

GUIDELINES FOR ONLINE APPLICATION SUBMISSION AT FPSC

1. FPSC accepts applications against advertised posts through **online mode only**. Therefore, aspirants are informed that no manual applications / hard copies will be entertained in any case.
2. All aspirants are advised to submit online application immediately after advertisement of vacancies on Official Website of FPSC without waiting for its closing date.
3. You must read advertised conditions of the post to make sure that you are eligible for the said post/job.
4. Read "[**General Instruction to Candidates**](#)" available on website of FPSC before proceeding further.
5. Applying online at FPSC is a simple two step procedure. In the first step, aspirants are required to fill basic information such as Name, CNIC, DOB, Domicile etc., which will lead to generate a unique PSID for payment of application fee through 1link facility, where after fee payment entire filling of online form is to be completed under step-2 as per procedure elaborated below;



Step-1

6. **Step-1** proceed as follows;
 - i. Visit the official website of FPSC <https://www.fpsc.gov.pk>
 - ii. Click the "**Apply Online**" link at the top right corner of the website.
 - iii. Choose "**General Recruitment**" and Click "**Apply Online**".
 - iv. Select the post/Job for which you want to apply (whichever suits you)
 - v. Enter your CNIC number.
 - vi. Click "**Apply for this Job**" if you are eligible in all aspects.
 - vii. Fill relevant entries in online application form i.e. Name, Domicile, District of Domicile, Issuance date of Domicile, Gender, Religion, Test Center, Interview Center, Confirmation about possessing required Qualification & Experience, issuance date of transcript, Whether in Government Service, (in case of in-service aspirants) DPC/NOC Issue Date, DPC/NOC number and verification code.
 - viii. Click "**Generate PSID & Challan**" to proceed next.

Fee Payment

7. FPSC has introduced Online application Fee Payment feature through which PSID number will be generated. By using PSID Number payment can be made through ATMs, Mobile/Internet Banking Apps or (over-the-counter) by visiting nearest 1Link 1Bill participating Bank Branches.
8. Aspirants are advised to pay the requisite fee i.e. (for BS-16&17 = Rs.600/-, BS-18= Rs.1500/-, BS-19=Rs. 2,500/-, BS-20 and above Rs. 3,000/-) against the unique PSID (generated from official website of FPSC) as per instructions given in the "[**Fee Payment Procedure**](#)".

Step-2

9. **In Step-2**, submit the application through visiting FPSC website again after depositing Fee against your

PSID Number, as per procedure given under;

- i. Click "**Apply Online**" at FPSC website.
- ii. Select the same post for which you have deposited fee and enter your CNIC again, the system will display the payment confirmation message mentioning amount paid.
- iii. System will display already entered information in **Step-1** for verification and editing (if required)
- iv. Click "**Proceed to Step-2**" button
- v. Upload your recent passport size picture in (jpg, jpeg) format having size less than 30 Kb. Avoid uploading informal pictures.
- vi. Re-Enter your CNIC for CNIC number confirmation then enter Date of issuance of CNIC, Father's Name, Date of Birth, Age Relaxation, Postal Address, Mobile Number, Phone, Email Address and Disability (if required).
- vii. Add your Education, Courses and Research / Publications (if any) and Experience details (if any).
- viii. After providing all the required information read the undertaking, select the undertaking checkbox for confirmation.
- ix. Click "**Submit Your Application**" button
- x. Finally, system will prompt confirmation that **you have successfully submitted the application** and for reference a unique Tracking ID and link to print your application.

