GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR WRITTEN SPECIAL CSS COMPETITIVE EXAMINATION

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

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

Only for <u>technical</u> assistance regarding Online Application Submission for **Special CSS Competitive Examination**, please call at 051-9223288, 051-9223293 during office hours.

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

- Stage 1: Login of Special CSS MPT Candidates (Qualified only), only MPT Qualified candidate can Login using their Login/Password already created.
- Stage 2: Edit Profile and add "Date of Issuance of Domicile"
- Stage 3: **Applying Online**
- Stage 4: **Printing** of computer generated pre-filled form
- Stage 5: **Dispatch** of computer generated pre-filled form

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

Stage 1: Login of Special CSS MPT Candidates (Qualified only)

The Candidates who are qualified in Special MPT Examination must login before applying online using their Login/Password created earlier for MPT. 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.



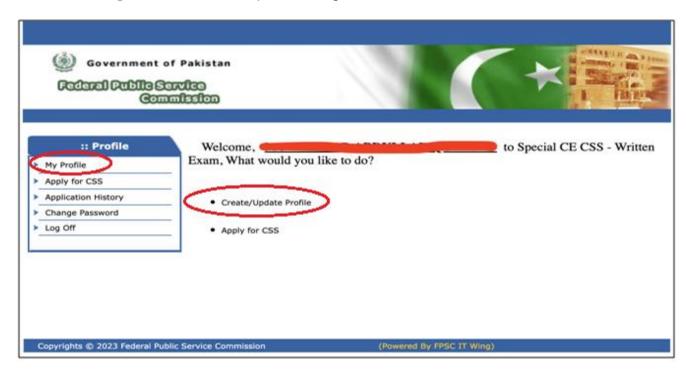
III. Select "Special CSS Competitive Examination (Written Exam)"



IV.Provide Login and password (only MPT Qualified candidate can login using their existing Login Credentials already created for MPT)

In order to apply online for Special CSS CE Written Exam All MPT Qualified candidates must login using same credentials used during MPT 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 Download Challan Form for Special CSS Competitive Examination (Written Exam)

Stage 2: Edit Profile and add "Date of Issuance of Domicile" V.Select "Update Profile" or "My Profile" option



VI.Following screen will appear, Please add Date of Issuance of your Domicile and update other details if required.

Note: Your Name, Domicile, District and Gender, Email and CNIC are locked as per already submitted MPT online Application.

:: Profile	CSS Profile Update Personal Information		
Profile	Note: Entries marked * are manadatory.		
My Profile	Name *		TEST
 Apply for CSS 	Father's Name *	t	
➤ Application History	Date of Birth *		(As per matric certificate)
➤ Change Password	Date of issuance of *		
▶ Log Off	Domicile:		
	Domicile *		BALOCHISTAN
	District *		PISHIN
:: Applicant Detail	Gender		Male
➤ Applicant Information	Religion Whether Non Muslim desires to		Muslim V
	be examined in Islamic Studies or		Please select subject in case of Non-Muslims 🗸
▶ Upload Photo	COMPARATIVE STUDY OF MAJOR RELIGIONS		(for details see CE Rules)
> Education	Marital Status		Married V
> Experience	Husband's Name		(For female married candidate)
Extra Activities	Nationality of Spouse		Pakistani by Immigration 🗸 (Wife / Husband)
➤ Parent Particulars	Spouse/Fiancee Age		(In years)
Disabled Candidates	Spouse/Fiancee Education		Illiterate ✓ (Select highest)
Languages	Spouse/Fiancee Occupation		
➤ Brother/Sister Education	Spouse/Fiancee		
➤ Relations	Designation		
▶ Previous Css Examination	Postal Address Line 1 *	t	
	Line 2		
	Permanent Address Line 1 *	t	
	Line 2		
	Email		
			• •
	Phone(Off)		
	Phone(Res)	[
	Mobile No. *	- 5	
	CNIC No. *	L	54401-6365334-1
	Disciplinary Action/ Conviction		No 🗸
			Update

