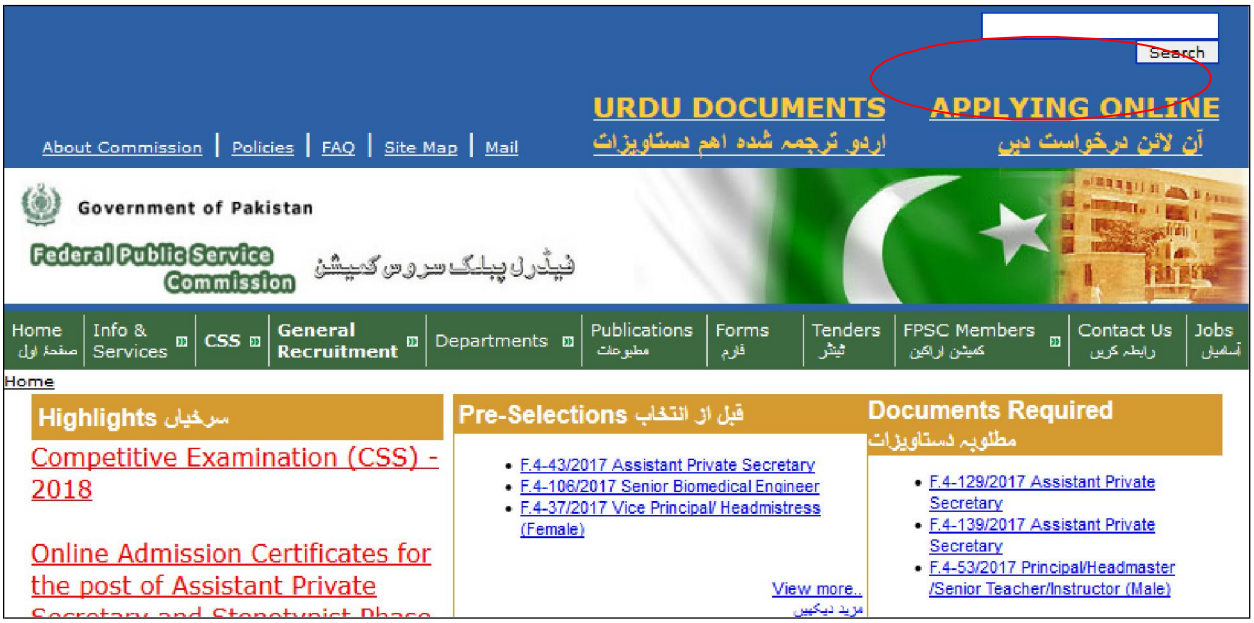
The details of each of the above stages are as follows: -

Stage 1: Registration of the Applicant

Each applicant is required to register himself/herself with the system once before applying. For the purpose, please take following steps:-

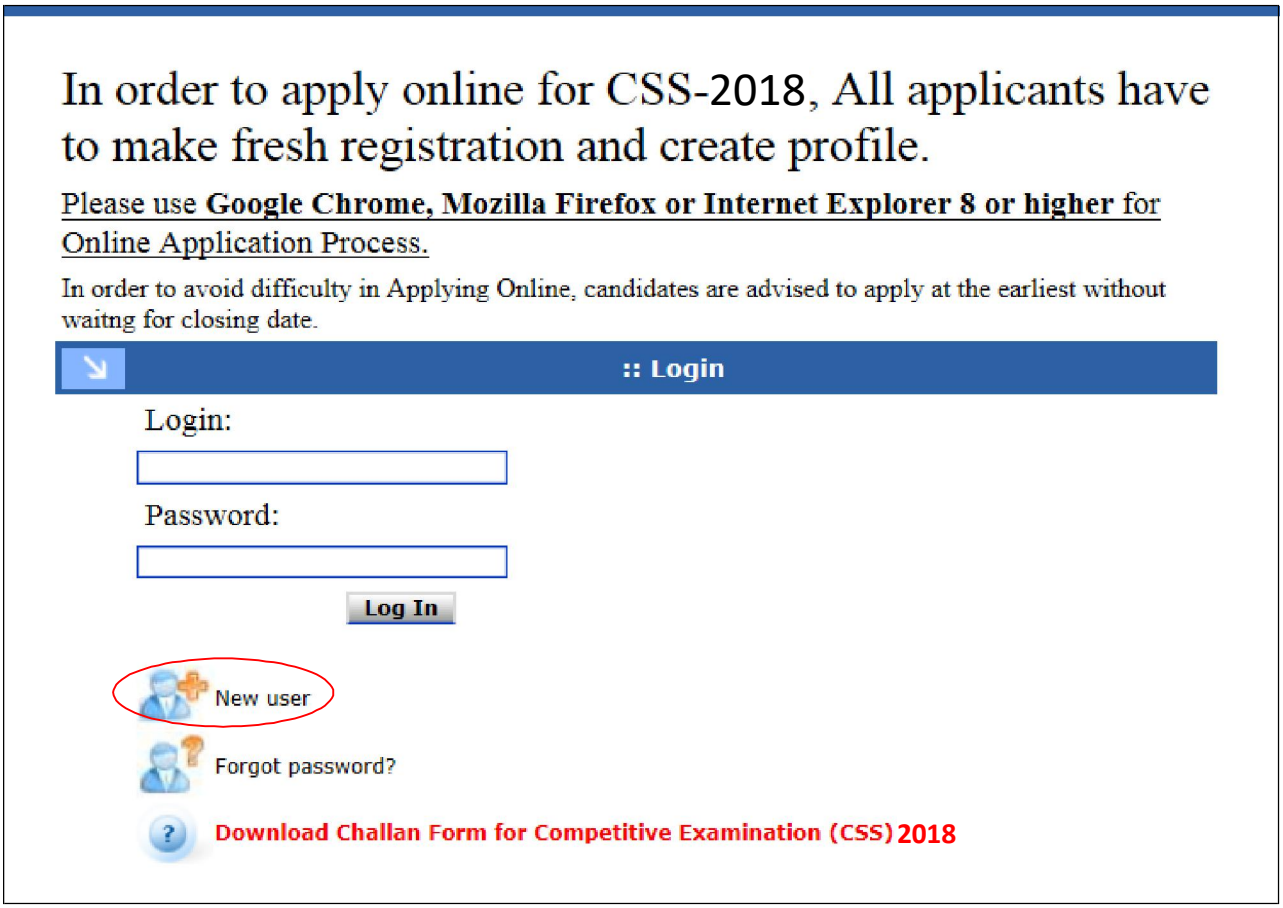
I. Open FPSC's website (www.fpsc.gov.pk) Please use browser **GOOGLE CHROME, MOZILLA FIREFOX,INTERNET EXPLORER 8.0** or higher.