10. After final submission, you can edit your application only once within closing date.

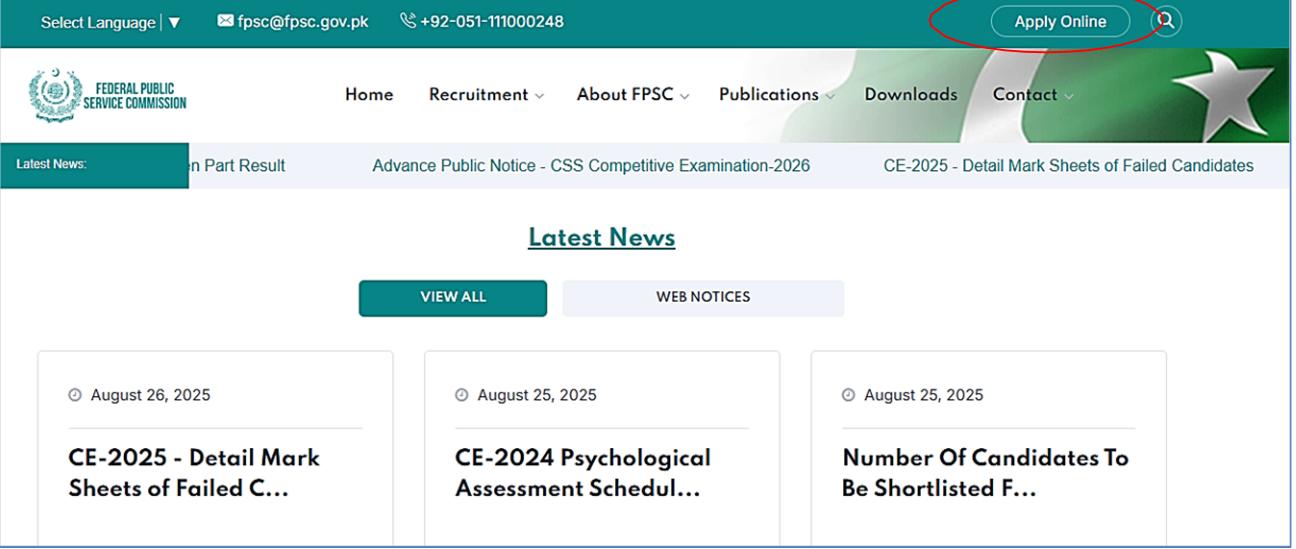
CAUTIONS:

11. Before applying online, please check the advertisement thoroughly and ensure that you fulfill all the requirements including qualification, age, gender, domicile, experience etc. for the post/job you intend to apply. To view the details of General Recruitment job details please go to "**Recruitment**" tab in "**General Recruitment (GR)**" menu click "**Advertisements**" link available at official website of FPSC i.e. <https://www.fpsc.gov.pk>
12. Fee deposited on old Challan Form (TR-6) of FPSC, Bank Draft, Pay Order and Cheque is not acceptable as online application will only be processed if requisite application fee is paid online using PSID generated from official website of FPSC while applying online.
13. Paying fee online after completion of Step-1 does not mean that your application is submitted to FPSC unless process under Step-2 is completed and confirmation message "**Your Application has been submitted successfully**" displayed along with print application option.
14. Aspirants are advised to fill the online form very carefully and information provided should be correct and latest which requires to be proved through documentary evidence at later stage and if wrong/false entries are observed, your candidature would be rejected.
15. Prior to submit online application(s), aspirants already in Government Service are advised to obtain DPC/NOC from their department otherwise their application will not be processed. DPC/NOC issue date and DPC/NOC Number is mandatory for (in-service aspirants) while applying online.

