

**GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR MCO
BASED PRELIMINARY TEST (MPT) FOR
COMPETITIVE EXAMINATION (CSS) 2024**

It is in the interest of the applicants to study and thoroughly observe the guidelines given in this document while applying online for CSS CE 2024 MPT. The candidates are also advised to thoroughly study “Rules for CE-2019 and onwards”, available on FPSC website.

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

Only for **technical** assistance regarding Online Application Submission for MPT, please call at 051-9223288, 9223293 during office hours.

The process of online application submission has 4 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

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 “Apply Online” link.

The screenshot shows the official website of the Federal Public Service Commission. At the top, there is a navigation menu with links for Home, GR Exams, CSS Exams, Publications, Downloads, Recruitment Rules, About Us, Contact Us, and Apply Online. The 'Apply Online' link is circled in red. Below the navigation menu, there is a search bar and a banner with the text: 's Consolidated Advertisement No. 09/2023', 'Competitive Examination (CSS) 2024 - MCQ Based Preliminary Test (MPT)', and 'Postponement of Viva Voce of PMS/ PCS for Inc'. The main content area features the FPSC logo on the left and right, and the following text: 'FEDERAL PUBLIC SERVICE COMMISSION', 'Aga Khan Road, F-5/1', '*****', and '**PUBLIC NOTICE**'. Below this, a message states: 'All candidates are advised to frequently visit official website of FPSC for all information regarding application status, schedule of examinations and related information.' A highlighted yellow box contains the text: 'SMS message from Short Code 8229 sent on given cell numbers may also be seen with due care by the candidates.'

III. Select “MPT for CSS Competitive Examination 2024”

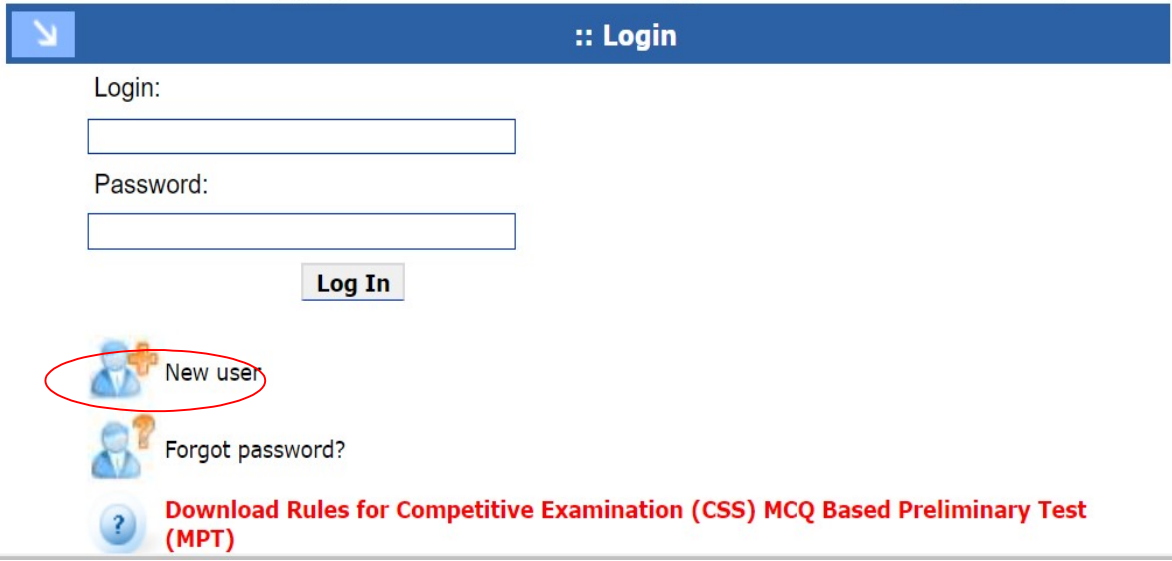
The screenshot shows the 'Online Recruitment System' interface. At the top, there is a blue header with the text 'Online Recruitment System'. Below this, there is a table with the following content: 'MCQ Based Preliminary Test (MPT) for CSS Competitive Examination-2024' (circled in red), 'General Recruitment', and 'Do not wait for the closing date, APPLY NOW'.

IV. Select “New User” option as displayed under

In order to apply online for CSS-2024 (MCQ Based Preliminary Test), All applicants have to make fresh registration and create profile.