II. Follow the "Applying Online" link.

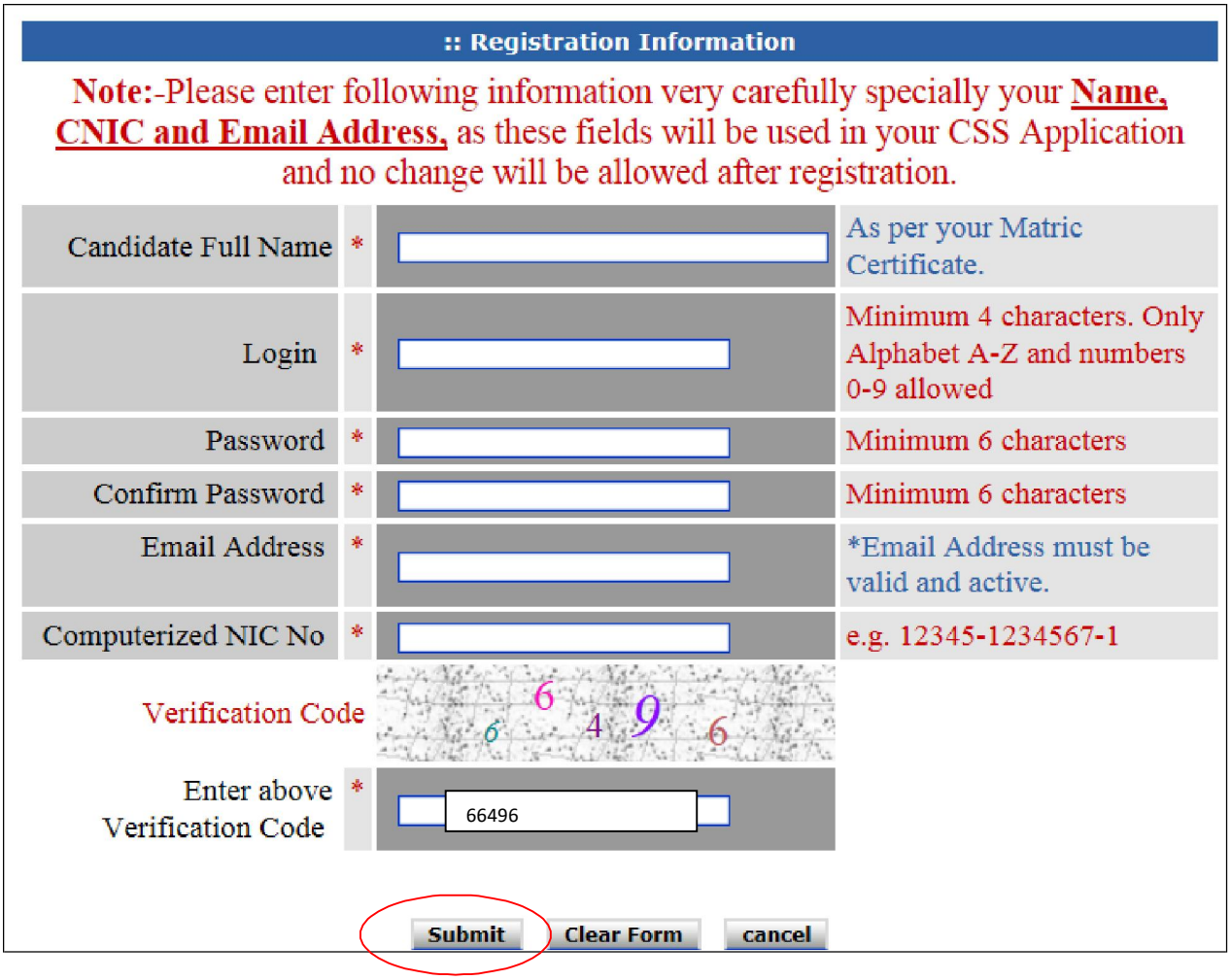


III. Select “Competitive Examination (CSS) – 2018”

IV. Select “New User” option as displayed under



V. Following screen will appear



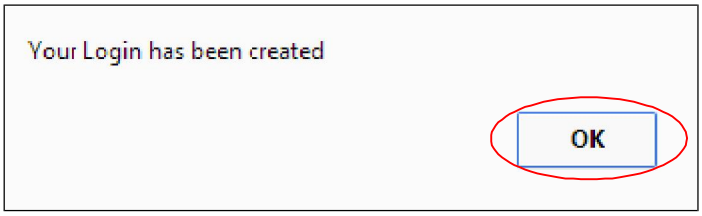
At registration screen, candidates **MUST** enter the following information in the relevant box. (If any information is not entered, the system will not proceed to the next stage)

a.	Full Name:	Candidate's full name as per Matric certificate.
b.	Login:	By which a candidate would like to be registered. (Only Alphabets, Numbers are accepted). Pl remember your login
c.	Password:	Minimum of 6 characters. (Case Sensitive)
d.	Confirm Password:	Same as Password field
e.	Email Address:	active E-mail address of candidate. (Must be a valid sequence of emails e.g. abc@xyz.com)
f.	Computerized NIC:	Computerized National Identity Card No. of candidate. (Enter without dashes),
g.	Verification Code:	As displayed immediately above the box. (e.g. 66496)

Note: Please enter your CNIC, Name and Email Address very carefully as the same cannot be changed after submission. Please also ensure to remember your email address which you mentioned while registering with FPSC.

VI. Select **"Submit"** button and wait.

VII. Following message box will be displayed on successful registration.



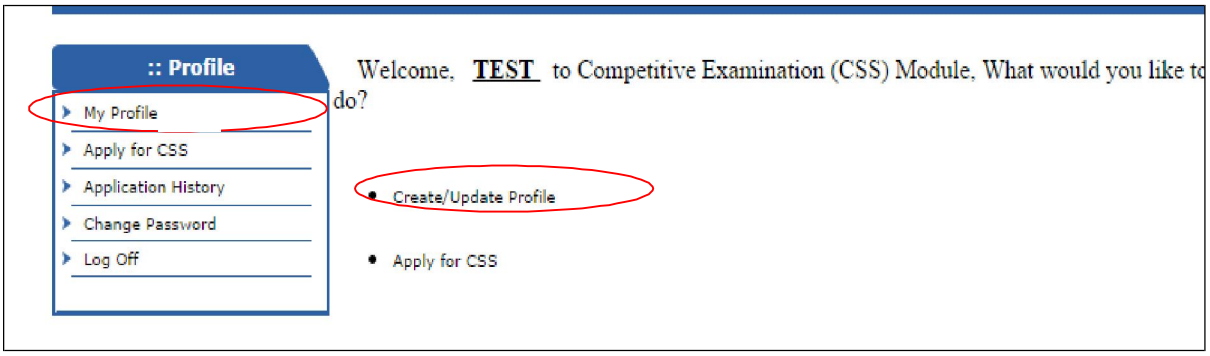
VIII. Select **"OK".**

IX. The Login Screen as on IV will re-appear

X. Enter your "Login" and "Password" as already chosen at the stage of registration in the relevant boxes.

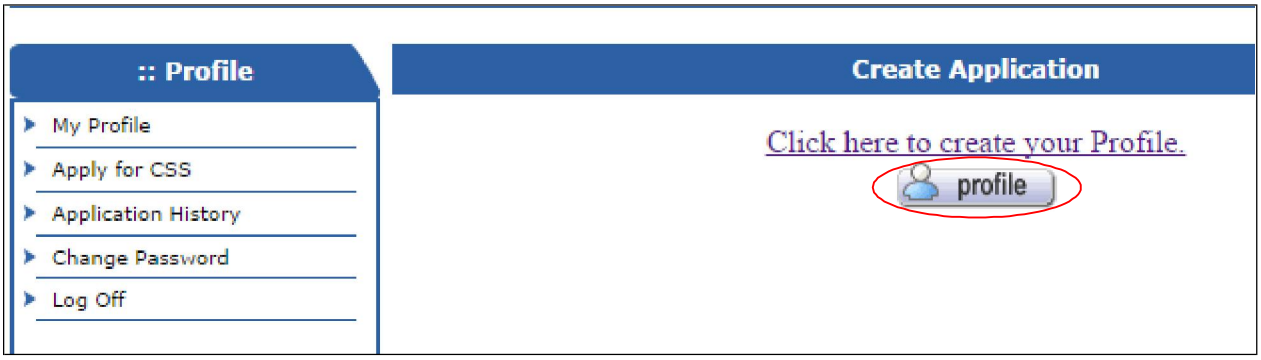
XI. Select "Login" button and wait.

XII. Following screen will appear



XIII. Select "Create/Update Profile" or "My Profile" option.

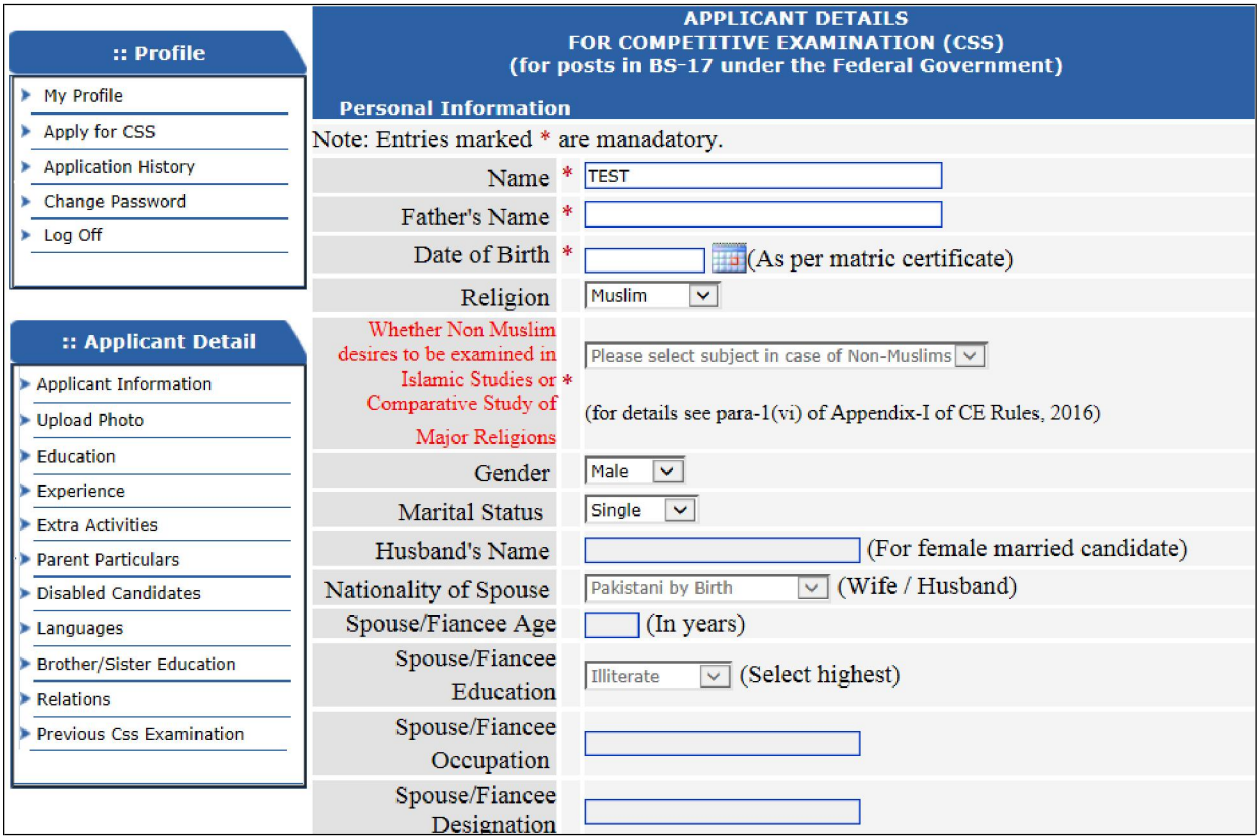
XIV. Following screen will appear.