DETAIL ILLUSTRATION OF ONLINE APPLICATION SUBMISSION

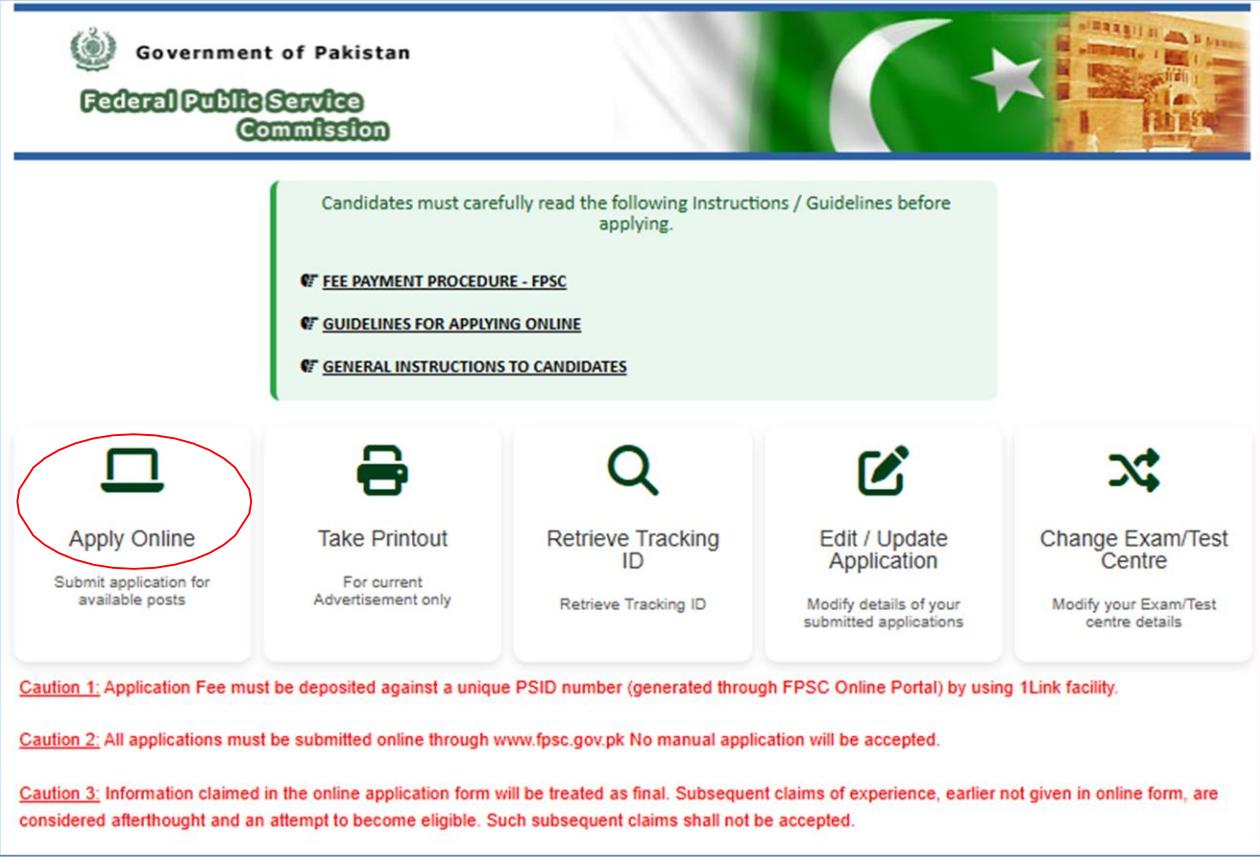
The step-by-step illustration for the applying online procedure is as below:

16. Visit the official FPSC website <https://www.fpsc.gov.pk> and click the “Apply Online” button or directly visit https://cp.fpsc.gov.pk/gr_one/index_gr.php



The screenshot shows the official website of the Federal Public Service Commission (FPSC) of Pakistan. At the top, there is a navigation bar with links for 'Select Language', 'fpsc@fpsc.gov.pk', '+92-051-111000248', 'Apply Online' (which is circled in red), and a search icon. Below the navigation bar, the FPSC logo and a green star are visible. The main menu includes 'Home', 'Recruitment', 'About FPSC', 'Publications', 'Downloads', and 'Contact'. A banner at the top of the page displays 'Latest News', 'Written Part Result', 'Advance Public Notice - CSS Competitive Examination-2026', and 'CE-2025 - Detail Mark Sheets of Failed Candidates'. Below this, a section titled 'Latest News' shows three recent news items with publication dates (August 26, 2025; August 25, 2025; August 25, 2025) and titles (CE-2025 - Detail Mark Sheets of Failed C..., CE-2024 Psychological Assessment Schedul..., Number Of Candidates To Be Shortlisted F...).

