



FEDERAL PUBLIC SERVICE COMMISSION

COMPETITIVE EXAMINATION (CSS), 2009

Instructions to Candidates & Application Form

(Please note that Admission for Competitive Examination is provisional)

1. Please read carefully the Rules for the Competitive Examination and Instructions to Candidates before filling the application form. Please note that the prescribed conditions are not relaxable.
 2. The Application Form consists of two parts i.e. Part-I and Part-II. Part-I is to be submitted on or before the closing date **with supporting documents** whereas **Part-II will be submitted by the candidates who are found eligible and qualify the written examination within 15 days of the announcement of result.**
- Caution:** In all correspondence with the Commission in connection with this application, before the candidates receive their Roll Numbers, the Serial Number of the application and National Identity Card Number must be quoted, otherwise his/her letter will not be attended.
3. As it is to be computerized the enclosed Application Form must be filled in capital letters and in clear and legible handwriting or it may be typed.
 4. **The application form must be submitted direct to the Secretary, Federal Public Service Commission, Aga Khan Road, F-5/1, Islamabad, on or before the closing date given in the advertisement. No extra time is allowed for postal transit etc.**
 5. Candidates are allowed to fax (Fax No. 051-9213386, 9203410) or apply online (Part-I (one page) Application Form) to FPSC Headquarters, Islamabad, before the closing date. All such faxes/online will be treated as provisionally accepted applications. However, duly filled Application Forms alongwith, all related documents must reach the FPSC Headquarters, Islamabad, not later than one week after the closing date failing which all such applications shall stand rejected.
 6. All communications should be addressed to the Secretary, Federal Public Service Commission by designation, and not by name. No application or letter addressed to a Member/Officer of the Commission by name will be considered.
 7. An acknowledgement receipt will be issued to those who deposit their applications personally at FPSC Offices at Islamabad, Lahore, Karachi, Quetta, Peshawar, Multan, Sukkur, D.I. Khan and Gilgit. If a candidate sends his/her application by post or any other means of communication such as through courier service he/she must send a self addressed envelope duly stamped so that the acknowledgement could be sent to him/her by registered post. In case of non compliance, no claim of depositing the application will be entertained under any circumstances.
 8. Candidates must make their own arrangements for communications addressed to them at the addresses stated in their applications to be redirected to their new addresses, when necessary. Any change of address should be communicated at once to the Secretary, Federal Public Service Commission. Although the Commission will make every effort to take account of changes in candidate's address, they cannot accept any responsibility in the matter.
 9. **Candidates should not write their postal addresses care of Post Box Number etc. as postal authorities do not accept registered letters at such an address.**
 10. Candidates should note that no request for change of centre will normally be entertained. When a candidate, however, desires to change his centre, from one indicated in his application form for the examination, he/she should make a written request to this effect to the Secretary, Federal Public Service Commission, Islamabad and send it by registered post, giving full justification as to why he/she desires to do so. Such requests will be considered only on merit.

11. (A) **Application Form (Part-I) to be submitted before Closing Date with following supporting documents:**
- (i) Original treasury receipt for Rs. 1000/- (for all candidates). The amount should be deposited in a branch of the **National Bank of Pakistan**, or in the nearest Government Treasury or in State Bank of Pakistan under the **Head of Account “C02101 Organs of State – Exam Fee (FPSC Receipt)”**.
 - (a) The name of the bank/treasury office at which the fee has been deposited should be clearly entered in the treasury receipt. The treasury receipt should be on the form prescribed for the Federal Government transactions and should be obtained from the treasury at which the fee is deposited.
 - (b) Candidates outside Pakistan may submit their applications without paying the prescribed examination fee. They must, however, arrange to pay the fees and send the receipt before the date of the examination.
 - (c) **Cash, postal orders, bank drafts and cheques will not be accepted by the Federal Public Service Commission.**
 - (ii) Recent Passport size photographs (4 copies) mentioning name and father’s name on its back, attested by a Gazetted officer.
 - (iii) Attested copy of Matriculation & Intermediate Certificates. In case date of birth is not mentioned in Matriculation Certificate, also attach a certificate of age as per rules.
 - (iv) A copy of Character Certificate may be obtained from the Principal of an educational institution, which the candidate is attending or has attended or from any Gazetted Officer.
 - (v) Attested copy of degree(s)/Provisional Certificate(s) issued by the University
 - (a) Candidates possessing degree(s) from Private Universities or Foreign Universities must submit recognition Certificates issued by the Higher Education Commission, Islamabad.
 - (b) Candidates must submit proof of Division/Grade obtained in the Degree(s) and date of announcement of their result.
 - (vi) Attested copy of National Identity Card and Self-Domicile certificate.
 - (vii) Departmental Permission Certificate (**Annex-D**) from the competent authority, if applicable.
- (B) **Application Form (Part-II) to be submitted by the candidates who are found eligible and qualify written Examination, within 15 days of announcement of result.**
12. Every candidate for admission to this examination will be informed, at the earliest possible date, of the result of his/her application. If a candidate does not receive this communication at least 10 days before the commencement of the examination, he/she should at once inform the Commission in writing. Failure to comply with this provision will deprive the candidates of any claim to consideration.
13. The fact that an application form has been supplied on whatever date, will not be accepted as an excuse for the late submission of an application or as an evidence of the receiver’s eligibility to compete.
14. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the Examination. The number of questions required in the compulsory papers and optional subjects to be attempted will only be marked and the questions attempted in excess of the required number will not be taken into account.
15. A candidate called for Psychological Test and *Viva Voce* will be required to bring his/her original certificates *viz*, Matric, Degree, Domicile certificate, National Identity Card and Admission Certificate on the date he/she appears for Psychological Test. The certificates will be returned to the candidate on the spot if found in order.