XV. Select "Profile" button to create profile.

Stage 2: Creation of Profile of the applicant on the system

XVI. Following screen will appear



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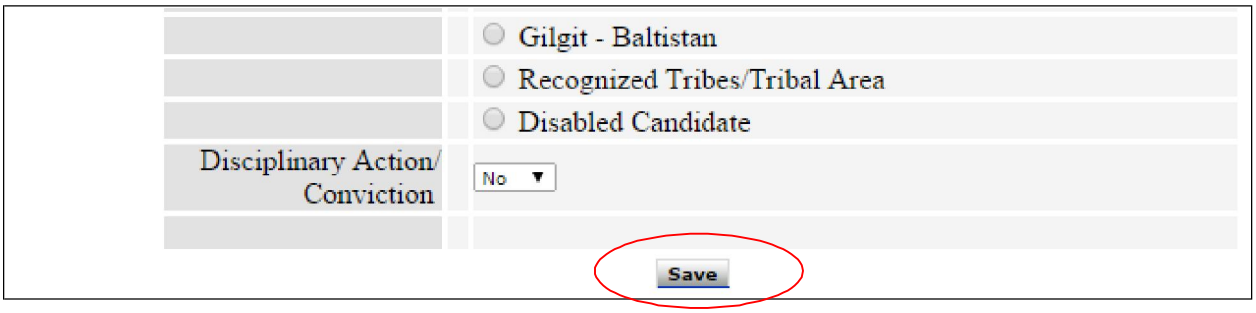
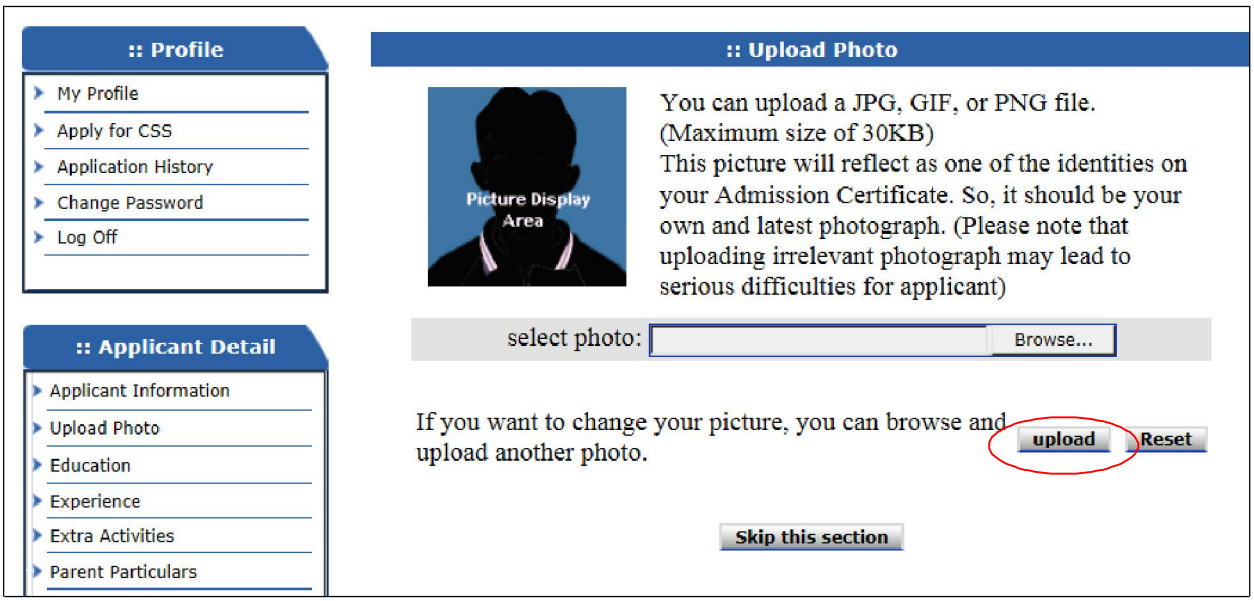


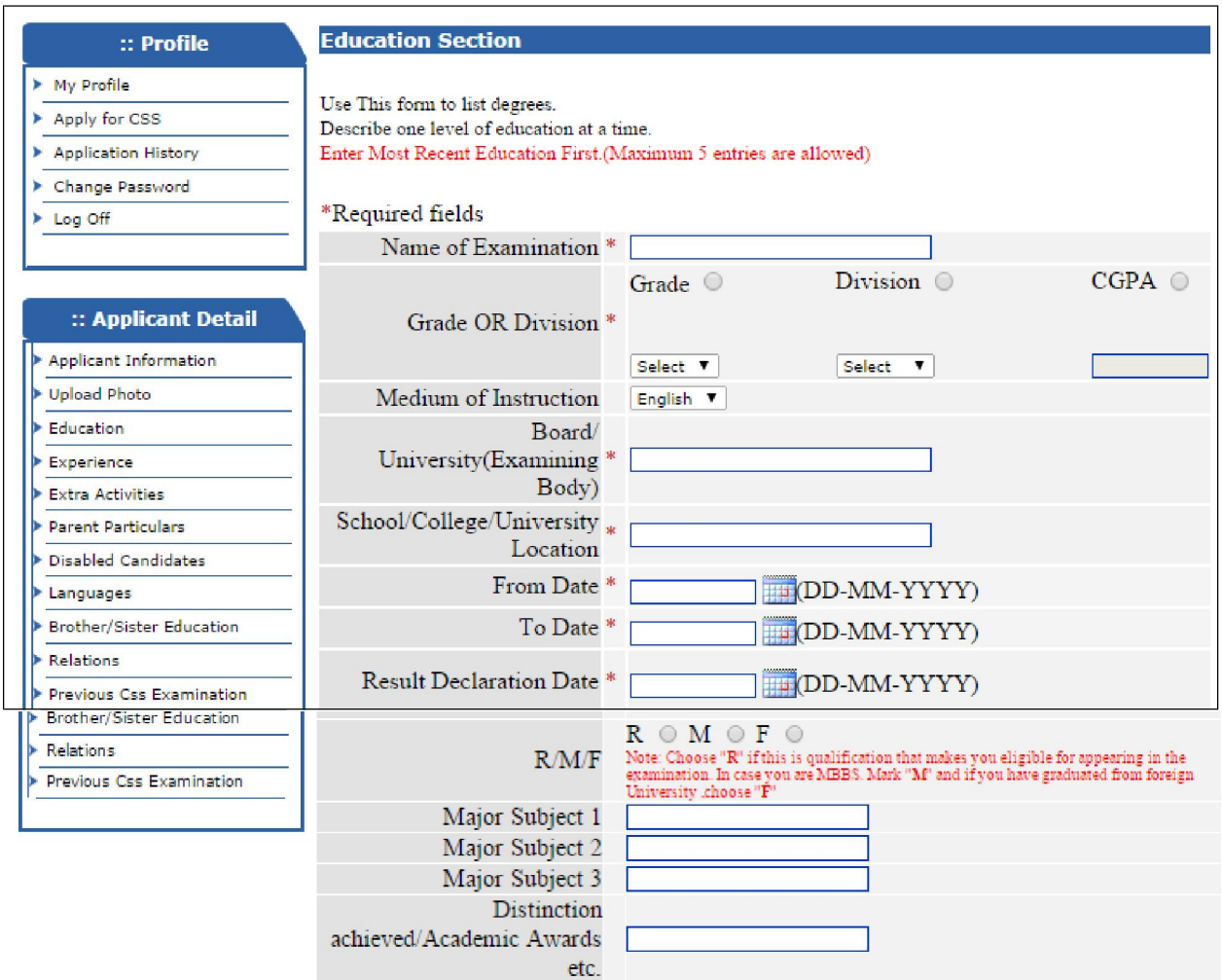
XVII. Against the Name and CNIC fields, prefilled non-editable entries will appear as already given by the applicant at time of registration.