17. Click “Apply Online” to proceed

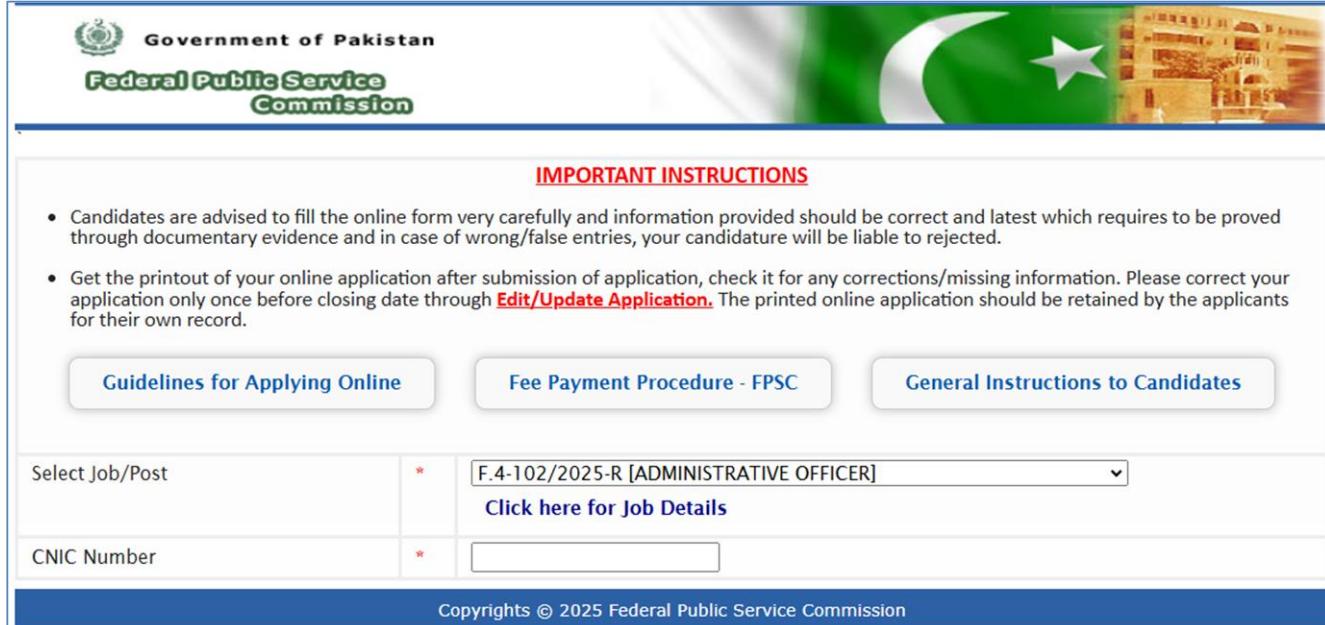


The screenshot shows the 'Apply Online' section of the FPSC website. At the top, the 'Government of Pakistan' and 'Federal Public Service Commission' logos are displayed. A green banner on the right features the national flag of Pakistan. Below the banner, a message reads: 'Candidates must carefully read the following Instructions / Guidelines before applying.' Three links are listed: 'FEE PAYMENT PROCEDURE - FPSC', 'GUIDELINES FOR APPLYING ONLINE', and 'GENERAL INSTRUCTIONS TO CANDIDATES'. The main content area contains five buttons arranged in a row: 'Apply Online' (with a red circle around the icon), 'Take Printout', 'Retrieve Tracking ID', 'Edit / Update Application', and 'Change Exam/Test Centre'. Each button has a brief description below it. At the bottom of the page, three cautionary notes are displayed in red text: 'Caution 1: Application Fee must be deposited against a unique PSID number (generated through FPSC Online Portal) by using 1Link facility.', 'Caution 2: All applications must be submitted online through www.fpsc.gov.pk No manual application will be accepted.', and 'Caution 3: Information claimed in the online application form will be treated as final. Subsequent claims of experience, earlier not given in online form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.'