Please use **Google Chrome, Mozilla Firefox or Internet Explorer 8 or higher** for Online Application Process.

In order to avoid difficulty in Applying Online, candidates are advised to apply at the earliest without waiting for closing date.





:: Login


Login:

Password:


Log In

 **New user**

 **Forgot password?**

 **Download Rules for Competitive Examination (CSS) MCQ Based Preliminary Test (MPT)**

V. Following screen will appear

:: Registration Information		
<p>Note:-Please enter following information very carefully specially your Name, CNIC and Email Address, as these fields will be used in your CSS Application and no change will be allowed after registration.</p>		
Candidate Full Name *	<input type="text"/>	As per your Matric Certificate.
Login *	<input type="text"/>	Minimum 4 characters. Only Alphabet A-Z and numbers 0-9 allowed
Password *	<input type="text"/>	Minimum 6 characters
Confirm Password *	<input type="text"/>	Minimum 6 characters
Email Address *	<input type="text"/>	*Email Address must be valid and active.
Computerized NIC No *	<input type="text"/>	e.g. 12345-1234567-1
Verification Code		
Enter above Verification Code *	<input type="text" value="66496"/>	
<input type="button" value="Submit"/> <input type="button" value="Clear Form"/> <input type="button" value="cancel"/>		

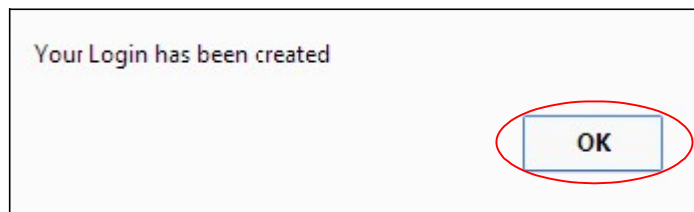
At registration screen, candidates **MUST** enter the following information in the relevant box. (If any information is not entered, the system will not proceed to the next stage)

- 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.



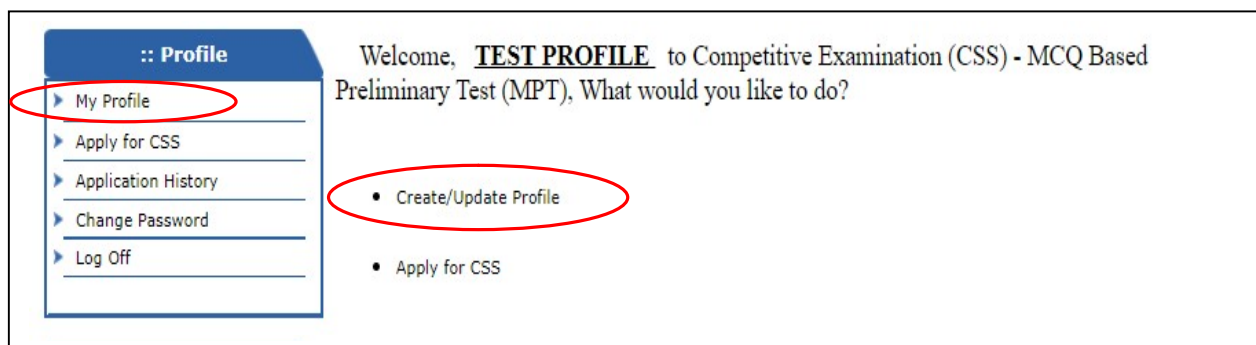
VIII. Select “OK”.

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

FOR COMPETITIVE EXAMINATION (CSS) (for posts in BS-17 under the Federal Government)	
Personal Information	
Note: Entries marked * are mandatory.	
Name *	TEST PROFILE
Father's Name *	
Date of Birth *	<input type="text"/> (As per matric certificate)
Religion	Muslim
Whether Non Muslim desires to be examined in Islamic Studies or Civics & Ethics *	Please select subject in case of Non-Muslims
Gender	Male
Marital Status	Single
Husband's Name	(For female married candidate)
Postal Address Line 1 *	
Line 2	
Permanent Address Line 1 *	
Line 2	
Domicile *	PLEASE SELECT DOMICILE (Mark relevant code of your domicile)
District *	PLEASE SELECT DISTRICT
Email	test@test.com
Phone(Off)	
Phone(Res)	
Mobile No. *	
CNIC No. *	11111-1111111-1
Age Relaxation	<input checked="" type="radio"/> Relaxation Not Claimed (Within Age limits) <input type="radio"/> Government Employee (In service) <input type="radio"/> Armed Forces (In Service) <input type="radio"/> Scheduled Caste <input type="radio"/> Buddhist Community <input type="radio"/> Azad Kashmir <input type="radio"/> Gilgit - Baltistan <input type="radio"/> Recognized Tribes of Baluchistan <input type="radio"/> Residents of Tribal Areas <input type="radio"/> Disabled Candidate
Disciplinary Action/ Conviction	No
Save	