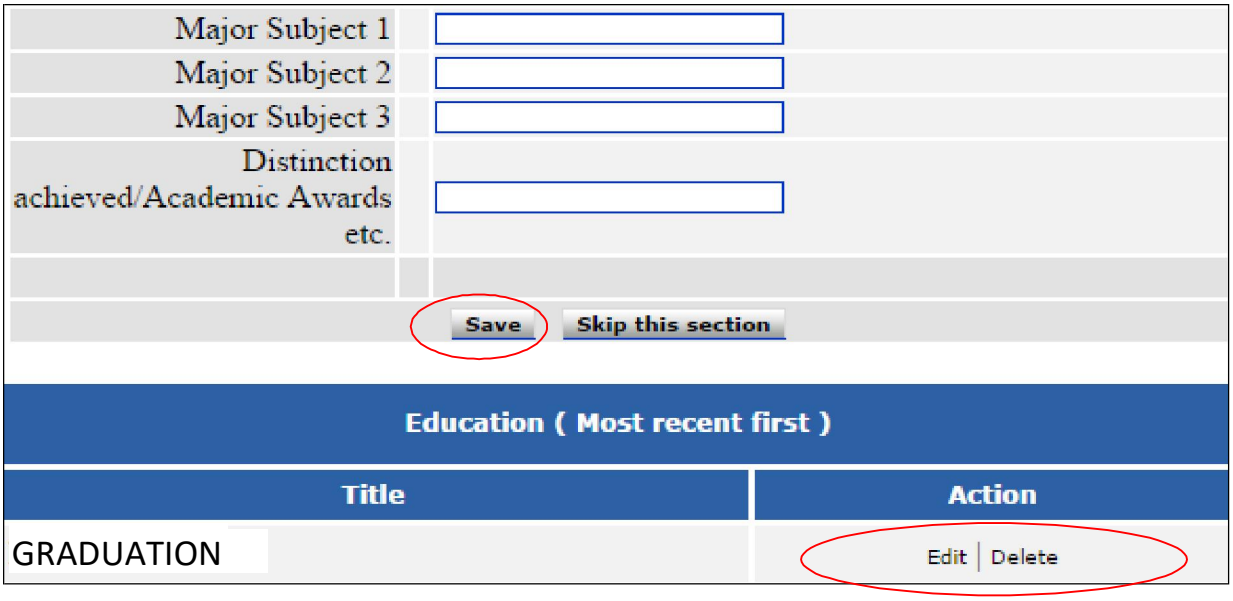
XVIII. Enter/ Select relevant information and Select **"Save"** button and wait. ***It is obligatory to enter information in boxes marked with an asterisk(*)***

XIX. Following screen will appear



XX. Select/Browse your photograph having maximum size of 30kb. Select "Upload" option and following screen will appear.

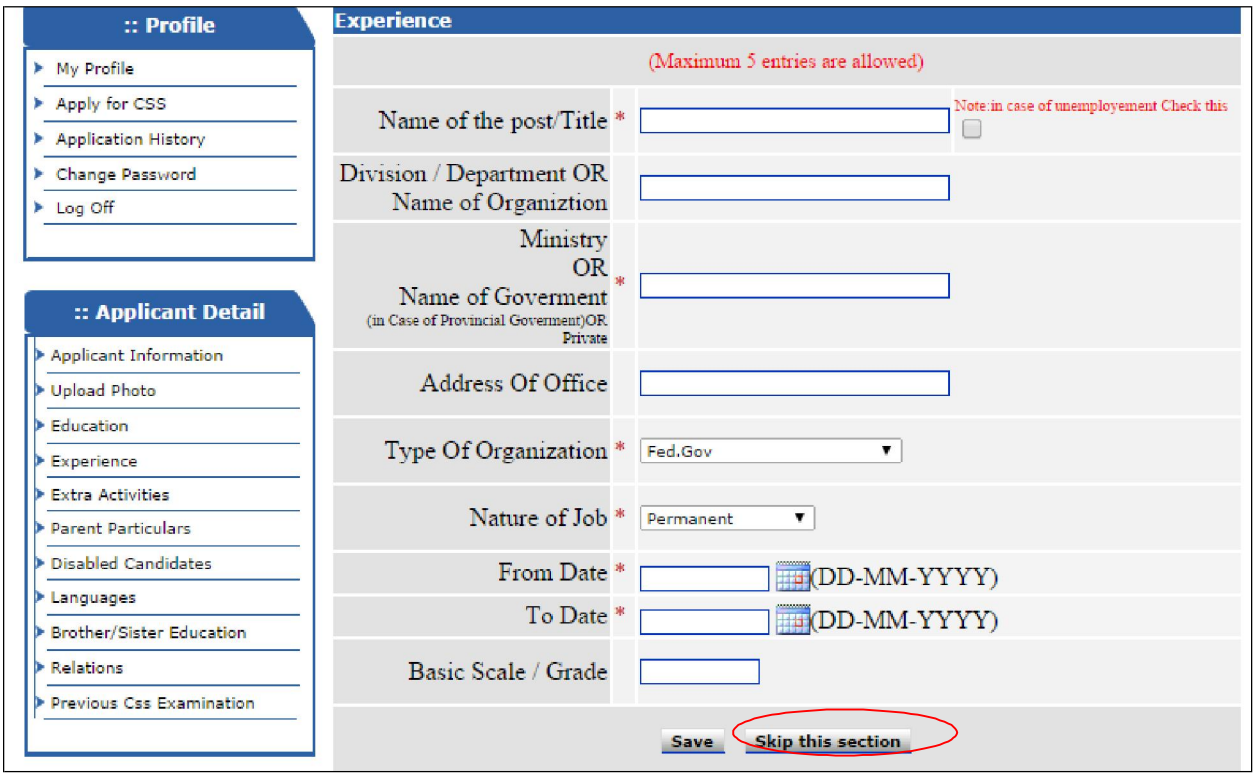




XXI. Enter/Select relevant information pertaining to qualification one by one starting from the highest/qualification that makes you eligible for the examination. "R"/"M"/"F" entries should be selected as per instruction only against the qualification that makes you eligible. Select **"Save"** to save and ***continue adding additional qualifications till all have been entered***. Every qualification that is added keeps displaying at the bottom. ***Any entered qualifications can be deleted or edited using appropriate options in "Action" menu, if required***.

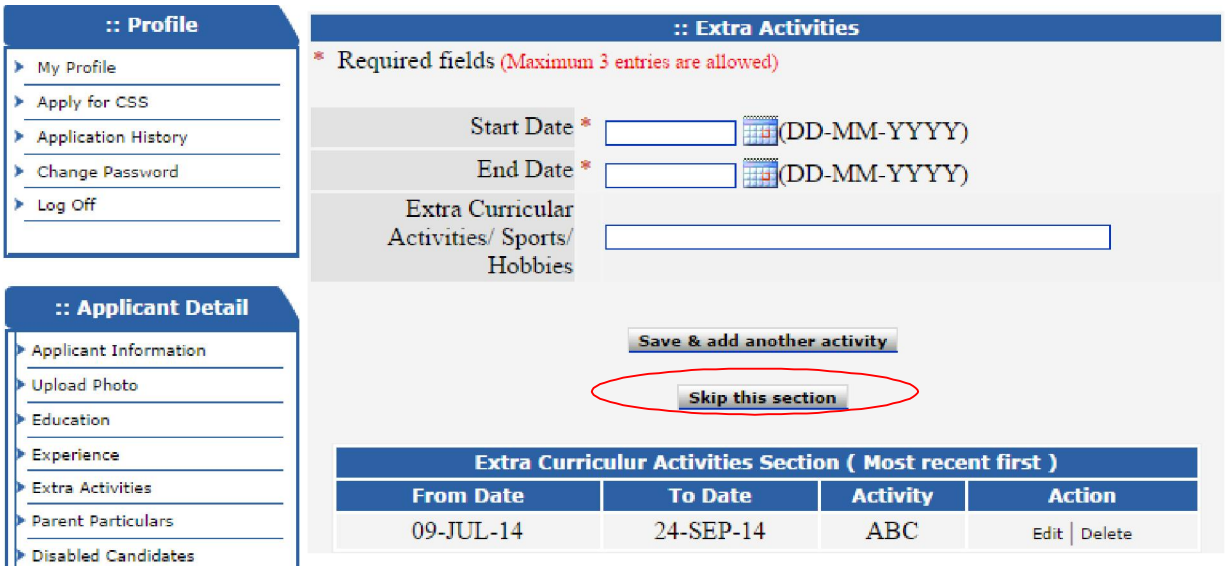
XXII. Select **"Skip this section"** option when done.

Following screen will appear.



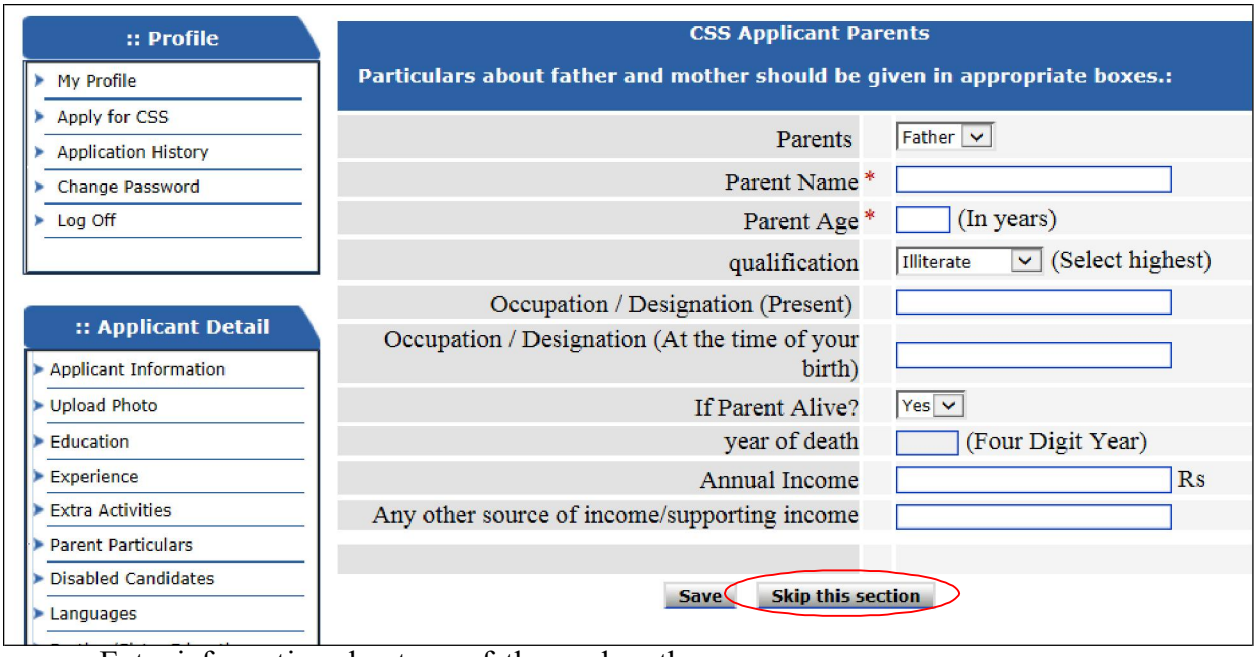
XXIII. Enter experience(s) exactly in the manner you entered your qualification i.e. latest first.