Stage 3: Applying Online

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

:: Profile	:: Advertisments			
My Profile	Competitive Examination (CSS) Advertisment No.	Post Date	Close Date	
Apply for CSS	2023 Written Special CSS Competitive Examination	24-07-2023	15-08-2023 <u>Apply</u>	
Application History	Examination			
▶ Change Password				
Log Off	_			
	_			

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

:: Profile	:: Apply For CSS
▶ My Profile	Choose Optional Subjects Add
➤ Apply for CSS	<u>====</u>
➤ Application History	Choose Occupational Group Add
➤ Change Password	· · · —
▶ Log Off	Treasury/Challan Receipt No.
	Amount * Rs 2200 (Fee for exam is Rs.2200)
:: Applicant Detail	Bank and Branch Name * National Bank of Pakistan
Applicant Information	
▶ Upload Photo	Bank Branch District * ABBOTTABAD
➤ Education	
Experience	Bank Branch Code NBP
Extra Activities	
Parent Particulars	Treasury Receipt Date *
Disabled Candidates	
▶ Languages	Test Center
▶ Brother/Sister Education	
▶ Relations	Proceed Next

IX.First choose the Optional Subjects by selecting "Add" option.

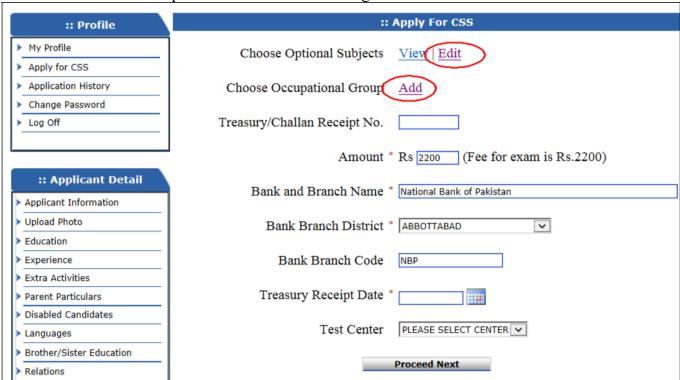
Optional Subjects-600 Marks A list of optional subjects is given below, the marks for subjects are shown against each. According to CE Rules, the candidates are required to select Optional subjects carrying a total of 600 marks from following Groups as per Rules given against each group. Please select 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. <u>Candidates are cautioned that change of optional subject(s) after submission of Online Application, is not</u> 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 200 200 **17** Chemistry 18 Applied Mathematics 100 19 Pure Mathematics 100 Statistics **20** 100 21 Geology 100

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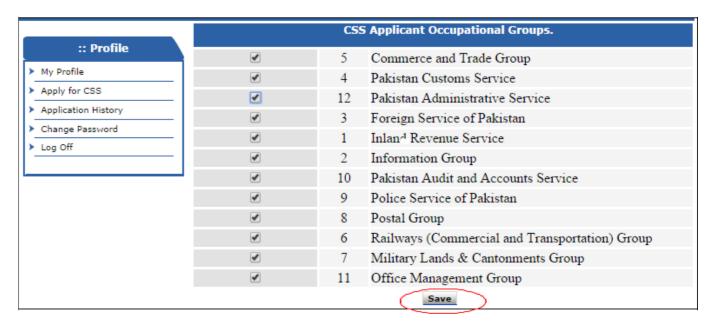
□ 43	Criminiology	100		
□ 44	Philosophy	100		
::Group7 (One subject carrying 100 marks	::Group7 (One subject carrying 100 marks from Code No.45-55 can be opted)			
□ 45	Journalism & Mass Communication	100		
□ 46	Psychology	100		
□ 47	Geography	100		
□ 48	Sociology	100		
□ 49	Anthropology	100		
□ 50	Punjabi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