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

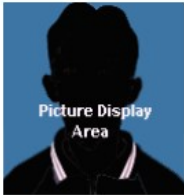
XVIII. Enter/ Select relevant information and Select “Save” button and wait. *It is obligatory to enter information in boxes marked with an asterisk(*)*

XIX. Following screen will appear

:: Profile

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

:: Upload Photo



You can upload a JPG, GIF, or PNG file.
(Maximum size of 30KB)

This picture will reflect as one of the identities on your Admission Certificate. So, it should be your own and latest photograph. (Please note that uploading irrelevant photograph may lead to disqualification of applicant)

select photo: No file chosen

If you want to change your picture, you can browse and upload another photo.

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

:: Profile

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

Education Section

Use This form to list degrees.
Describe one level of education at a time.
Enter Most Recent Education First.(Maximum 5 entries are allowed)

Name of Examination *	<input type="text"/>		
Grade OR Division *	Grade <input type="radio"/>	Division <input type="radio"/>	CGPA <input type="radio"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medium of Instruction	<input type="text" value="English"/>		
Board/ University(Examining Body) *	<input type="text"/>		
School/College/University Location *	<input type="text"/>		
From Date *	<input type="text"/>	<input type="text"/>	(DD-MM-YYYY)
To Date *	<input type="text"/>	<input type="text"/>	(DD-MM-YYYY)
Result Declaration Date *	<input type="text"/>	<input type="text"/>	(DD-MM-YYYY)
R/M/F	R <input type="radio"/> M <input type="radio"/> F <input type="radio"/>		
Major Subject 1	<input type="text"/>		
Major Subject 2	<input type="text"/>		
Major Subject 3	<input type="text"/>		
Distinction achieved/Academic Awards etc.	<input type="text"/>		

Education (Most recent first)

Title	Action
GRADUATION	Edit Delete

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.

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

XXIV. When done, select “Skip this section” button.

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

XXVI. Select “Create/Update Profile” option

XXVII. Following screen will appear

:: Profile		My Application Detail		
Name	Last Updated on	Action		
TEST FPSC	30-AUG-23	Edit Profile		

XXVIII. Select “Edit Profile” option to check/update your profile if so required.

BEFORE PROCEED TO APPLY FOR CE CSS-2024 MPT, MAKE SURE THAT YOUR PROFILE ENTRIES ARE CORRECT AND COMPLETE.

TILL NOW YOU HAVE JUST CREATED YOUR PROFILE. TO APPLY ONLINE FOR CE CSS-2024 MPT PROCEED TO NEXT STEPS.

Stage 3: Applying Online

XXIX. When profile entries are found correct, then select “Apply for CSS” option from the Profile Menu.

:: Profile	My Application Detail		
<ul style="list-style-type: none">My ProfileApply for CSSApplication History	Name	Last Updated on	Action
	TEST FPSC	30-AUG-23	Edit Profile

XXX. Following screen will appear. Select “Apply” to proceed further.

:: Profile	:: Advertisements		
<ul style="list-style-type: none">My ProfileApply for CSSApplication History	Competitive Examination (CSS) Advertisement No.	Post Date	Close Date
	Competitive Examination (CSS) .2024 MPT	28-08-2023	12-09-2023 Apply