XXIV. When done, select **"Skip this section"** button and wait. Following screen will appear



XXV. Enter any extracurricular activities one by one, if any. Other wise you may skip this section.

XXVI. When done, select "**Skip this section**" button and wait. Following screen will appear

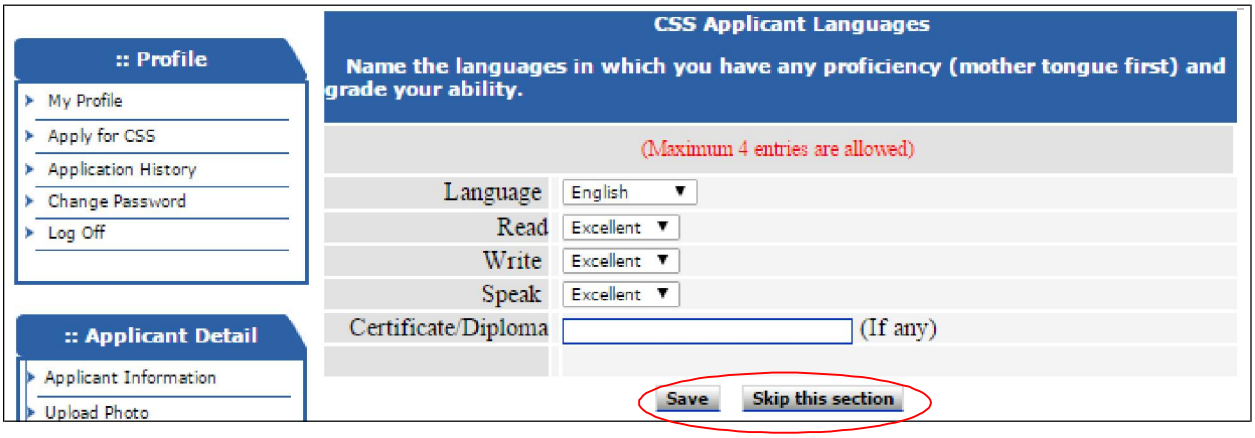


XXVII. Enter information about your father and mother.

XXVIII. When done, select "**Skip this section**" button and wait. Following screen will appear.

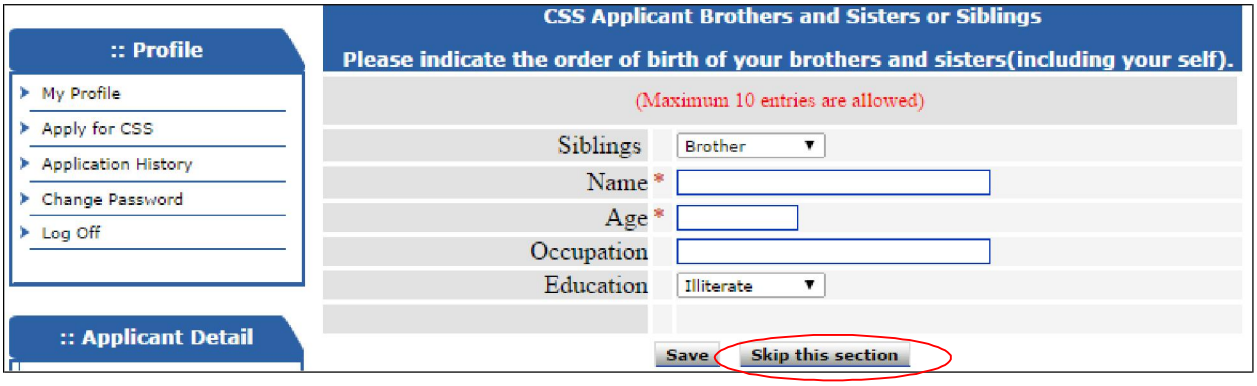
XXIX. In case of any disability and need for helper/computer, necessary options may be selected. Otherwise, skip this section.

XXX. When done, select "**Skip this section**" button and wait. Following screen will appear.



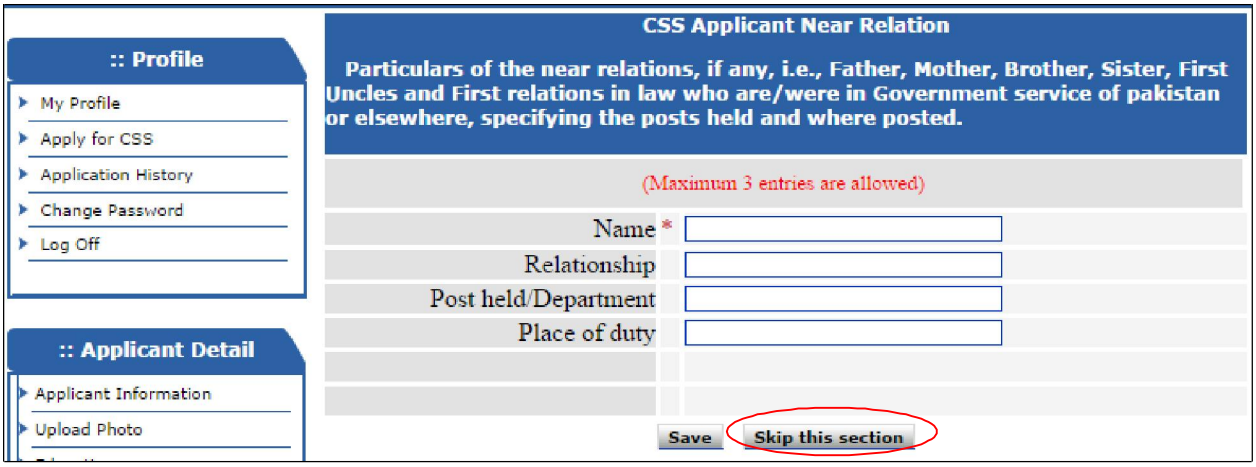
XXXI. Enter Language(s) one by one in which you have proficiency.

XXXII. When done, select "**Skip this section**" button and wait. Following screen will appear.



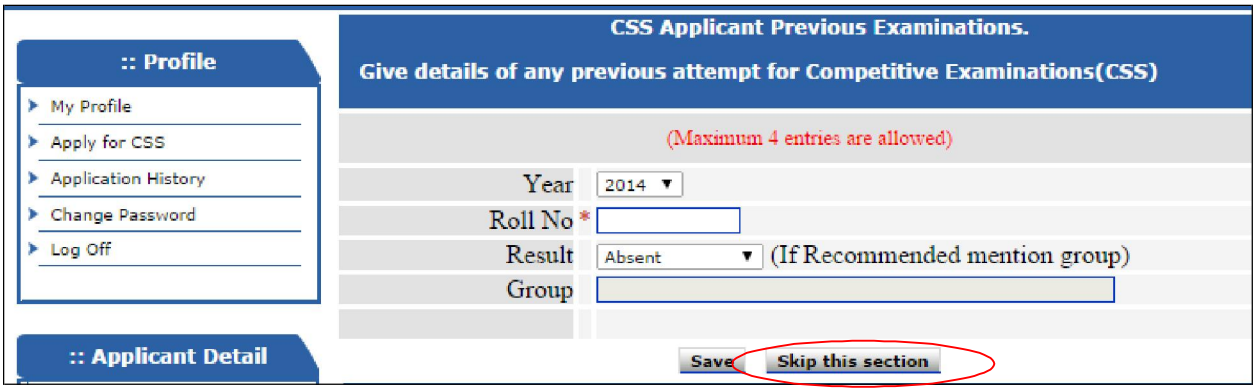
XXXIII. Enter Brother and Sister related information and keep saving.

XXXIV. When done, select "**Skip this section**" button and wait. Following screen will appear.



XXXV. Enter Near Relations related information, if any.

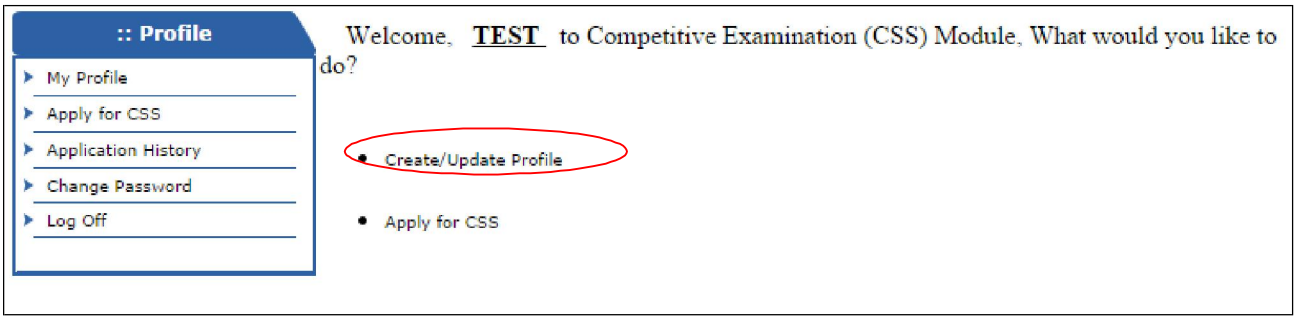
XXXVI. When done, select "**Skip this section**" button and wait. Following screen will appear.