16. The candidates are cautioned that those who qualify in the written examination would be required to submit to the Commission their original certificates at the time of Psychological Test. They should therefore, ensure before hand that the required original certificates are ready with them by the prescribed time for submission to the Commission. The candidates who fail to submit their original certificates at the time of Psychological test will *not* be allowed to appear for *Viva Voce*.
17. Candidates are cautioned that they should in no case tamper with the entries in the Documents submitted by them. Any document found to have been tampered with, will be liable to be retained by the Commission and the candidate who has submitted it, will be liable to be criminally prosecuted in addition to being permanently debarred from the Commission's Examinations and selections and from Employment under Government.
18. Question papers of Competitive Examination, 2007 and 2008 are available on FPSC website (www.fpsc.gov.pk).
19. Candidates are expected to complete all the documentation etc. for submission when asked for. No additional time will be allowed.
20. After the final results of the Examination have been announced by the Commission, all communications regarding physical examination, appointment on the results of the examination. etc, should be addressed direct to the Cabinet Secretariat (Secretary, Establishment Division) and/or the respective Ministry/ Division of the Government of Pakistan as the case may be.
21. **Important:—Candidates are cautioned that if an application is not signed, received incomplete or wrongly filled in and is not accompanied by any required documents, it will be rejected.**
22. If a candidate tears out page(s) from the answer book, he/she may be awarded zero mark in the concerned paper/subject.
23. During the written Examination the candidates must be in proper dress as shorts and equivalent dress are considered as being too informal for the occasion.
24. The candidates are not allowed to keep Mobile Telephones, Digital diaries, Personal Computers, devices etc. in their possession during the written examination except Simple Calculators which will be allowed in Pure Mathematics, Accountancy. Scientific Calculators will be allowed in Applied Mathematics, Statistics, Business Administration, Physics and Chemistry only
25. Disabled candidates in the categories of physically impaired, hearing/speech impaired (deaf & dumb) and visually impaired (blind) are allowed to compete for Competitive Examination against four Occupational Groups/Services *viz*: (a) Commerce & Trade Group (b) Pakistan Audit & Accounts Service (c) Information Group and (d) Postal Group. **Disabled candidates securing a position against prescribed 7.5% merit quota on all Pakistan basis may be considered for allocation to Foreign Service of Pakistan on the basis of his/her choice.**

Note:

- (1) Disabled candidates *viz* visually impaired (blind), physically impaired, hearing/speech impaired (deaf & dumb) will be provided helper such as Writer, if so requested by them in their application forms.
- (2) Extra time @ 15 minutes per hour will be allowed to the visually impaired (blind) candidates. Request of Computer literate candidates for provision of computer equipment etc. to attempt question papers will be entertained. Examination for such candidates will be held at Islamabad only. However, no TA/DA etc. will be admissible.
- (3) Disabled candidates must submit a certificate of disability issued by the competent authority designated for the purpose by the Federal/Provincial Government.
- (4) The disabled candidates will compete in accordance with the Government recruitment policy, as there will not be any separate quota for disabled candidates.

Note:- This issues with the approval of the Government.

(To be detached and retained by the candidate)