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

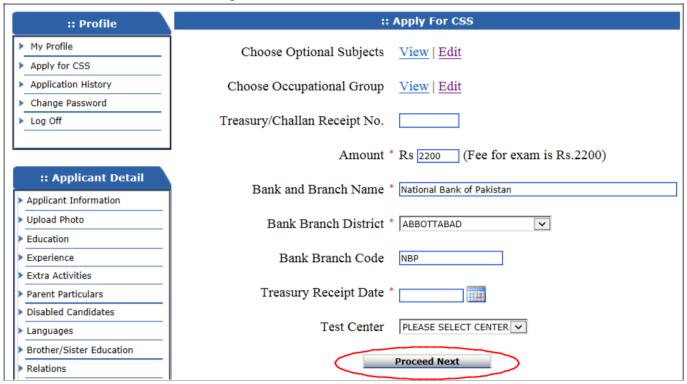
XII. Select the "Save" option to return to the following screen.



- XIII. You can "View" or "Edit" the selected optional subject, if so required.
- XIV. Now select the Occupational Group by selecting the "Add" option, following screen will appear;



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



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

XVII.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)

Rs. 2200/b. Amount: Bank and Branch Name: National Bank of Pakistan c. Bank Branch District: Name of Bank Branch District where fee is d. deposited Bank Branch Code: Bank branch code where fee is deposited e. f. Receipt Date: Date of deposit of fee in bank/treasury. Select Test Centre (City) from the list, where Test Centre: g.

you like to appear for the examination.

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

Select the "Proceed Next" button and wait.

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

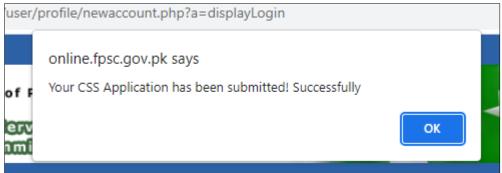
:: Profile							
		::Applicant D					
My Profile	This is NOT your application for						
Apply for CSS							
Application History	Special CSS CE (Written Exam)						
Change Password	Please re-check the entries as reflected below before selecting "Confirm and Apply" option given at bottom of this page. In case any correction is required, select "Cancel" option and update your entries.						
Log Off	page. In case any correction is for	quired, select "Cancer" option	and update your entries.				
	After selecting "Confirm	and Apply" option, your a	pplication for CE-2016 w	vill be submitted and			
		O CHANGE in the applica					
:: Applicant Detail							
Applicant Information	Fee submitted of Rs. Treasury/Challan Receipt No.:	2200 1111					
➤ Upload Photo	Bank and Branch Name:	National Bank of Pakistan					
> Education	Bank Branch District:	ISLAMABAD					
► Experience	Bank Code:	NBP					
Extra Activities							
Parent Particulars							
➤ Disabled Candidates	Picture Uploaded:						
► Languages							
➤ Brother/Sister Education							
➤ Relations							
➤ Previous Css Examination	Name (In capital letters as per Matriculation Father's Name:	n Certificate): TEST TEST					
	Tather's Name. Husband's Name (in case of married female)						
	Date of Birth (As per Matriculation Certif						
	CNIC Number: Religion:	44444-444444-4 MUSLIM					
	5b) Whether Non-Muslim desires to be exami Studies or Comparative Study of Major Ro	ed in Islamic					
	Gender: 6a) Gender:	MALE					
	6b) Marital Status:	SINGLE					
	Postal Address: Permanent Address:	TEST TEST TEST TEST					
	Particulars about Spouse/Fiancee:	IESI IESI					
	a) Nationality:		b) Age:				
	c) Education: e) Designation:		d) Occupation:				
_	10) Examination Centre:	ISLAMABAD					
	11a) Domicile: 11b) District of Domicile:	AZAD KASHMIR BAGH					
	11c) Date of Issuance of Domicile	02-08-2023 TEST@TESST.COM	b) Ph.Office:				
	12a) E-mail: c) Mobile:	0333-5203624	b) Ph.Office:d) Ph.Res:				
	13) Age Relaxation Claimed?:	RELAXATION NOT CLAIME.	D (WITHIN AGE LIMITS)				
	14) Education Record:						
	S. School/ College/ Medium of University & Location Instruction From	To Date of Result Announcement Name of Exam Passed	Grade/ I Div/ Board/ University Major S CGPA	Subjects Distinction M/ F			
			DIDUAD STATIS	ITCS,			
		02-APR-10 07-OCT-10 BA	First ECONO	MICS, R MATICS			
	3						
	4						
	5						
	15) Extra Activities:						
	S. From To	Extra Curricular Activities/ Sports/ Hobbies					
	1						
	2						
	3						
	16) Disciplinary Action/ Convicti17) Employment Record:	on: NO					
		Name of Organization	From Date To Date Organization	Nature BS			
	110.	Traine of Organization	Organization	Nature D3			
	1						
	2						
	3						
	4						
	5						
		1					