Step-1

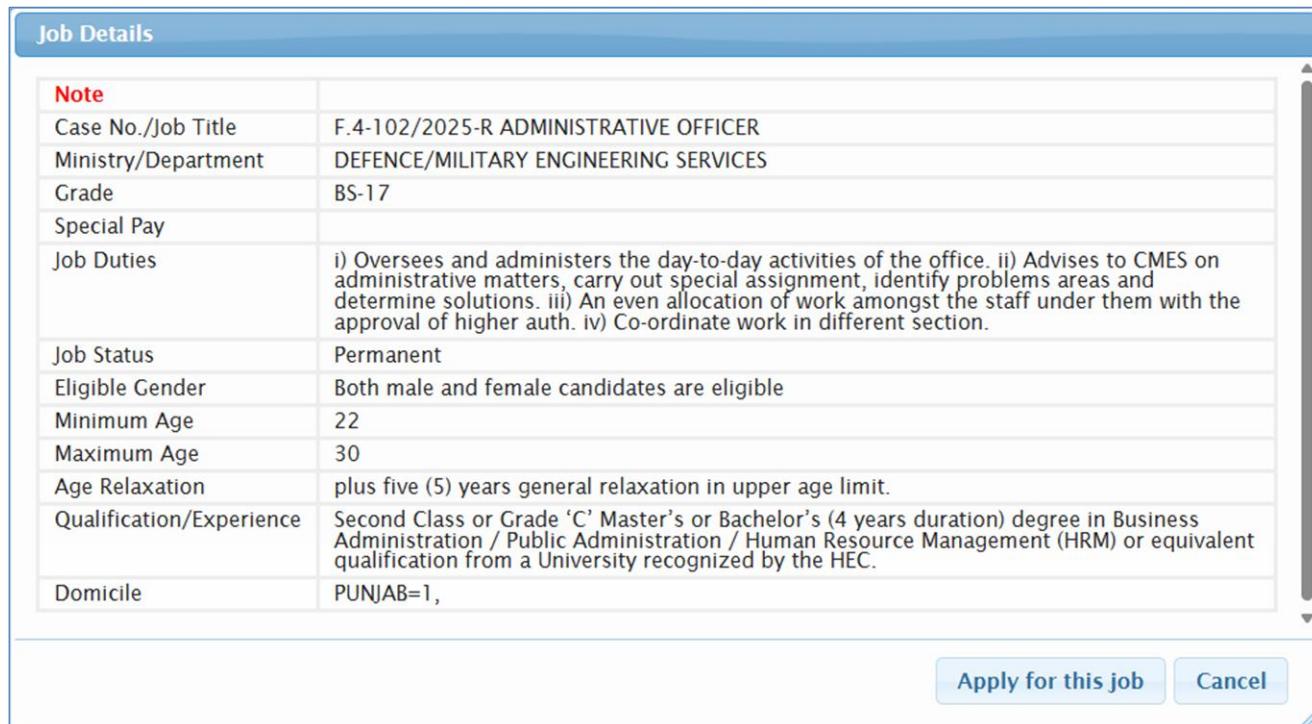
18. Select job / post for which you want to apply from the drop down. Select Job you want to apply. All jobs available will be listed down.

Note: Please read carefully “Guidelines to Apply Online”, “Fee Payment Procedure” and “General Instructions to Candidates” before proceeding further.



The screenshot shows the official website of the Federal Public Service Commission (FPSC) of Pakistan. At the top, the Government of Pakistan logo and the FPSC name are displayed. Below the logo is a banner featuring the national flag of Pakistan. The main content area is titled 'IMPORTANT INSTRUCTIONS' in bold. It contains two bullet points: one advising candidates to fill the online form carefully and another instructing them to check and correct their application before closing date. Below this, there are three buttons: 'Guidelines for Applying Online', 'Fee Payment Procedure - FPSC', and 'General Instructions to Candidates'. The 'Guidelines for Applying Online' button is highlighted. Below these buttons is a form with two fields: 'Select Job/Post' and 'CNIC Number'. The 'Select Job/Post' field has a dropdown menu showing 'F.4-102/2025-R [ADMINISTRATIVE OFFICER]' and a link 'Click here for Job Details'. The 'CNIC Number' field is empty. At the bottom of the page is a blue footer bar with the text 'Copyrights © 2025 Federal Public Service Commission'.

