



FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, F-5/1, Islamabad

CSS COMPETITIVE EXAMINATION-2025

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.