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25) Occupational Group	DS:	
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	ce of Psychological Test: NO	
	Confirm and Apply Cancel	
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XIX.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 Special CSS Competitive Examination will be submitted and NO CHANGE in the application will be allowed).

XX.Select "Confirm and Apply" option and following onscreen message will appear



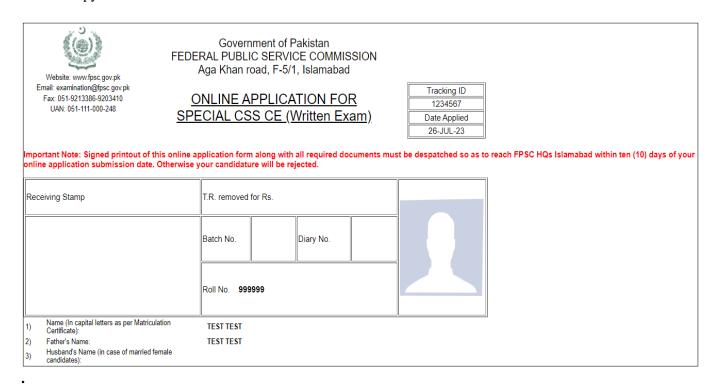
XXI.Select "OK" button to complete the process. (Printout of the duly filled Online Form i.e. Hardcopy must be obtained. After signing hardcopy, copies of all documents/ certificates as mentioned in para 27 of the printed form along with original Treasury Receipt must be despatched so as to reach FPSC Headquarters, Islamabad within 10 days of online submission date of application, otherwise your candidature will be rejected. Onus of proof of dispatch of hardcopy of online form and documents, within date, shall solely lie on the candidate).

Stage 4: Printing of computer generated pre-filled form

Select "Application History" to Print the online form.



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



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Acknowledgement Receipt				
Received Application Form No Mr./Miss/Mrs. <u>TEST TEST</u>	of Special CSS CE(Written Exam) of			
		Signature and Official Stamp (with date) F.P.S.C.		

Stage 5: Dispatch of computer generated pre-filled form

- XXIII. Para "27) Checklist" of the pre-filled online application form need to be checked/filled by the candidate.
- XXIV. Put your signatures on the computer generated form at the relevant spaces provided for the purpose (at page 1 and at page 6).
- XXV. 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 Special CSS Competitive Examination.
- XXVI.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 Headquarters within 10 days of online submission date, otherwise your candidature will be rejected. NO EXTENSION BEYOND THIS TIME PERIOD IS ADMISSABLE.
- XXVII.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 must be attached with it and dispatched so as to reach FPSC Headquarters, Islamabad within 10 days of online submission date of application, otherwise your candidature will be rejected. Onus of proof of dispatch of hardcopy of online form and documents, within date, shall solely lie on the candidate.

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

(End of Document)