19. Upon selection of the required job/post, the detailed requirements for the selected job will appear as below;



The screenshot shows the 'Job Details' section of the FPSC website. It is a table with various job requirements listed. The columns are 'Note' and the requirement details. The requirements include:

Note	Requirement
Case No./Job Title	F.4-102/2025-R ADMINISTRATIVE OFFICER
Ministry/Department	DEFENCE/MILITARY ENGINEERING SERVICES
Grade	BS-17
Special Pay	
Job Duties	i) Oversees and administers the day-to-day activities of the office. ii) Advises to CMES on administrative matters, carry out special assignment, identify problems areas and determine solutions. iii) An even allocation of work amongst the staff under them with the approval of higher auth. iv) Co-ordinate work in different section.
Job Status	Permanent
Eligible Gender	Both male and female candidates are eligible
Minimum Age	22
Maximum Age	30
Age Relaxation	plus five (5) years general relaxation in upper age limit.
Qualification/Experience	Second Class or Grade 'C' Master's or Bachelor's (4 years duration) degree in Business Administration / Public Administration / Human Resource Management (HRM) or equivalent qualification from a University recognized by the HEC.
Domicile	PUNJAB=1,

At the bottom right of the table are two buttons: 'Apply for this job' and 'Cancel'.

20. Click “Apply for this job” button after thoroughly viewing all the requirements pertaining to the

post / eligibility and apply only If you fulfill all the requirements including qualification, experience, domicile, religion, gender, age etc., (Do Not apply for the post if you do not fulfill required conditions/criteria for the post).

21. When you select/click “**Apply for this job**”, following screen will appear

Guidelines to Apply Online		User Manual for Fee Payment		General Instructions to Candidates	
Select Job	*	<input type="text" value="F.4-101/2025-R [ASSISTANT DIRECTOR]"/> Click here for Job Details			
CNIC Number	*	<input type="text"/> You can apply for this job			
Applicant Name	*	<input type="text"/>			
Domicile <small>(only valid choices will be visible)</small>	*	<input type="text" value="HYBER PAKHTUNKHWA"/>			
Domicile District	*	<input type="text" value="ABBOTTABAD"/>			
Issuance Date of Domicile	*	<input type="text"/> <input type="button" value="Calendar"/>			
Gender <small>(only valid choices will be visible)</small>	*	<input type="text" value="Please Select"/>			
Religion <small>(only valid choices will be visible)</small>	*	<input type="text" value="Please Select"/>			
Test Centre	*	<input type="text" value="Please Select"/>			
Interview Centre	*	<input type="text" value="Please Select"/>			
Qualification/ Experience (As advertised)	*	<input type="text" value="Second Class or Grade 'C' Master's Degree or equivalent qualification from a University recognized by HEC."/>			
Do you possess the above Qualification/ HEC Equivalence Certificate/ Experience?	*	<input type="text" value="Please Select"/>			
Issuance date of transcript that makes you eligible for selected post	*	<input type="text"/> <input type="button" value="Calendar"/>			
Whether in Government Service?	*	<input type="text" value="Please Select"/>			
Enter Verification Code	*	 07845 fpsc.gov.pk ↻ ↻ <input type="text"/>			
Only after payment against PSID, you can proceed to step 2 for completion and final submission of application.					
<input type="button" value="Generate PSID & Challan Form"/>			<input type="button" value="Cancel"/>		

22. Enter your CNIC number and press Tab Key or click outside the CNIC text box.

23. Wait for **‘You can apply for this job’** message besides CNIC textbox.

24. System does not allow submission of more than one application against same CNIC number for the same post. If you have already applied for the post, system will display appropriate message.

25. **In the selection boxes for Gender, Religion and Domicile, only those entries will be listed which are required for the post.** (For example, if a post is for Male candidates, only “Male” entry will be listed in Gender selection box. If a post is reserved for Non- Muslim quota, only the “Non-Muslim” entry will be listed in Religion selection box. Similarly if a post is for Sindh and Balochistan domicile, only the said domicile entries will be listed). DO NOT apply for the post if your domicile, gender or religion is not listed, as you are not eligible to apply for such post. Refer to the consolidated advertisement and thoroughly check the post requirements.