XXXVII. Enter Previous CSS Examination detail (if any).

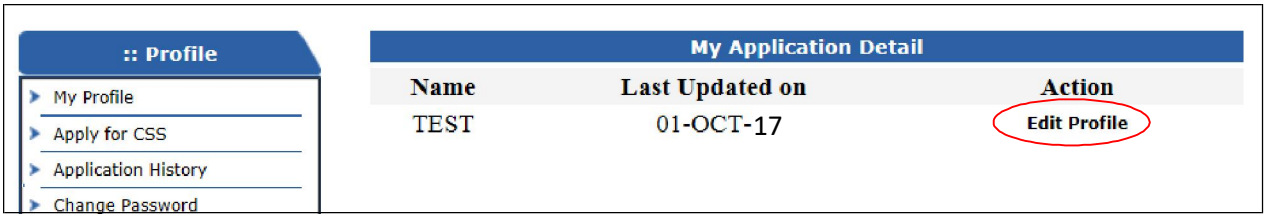
XXXVIII. When done, select "**Skip this section**" button.

XXXIX. Your profile creation process will be complete and following screen will appear



XL. Select **"Create/Update Profile"** option

XLI. Following screen will appear



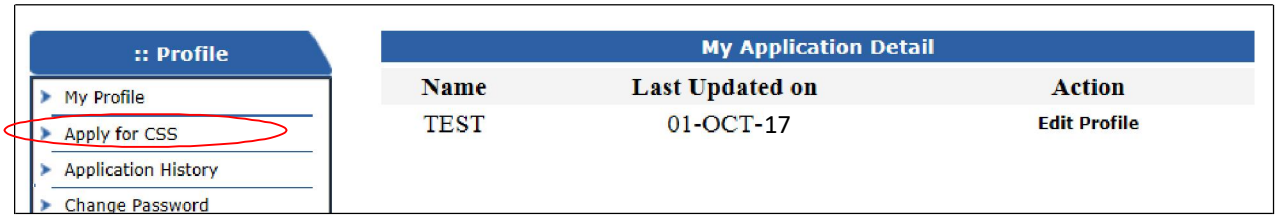
XLII. Select "Edit Profile" option to check/update your profile if so required.

BEFORE PROCEED TO APPLY FOR CSS-2018 MAKE SURE THAT YOUR PROFILE ENTRIES ARE CORRECT AND COMPLETE.

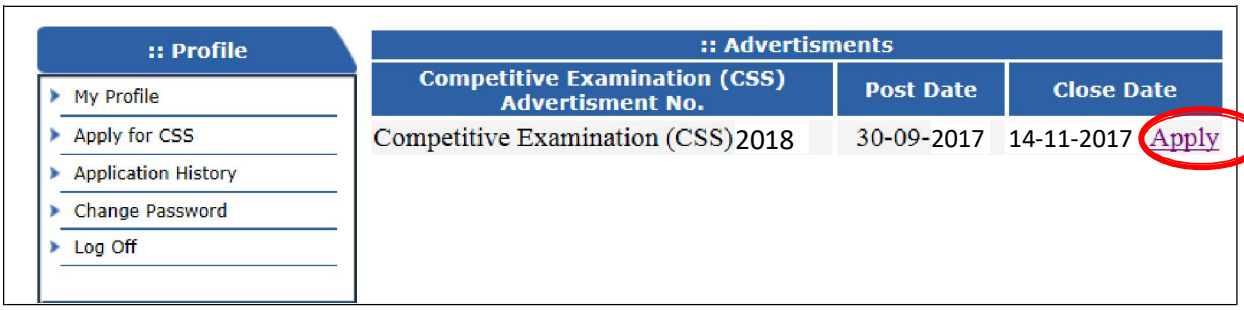
TILL NOW YOU HAVE JUST CREATED YOUR PROFILE. TO APPLY ONLINE FOR CSS-2018 PROCEED TO NEXT STEPS.

Stage 3: Applying Online

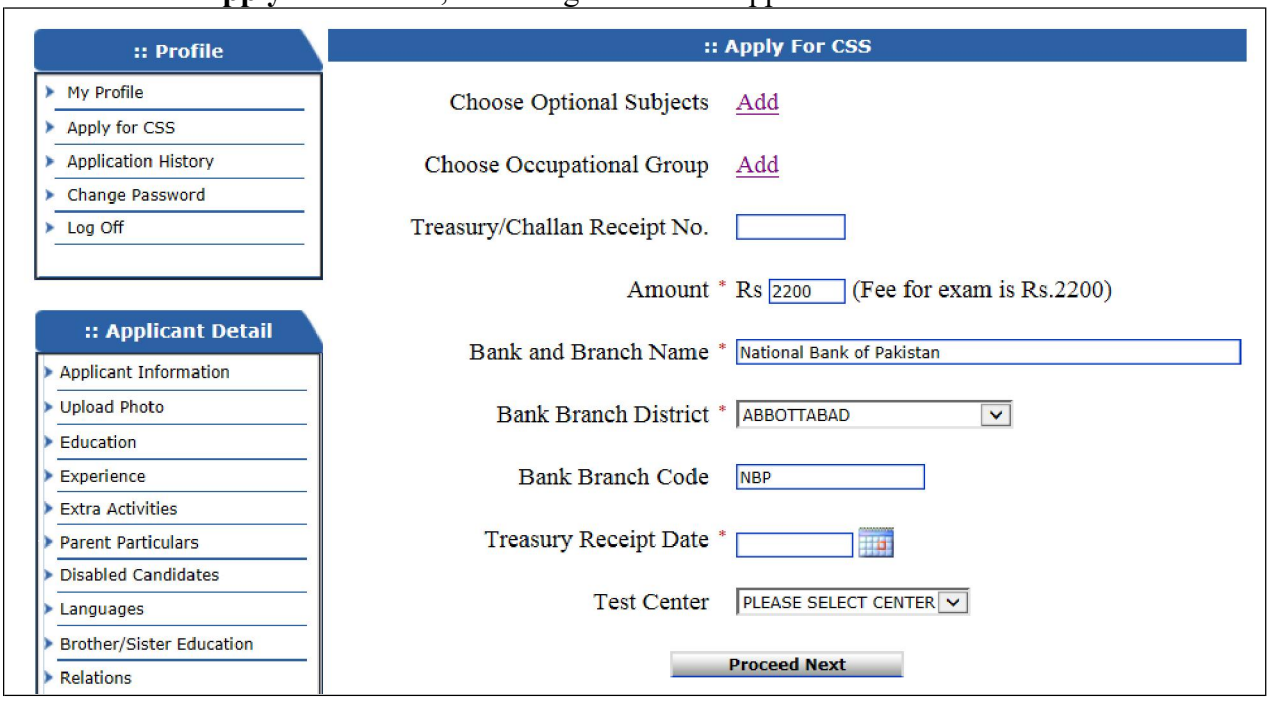
XLIII. When profile entries are found correct, then select **"Apply for CSS"** option from the Profile Menu.



XLIV. Following screen will appear. Select **"Apply"** to proceed further.



XLV. When **"Apply"** is selected, following screen will appear.



XLVI. First choose the Optional Subjects by selecting **"Add"** option.

XLVII. When **"Add"** option is selected, following screen will appear

Optional Subjects-600 Marks

A list of optional subjects is given below, the marks for subjects are shown against each. According to para-1(ix (b)) of Appendix-I of CE Rules 2018, the candidates are required to select Optional subjects carrying a total of 600 marks from following Groups as per Rules given against each group.

Please select the Code Number of the Subjects in which you desire to be examined. Candidates will be responsible for any error in the selection of subjects. Wrong selection/combination of subjects will lead to rejection under the Rules. Candidates are cautioned that change of optional subject(s) after submission of Online Application, is not allowed.