XXXI. When “Apply” is selected, following screen will appear.

:: Profile	:: Apply For CSS
<ul style="list-style-type: none">My ProfileApply for CSSApplication HistoryChange PasswordLog Off	Treasury/Challan Receipt No. <input type="text"/>
	Amount * Rs <input type="text" value="250"/> (Fee for CSS MPT Exam is Rs.250)
	Bank and Branch Name * <input type="text" value="National Bank of Pakistan"/>
	Bank Branch District * <input type="text" value="ABBOTTABAD"/>
	Bank Branch Code <input type="text" value="NBP"/>
	Treasury Receipt Date * <input type="text"/>
	Test Center <input type="text" value="PLEASE SELECT CENTER"/>
<ul style="list-style-type: none">Applicant InformationUpload PhotoEducationDisabled Candidates	<input type="button" value="Proceed Next"/>

XXXII. Provide the information in the fields as: -

- a. Treasury number: Original treasury Receipt number.(If you have not submitted your fee yet, then you can apply later

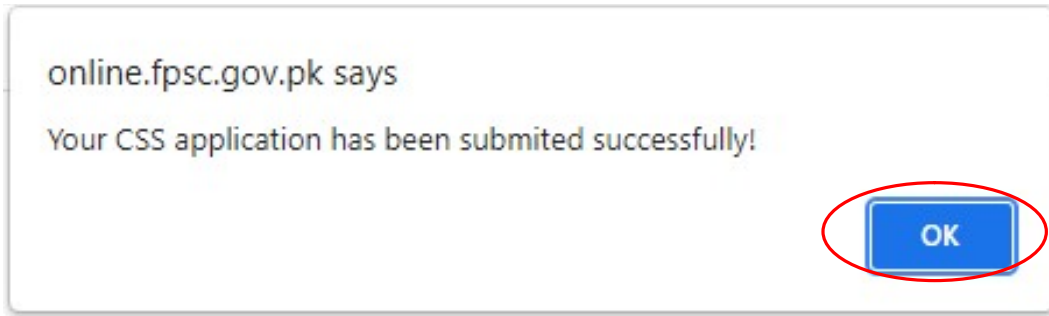
after submitting the fee and follow the steps from stage 3 onwards. You do not need to register or create your profile again)

- b. Amount: **Rs. 250/-**
- 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(*)

XXXIII. Select the **“Proceed Next”** button and wait.

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



XXXVII. Select “**OK**” button to complete the process.

Stage 4: Printing of computer generated pre-filled form

XXXVIII. Select “Application History” to Print the online form .

Serial. No	CSS Advertisement No	Apply Date	Print Preview
1	2024 MPT	01-SEP-23	Print View

XXXIX. Select “Print View” to get following online pre-filled application form.



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

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

**ONLINE APPLICATION FOR
COMPETITIVE EXAMINATION (CSS) 2024
(MCQ Based Preliminary Test)**

Tracking ID
1511312
Date Applied
04-SEP-23

Important Note: No need to send this form to FPSC. This is for your record only.

a) Fee deposited of Rs.: 250
c) Bank & Branch Name: NATIONAL BANK OF PAKISTAN
e) Bank Branch Code: NBP
b) Treasury No.: 1111
d) Bank District: ABBOTTABAD
f) Fee Deposit Date: 31-AUG-23

1) Name (In capital letters as per Matriculation Certificate): TEST FPSC
2) Father's Name: TEST
3) Husband's Name (in case of married female candidates):
3) Date of Birth (As per Matriculation Certificate): 01-01-1996
4) CNIC Number: 99999-9999999-9
5a) Religion: MUSLIM
5b) Whether Non Muslim desires to be examined in Islamic Studies or Civics & Ethics:
6) Gender: MALE
7) Marital Status: SINGLE
8) Postal Address: TEST TEST
9) Permanent Address: TEST TEST
10) Examination Centre: ABBOTTABAD
11a) Domicile: GILGIT-BALTISTAN
11b) District of Domicile: GHANCHE
11c) Date of Issuance of Domicile: 30-08-2023
12a) E-mail: TEST@TEST.COM
c) Mobile: 0355-5555555
13) Age Relaxation Claimed?: RELAXATION NOT CLAIMED (WITHIN AGE LIMITS)
b) Ph.Office:
d) Ph.Res:

14) Education Record:

S. N	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	PU LAHORE	ENGLISH	01-AUG-09	04-AUG-11	01-AUG-12	BA	First	PU LAHORE			R
2											
3											
4											
5											

15a) Whether Disabled?: NO
15b) Assistance Required?: NO



Applicant's Signature
Date

Note: No need to send Online Printout of MPT Application Form to FPSC. This is for your record only.

(End of Document)