



FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, F-5/1, Islamabad

CSS COMPETITIVE EXAMINATION-2024

INSTRUCTIONS TO THE CANDIDATES FOR PSYCHOLOGICAL ASSESSMENT & VIVA VOCE

Psychological Assessment comprising one working day of all written qualified candidates will be carried as per Psychological Assessment programme. Viva Voce will follow thereafter. Schedule/programme can also be obtained from FPSC website.

2. All candidates are required to bring following with them on reporting for the Psychological Assessment:

- a. Two copies of recent passport size photographs, minimum two soft lead pencils (2B), a sharpener and an eraser.
- b. Duly filled/completed Educational Profile Proforma (attached herewith) for handing over to Testing Psychologist. Candidate shall not be allowed to appear for the Psychological Assessment without this proforma.
- c. Original certificates of Matriculation, Degrees, Self-Domicile, Computerized National Identity Card and Admission Certificate both at the time of Psychological Assessment and the Viva Voce. The Interview Board will refuse to interview a candidate failing to produce original certificates. These will be returned to the candidate on the spot, after inspection/verification.
- d. All supporting documents e.g. any co-curricular certificates, any prizes or positions won, membership certificates, or any other distinction received which may add to the credentials of the candidates and may be brought along with at the time of Psychological Assessment.

3. All candidates will also be medically examined by the Medical Board in accordance with Regulations for Physical Examination. The place, date and time of Medical Examination will be intimated as and when received from the Directorate of Central Health Establishment, Islamabad. Candidates who do not comply with the Instructions of the Medical Authorities and/or avoid taking Medical tests at the given time and place will be dealt with in terms of rule 13(7) and 16(4) of the CSS Rules. It must be noted that unless a candidate is declared medically fit, he/she will not be eligible for appointment as laid down in rule 13(1) of ibid rules.

4. Preferences/options for joining various groups are required to be given by all candidates as per attached proforma. These can be revised till date of Viva Voce for which revised preferences in the space provided in the form can be made. Same are required to be brought at the time of Viva Voce. Final Preference Form with overwriting, cutting, repetition will not be acceptable and no revision in the preferences will be accepted after the Viva Voce.

5. No candidate shall be considered for appointment to a Group/Service which is not opted for in the preferences. Any candidate declared “unsuitable” by the Commission for any particular service or occupational group will not be considered for the said service or group irrespective of his/her position in the order of merit. Candidate(s) can be offered a service or group irrespective of the fact whether opted for or not.

6. All expenses in connection with journey and stay at the place of Psychological Assessment and Viva Voce as well as Medical examination will be borne by the candidate and the Commission will not be responsible to reimburse any part thereof.

7. A candidate who does not comply with the conditions of admission within 07 days of the publication of the result of the written part of the examination or the issue of this letter, whichever is earlier, will not be allowed to take the Psychological Assessment and Viva Voce . Even if called for tests the candidature will thereof stand cancelled.

8. A candidate appearing for the Viva Voce before the Commission is advised to be properly dressed for the occasion and should wear clothes appropriate to the weather and with buttons done up, etc. Those not having a beard should have a fresh shave. T-shirts and equivalent dress are considered as being too formal for the occasion.

9. The attendance of the candidates will be marked by the staff of the Psychological Assessment Wing before the commencement of the Psychological Assessment.

10. The candidates should report to the officer of the Commission deputed for checking of original documents half an hour before the stated time for commencement of Psychological Assessment (e.g. where testing time is 8:00 a.m. the candidates should report at 07:30 a.m.

11. **Candidates are required to bring all original documents, Application Form (duly filled in) alongwith attested photocopies of all documents (may be downloaded from FPSC website www.fpsc.gov.pk), educational profile proforma, undertaking and two recent passport size photographs at the time of Psychological Testing and hand over the same to the officer of the Commission, who will check original documents. In case of failure the candidate will not be allowed to appear in the Psychological Testing. Furthermore, if a candidate remains absent in the Psychological Testing, will not be allowed to appear for Viva Voce.**

12. Viva Voce is to be treated like a Compulsory Subject for the CSS Examination. A candidate's failure to appear before the Viva Voce Board thus amounts to failure to appear in a Compulsory Subject, resulting in his failure in the examination as a whole. The only exception to this rule will be on account of grave and unforeseen illness or a serious accident rendering a candidate completely incapable, physically, to appear for Viva Voce on the specified date. Even this would be subject to verification by the Commission's officers in addition to the verification to be made by any Medical Officer on behalf of the Commission.

13. **Please Acknowledge receipt of the summon letter alongwith its enclosures immediately.**

CAUTION: A CANDIDATE MUST REPORT FOR HIS/HER PSYCHOLOGICAL ASSESSMENT/VIVA VOCE/MEDICAL EXAMINATION HALF AN HOUR EARLIER THAN THE SPECIFIED TIME ON SCHEDULED DATES.

LATE COMERS WILL NOT BE ALLOWED TO APPEAR IN THE TESTS.