Subjects (Code No)	Subjects	Marks
::**Group1** (One subject carrying 200 marks from Code No.11-15 can be opted)		
☐ 11	Accountancy and Auditing	200
☐ 12	Economics	200
☐ 13	Computer Science	200
☐ 14	Political Science	200
☐ 15	International Relations	200
::**Group2** (One subject carrying 200 marks from Code No.16-17 OR Two subjects 100 marks each from Code No. 18-21 can be opted)		
☐ 16	Physics	200
☐ 17	Chemistry	200
☐ 18	Applied Mathematics	100
☐ 19	Pure Mathematics	100
☐ 20	Statistics	100
☐ 21	Geology	100

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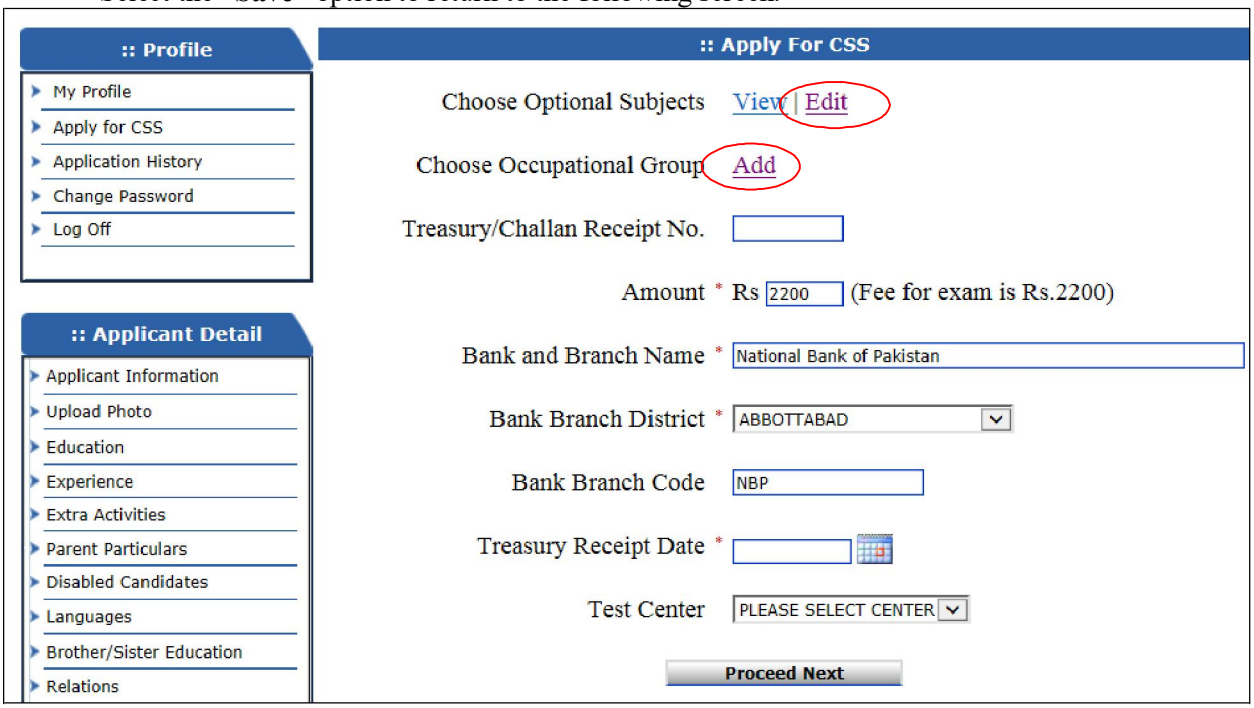
☐ 43	Criminiology	100
☐ 44	Philosophy	100
::**Group7** (One subject carrying 100 marks from Code No.45-55 can be opted)		
☐ 45	Journalism & Mass Communication	100
☐ 46	Psychology	100
☐ 47	Geography	100
☐ 48	Sociology	100
☐ 49	Anthropology	100
☐ 50	Punjabi	100
☐ 51	Sindhi	100
☐ 52	Pushto	100
☐ 53	Balochi	100
☐ 54	Persian	100
☐ 55	Arabic	100

Save

XLVIII. Carefully select the optional subjects by 'mouse click' in the relevant boxes. (Also refer and observe the "Note" portion of each subject group)

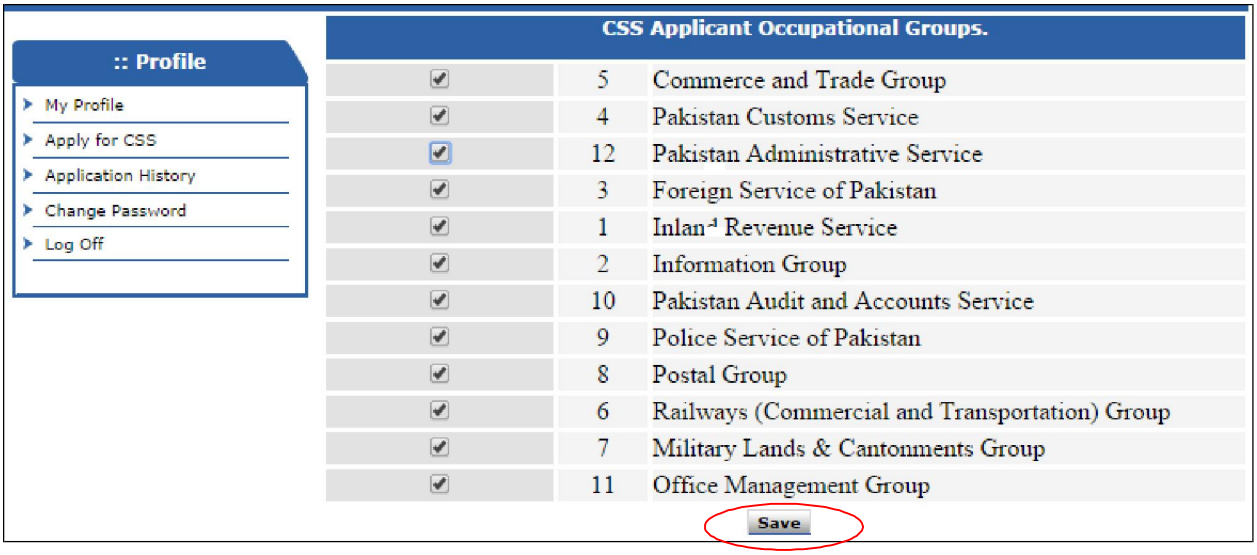
XLIX. Select the **"Save"** option to return to the following screen.



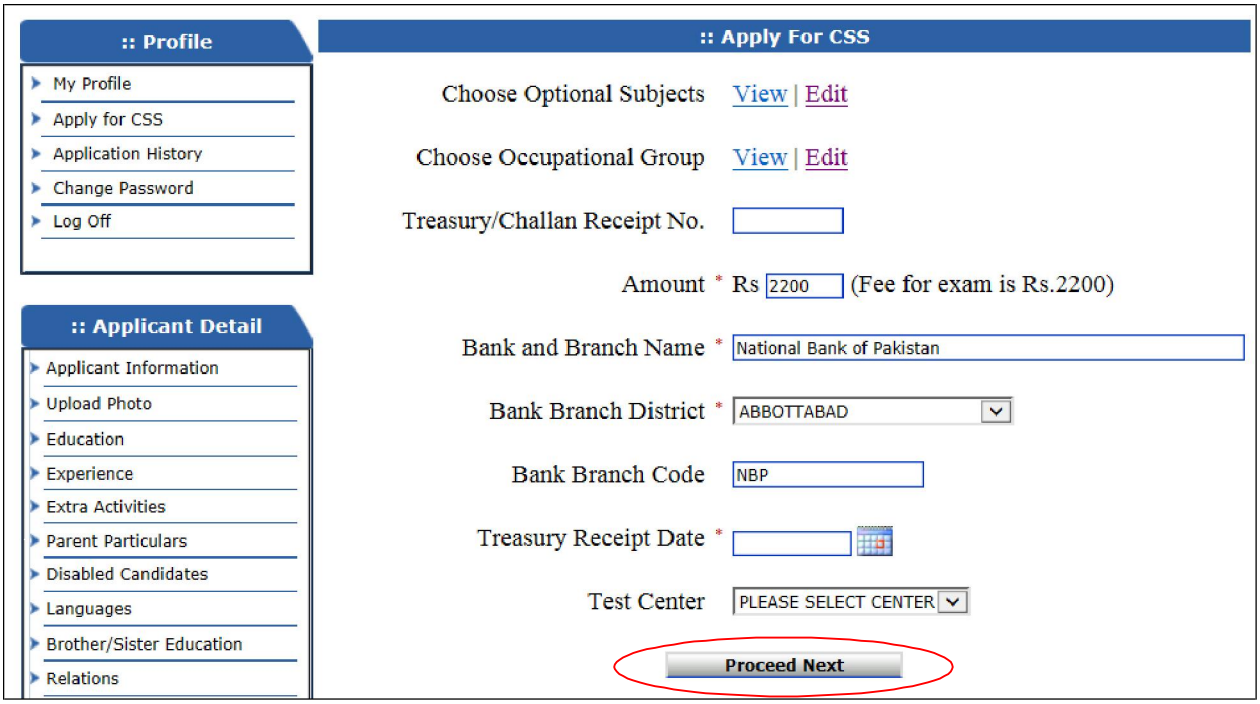
L. You can **"View"** or **"Edit"** the selected optional subject, if so required.

LI. Now select the Occupational Group by selecting the **"Add"** option

LII. Following screen will appear



LIII. Rank all Occupational Groups in order of your priority by clicking in the relevant box. Select **"Save"** to return to following screen.



LIV. You can **"View"** or **"Edit"** the selected Occupational Groups, if so desired.

LV. Provide rest of information in the remaining fields as: -

a.	Treasury number:	Original treasury Receipt number.(If you have not submitted your fee yet, then you can apply later after submitting the fee and follow the steps from stage 3 onwards. You do not need to register or create your profile again)
b.	Amount:	**Rs. 2200/-**
c.	Bank and Branch Name:	National Bank of Pakistan
d.	Bank Branch District:	Name of Bank Branch District where fee is deposited
e.	Bank Branch Code:	Bank branch code where fee is deposited
f.	Receipt Date:	Date of deposit of fee in bank/treasury.
g.	Test Centre:	Select Test Centre (City) from the list, where you like to appear for the examination.

Note: It is obligatory to enter information in boxes marked with an asterisk(*)

LVI. Select the **"Proceed Next"** button and wait.

LVII. Following screen will appear which contains complete entries of your profile.

:: Profile

- My Profile
- Apply for CSS
- Application History
- Change Password
- Log Off

:: Applicant Detail

- Applicant Information
- Upload Photo
- Education
- Experience
- Extra Activities
- Parent Particulars
- Disabled Candidates
- Languages
- Brother/Sister Education
- Relations
- Previous Css Examination

::Applicant Data

Please re-check the entries as reflected below before selecting "Confirm and Apply" option given at bottom of this page. In case any correction is required, select "Cancel" option and update your entries.

After selecting **"Confirm and Apply"** option, your application for CE-2018 will be submitted and **NO CHANGE** in the application will be allowed.

	Fee submitted of Rs:	2200
	Treasury/Challan Receipt No.:	1111
	Bank and Branch Name:	National Bank of Pakistan
	Bank Branch District:	ISLAMABAD
	Bank Code:	NBP
	Picture Uploaded:	
1)	Name (In capital letters as per Matriculation Certificate):	TEST
2)	Father's Name:	TEST
3)	Husband's Name (in case of married female candidates):	
3)	Date of Birth (As per Matriculation Certificate):	01-01-1995
4)	CNIC Number:	44444-4444444-4
5a)	Religion:	MUSLIM
5b)	Whether Non-Muslim desires to be examined in Islamic Studies or Comparative Study of Major Religions:	
6a)	Gender:	MALE
6b)	Marital Status:	SINGLE
7)	Postal Address:	TEST TEST
8)	Permanent Address:	TEST TEST
9)	Particulars about Spouse/Fiancee:	
a)	Nationality:	b) Age:
c)	Education:	d) Occupation:
e)	Designation:	
10)	Examination Centre:	ISLAMABAD
11a)	Domicile:	AZAD KASHMIR
11b)	District of Domicile:	BAGH
12a)	E-mail:	TEST@TESST.COM b) Ph.Office:
c)	Mobile:	0333-5203624 d) Ph.Res:
13)	Age Relaxation Claimed?:	RELAXATION NOT CLAIMED (WITHIN AGE LIMITS)

14) Education Record:

S. No.	School/ College/ University & Location	Medium of Instruction	From	To	Date of Result Announcement	Name of Exam Passed	Grade/ Div/ CGPA	Board/ University	Major Subjects	Distinction	R/ M/ F
1	LAHORE	ENGLISH	01-MAR-08	02-APR-10	07-OCT-10	BA	First	PUNJAB UNIVERSITY	STATISTICS, ECONOMICS, MATHEMATICS		R
2											
3											
4											
5											

15) Extra Activities:

S. No.	From	To	Extra Curricular Activities/ Sports/ Hobbies
1			
2			
3			

16) Disciplinary Action/ Conviction: **NO**

17) Employment Record:

S. No.	Post and Office held	Name of Organization	From Date	To Date	Type of Organization	Nature	BS
1							
2							
3							
4							
5							

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25) Occupational Groups:

Order of Preference	Occupational Groups/ Services
1	Commerce and Trade Group
2	Pakistan Customs Service
3	Pakistan Administrative Service
4	Foreign Service of Pakistan
5	Inland Revenue Service
6	Information Group
7	Pakistan Audit and Accounts Service
8	Police Service of Pakistan
9	Postal Group
10	Railways (Commercial and Transportation) Group
11	Military Lands & Cantonments Group
12	Office Management Group

26a) Previous experience of Psychological Test: **NO**

Confirm and Apply | Cancel

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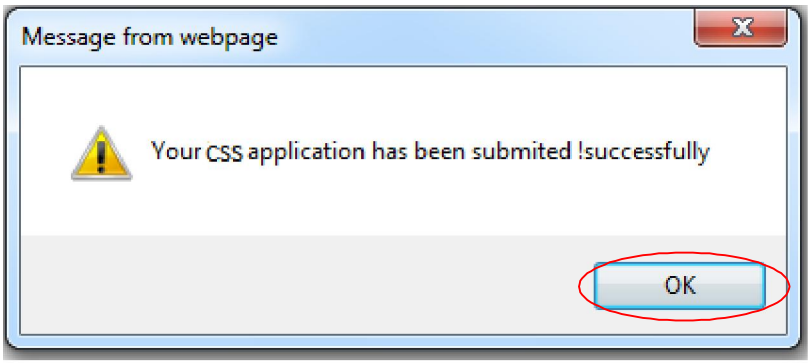
LVIII. Please re-check the entries as reflected in above screen before selecting "Confirm and Apply" option. In case any correction is required, select "Cancel" option and update your entries (After selecting "Confirm and Apply" option, your application for CE-2018 will be submitted and **NO CHANGE** in the application will be allowed).

LIX. Select "Confirm and Apply" option and following screen will appear



LX. Select **"OK"** button to complete the process. (Printout of the duly filled Online Form i.e. Hardcopy must be obtained. After signing hardcopy, copies of all documents/ certificates as mentioned in para 27 of the printed form along with original Treasury Receipt must be despatched to FPSC so as to reach the FPSC (Headquarters) within 10 days of the closing date. Preferably, the hardcopies may be despatched or furnished before the closing date so that delay in transit may be avoided. Onus of proof of dispatch of hardcopy of online form and documents, before the closing date, shall solely lie on the candidate).

Stage 4: Printing of computer generated pre-filled form

LXI. Select **"Application History"** to Print the online form .

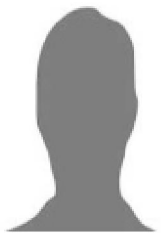
LXII. Following online pre-filled application comprising Seven (07) pages will appear. Applicants must take printout of this pre-filled application form for despatch to FPSC. Candidates are also advised to retain a copy for their record as well.

Website: www.fpsc.gov.pk
Email: examination@fpsc.gov.pk
Fax: 051-9213386-9203410
UAN: 051-111-000-248

Government of Pakistan
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan road, F-5/1, Islamabad

ONLINE APPLICATION FOR COMPETITIVE EXAMINATION (CSS) - 2018

Tracking ID
599143
Date Applied
01-OCT-17

Receiving Stamp	T.R. removed for Rs.				
	Batch No.		Diary No.		
	Roll No.				

1) Name (In capital letters as per Matriculation Certificate): **TEST**
2) Father's Name: **TEST**

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Acknowledgement Receipt

Received Application Form No. _____ of Competitive Examination, 2018 of Mr./Miss/Mrs. **TEST**

Signature and Official Stamp
(with date) F.P.S.C.

Stage 5: Dispatch of computer generated pre-filled form

LXIII. Para "**27) Checklist**" of the pre-filled application form need to be checked/filled by the candidate.

LXIV. Put your signatures on the computer generated form at the relevant spaces provided for the purpose (at page 1 and at page 6).

LXV. Attach following documents that are essentially required by FPSC:

- Original Bank Treasury Receipt,
- Recent 04 Passport Size Photographs
- Attested Copy of CNIC
- Attested copy of Matriculation Certificate showing date of birth. Provisional Certificate/ Result Card/ Marks Sheet is not acceptable
- Attested copy of Intermediate Certificate. Provisional Certificate/ Result Card/ Marks Sheet is not acceptable
- Attested copy of Degree(s)
- Attested copy of self Domicile Certificate
- Certificate for Buddhist and Scheduled Caste Candidates
- Certificate for Provincial/ Federal Tribal Areas candidates and those belonging to Gilgit-Baltistan
- Certificate from Kashmir Affairs Division for Azad Kashmir Nationals
- Certificate for Minorities
- Departmental Permission Certificate for Government Servants.
- In case of Ex-Employees of Armed Forces of Pakistan No Objection Certificate from relevant authority
- In case of Disabled candidates, certificate of disability from the competent authority
- Any other document required vides Rules/ Application Form/ Press Advertisement for CSS-2018.

LXVI. ***Forward hardcopy (printout) of the computer generated form along with required documents to FPSC Head Quarters (Secretary, Federal Public Service Commission, F-5/1 Aga Khan Road, Islamabad) so as to reach FPSC within ten (10) days of the closing date***. NO EXTENSION BEYOND THIS TIME PERIOD IS ADMISSABLE.

LXVII. Print out of the duly filled Online Form (i.e. Hardcopy) may be obtained and after signing it, copies of all documents/ certificates as mentioned in para 27 of the Form along with original Treasury Receipt may be attached with it and furnished to FPSC so as to reach the FPSC (Headquarters) within 10 days of the closing date. Preferably, the hardcopies may be dispatched or furnished before the closing date so that delay in transit may be avoided. Onus of proof of dispatch of hardcopy of online form and documents, before the closing date, shall solely lie on the candidate

Carefully fill the online form. Any correction in the printed hard copy of online form, may be made by hand and initialed, before despatch/submission to FPSC. Thereafter, no request for change in any entry of online application or its hardcopy, would be accepted.

(End of Document)