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GUIDELINES FOR PSYCHOLOGICAL ASSESSMENT

1. The objective of Psychological Assessment is to estimate your ability and personality characteristics with special regard to your aptitude for the civil services. The procedure involved different exercise spread over one day only.
2. **No preparation is required for Psychological Assessment. Just be yourself, respond to the questions freely. Express your true feelings, opinions, judgments as they are.**
3. In the first phase you will be given written tests the purpose of which is to assess you and collect information about your interests, opinions and personal preferences etc.
4. In second phase you will participate in group activities. These include one group discussion and then an extempore speech of 2 minutes on general topic, about which you might have read, discussed with those around you and formed some opinion of your own. Subsequently you will get a problem usually related problems encountered in every day working. The part you play in the group tasks is expected to demonstrate whether you possess adequately the potential and qualities that are required in the members of the higher Civil Services of Pakistan.
5. The same day after the group session is over, you will meet Psychologist for a brief interview for providing any additional information that may be required to complete the record. Your awareness of surrounding will be checked.
6. Please bring supporting documents for your extra-curricular activities, job experience, publications etc. on the day of Psychological Assessment.
7. The Viva Voce will be conducted by the Commission according to the schedule provided to you separately.



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GUIDANCE FOR CANDIDATES APPEARING BEFORE VIVA VOCE BOARD

Viva voce is an important part of evaluation and competitive selection. It helps in determining personal qualities like knowledge, ability, confidence, exposure, leadership qualities, initiative, decision making, fairness, judgment, critical thinking, innovativeness, communication skills and likewise.

2. Questions can be broad based and wide ranging. These can comprise of but not limited to the related subjects like Islam, ideology of Pakistan, challenges faced by the Muslim World, current national and international affairs, history, geography, geopolitics of South Asia, general knowledge, applied sciences, globalization and contemporary issues faced by Pakistan. Scenario based questions to judge problem solving abilities can also be asked.

3. Candidates are expected to give their original, frank forthright and independent yet structured views and opinions. Complex issues with inbuilt controversies at both national and international levels may also be discussed calling for clarity of mind. Well thought out, learned, ordered, discernable and unconstrained views are appreciable. No correct, proper, text books solution or answer is either expected or is considered plausible.

4. Logic, rationale and justifications bases on ground realities and facts presented in an orchestrated manner commands conviction and elicit favor in terms of score. Any opinion lacking reasoning is a matter lacking substance; it fails in thought provocation and therefore becomes futile.

5. Genuineness, balanced personality, honesty, decency, aptness, forthrightness, truthfulness, and sobriety are but a few traits of an established gentleman and civil servants this nation deserves. One of the highest aims in life is to “serve”, selflessly and unprecedentedly, for we all “Learn to Serve”. There is no other honor greater than serving one’s own motherland in whatever capacity possible.

6. It must be borne in mind that “Quality speaks for itself”. Therefore, no help can be gained from portraying behavior other than real.

7. Towards preparations, it suffices to say that, brilliant minds keep learning, while attaining qualifications and quality experiences, all adding to their intellect. Same must reflect in personality, conduct, articulated responses and overall performances.



FINAL PREFERENCE FORM

(To be furnished by the written qualified candidates of CSS Competitive Examination-2024)

INSTRUCTIONS

i	Overwriting/Cutting/ Erasing, Repetition of preference is strictly prohibited
ii	No candidates shall be considered for a Group/Service for which he/she does not volunteer or for which he/she is declared “not suitable” by the Commission or for which he/she has already been allocated and in subsequent Group/Services.
iii	The candidates may opt for a Group/Service irrespective of the fact whether there is a vacancy therein or not.
iv	The preferences given in this form will be treated as final and no subsequent change will be allowed after the Viva Voce under any circumstances.

*I hereby give my final preferences for the Groups/Services as mentioned below
(To be indicated in words)*

Name of Group/ Service	Order of Preference	Name of Group/ Service
Commerce & Trade Group (CTG)	1	
Foreign Service of Pakistan (FSP)	2	
Information Group (IG)	3	
Inland Revenue Service (IRS)	4	
Military Lands and Cantonments Group (MLCG)	5	
Office Management Group (OMG)	6	
Pakistan Administrative Service (PAS)	7	
Pakistan Audit & Accounts Service (PAAS)	8	
Pakistan Customs Service (PCS)	9	
Police Service of Pakistan (PSP)	10	
Postal Group (POST-G)	11	
Railways (Commercial & Transportation Group (RCTG)	12	

I have read carefully and understood the **Instructions** as mentioned above before giving my preferences for Groups/Services in the space provided above.

2. I have read and understood the Rotation Policy-2020 notified by Establishment Division vide No.10/02/2018-E-5 (PAS) dated 05.08.2020 and its applicability for PAS / PSP.

Signature of candidate

Full Name: _____ Roll No: _____

Date: _____ Centre of Viva Voce: _____

Note: After filling up final preference form candidates are advised to bring five photocopies of the same at the time of Viva Voce.

EDUCATIONAL PROFILE

Name:		Roll No.		Domicile:		Centre:		Date:	
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Instructions: In this proforma, you have to provide your educational profile from school level till your highest degree obtained. Please provide full information and do not leave any column blank. You have to bring this proforma along with you at the time of Psychological Assessment. If any candidate fails to bring this proforma along, he/ she shall not be allowed to appear in the Psychological Assessment.

A. School (upto Matric/ equivalent):

Sr.	School/ Institution attended	City/ Village	Type of School	Medium of Instructions	Period of Study	Boarding/ Day Scholar Residence	Fee Structure
1							
2							
3							

B. College/ University (upto Masters/ equivalent):

Sr.	School/ Institution attended	City/ Village	Type of School	Medium of Instructions	Period of Study	Boarding/ Day Scholar Residence	Fee Structure
1							
2							
3							

C. How was the education financed?

D. Participation in co-curricular activities (debates, magazines, etc.)