26. In the qualification/experience box, the required advertised qualification/experience will appear

automatically, which is un-editable. Please ensure that you possess the required qualification/experience as given in the box. If you do not possess required qualification/experience, you must not proceed further and select “**Cancel**” button.

Note:- The system will not allow to submit the application until required education and/or experience is entered for the selected post.

27. If you possess the required qualification/experience then select “**Yes**” in the relevant box.
28. Please enter your “**Result Declaration Date**” of the degree mentioned in the “Qualification/Experience” box that makes you eligible for the post.
29. In case two or more degrees are required for the post (e.g. M.A. with B.Ed.), then provide the “**Result Declaration Date**” of the degree which you acquired later.
30. Enter 5-digit verification code as seen in the box (e.g. 07845).
31. When complete, re-check the entries. If any correction is required, that must be carried out here.
32. When all entries are filled with appropriate data which are mandatory then click “**Generate PSID & Challan**” button to proceed further.
33. Upto this point the information provided remain intact in the system.

Fee Payment

34. After clicking “**Generate PSID & Challan**”, a unique PSID number (of 14 digits) required for fee payment will be generated and displayed on screen instantly as shown below.

Guidelines to Apply Online	User Manual for Fee Payment	General Instructions to Candidates									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%; padding: 5px;">Select Job</td><td style="width: 10%; text-align: center; padding: 5px;">*</td><td style="width: 60%; padding: 5px;"><input type="text" value="F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]"/> </td></tr><tr><td colspan="3" style="padding: 5px; text-align: center;">Click here for Job Details</td></tr><tr><td style="padding: 5px;">CNIC Number</td><td style="text-align: center; padding: 5px;">*</td><td style="padding: 5px;"><input type="text" value="66666-6666666-6"/></td></tr></table>	Select Job	*	<input type="text" value="F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]"/>	Click here for Job Details			CNIC Number	*	<input type="text" value="66666-6666666-6"/>		
Select Job	*	<input type="text" value="F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]"/>									
Click here for Job Details											
CNIC Number	*	<input type="text" value="66666-6666666-6"/>									
Please pay fee against the PSID Number 10163010286463, to proceed further.											
Re-check Payment Status											
<p style="text-align: center; font-weight: bold; margin: 0;">FEE PAYMENT</p> <ul style="list-style-type: none">• For Fee Payment, we recommend reading the User Manual having step-by-step instructions.• Before proceeding with the payment, double-check that all your details (CNIC, name, post applied for etc.) are correct. Please note that the fee is non-refundable, so make sure everything is accurate before submitting.• Paying the fee does not mean your application is submitted to FPSC. After making the payment, you will need to provide additional information to completely submit your application.• The provided information upto this step will remain intact. You will continue your application by clicking Apply Online, selecting the post applying for and by entering CNIC Number. Please follow the Guidelines for submission of online application.• If you have paid the fee against your PSID but system is not proceeding further, please contact your respective payment channel / bank helpline (through which you have made the payment).• The PSID generated against the selected Post/Case No. and CNIC will remain same & valid till the closing date of this advertisement.											
Case No/ Post Name: F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]	PSID Number: 10163010286463										
Closing Date: 2025-07-28	Amount Due: 2500										
Applicant CNIC: 66666-6666666-6	Due Date: 2025-07-28										
Download Challan containing your PSID# 10163010286463											

35. Pay the requisite fee using PSID of (14 digit) according to instructions given in the “**Fee Payment**

Procedure”.

36. FPSC has introduced online fee payment feature, using unique PSID Number through ATMs, Mobile/Internet Banking Apps or over-the-counter (OTC) by visiting nearest 1Link 1Bill participating Bank branches.

Note: (Payment against PSID Number generated through the system is the only and mandatory requirement for successful submission of Online Application.)

37. You can also generate challan containing PSID Number for over-the-counter (OTC) payments at 1Link 1Bill participating Bank branches.

38. Make sure that fee is deposited before final submission of your application against PSID Number. **The Application Fee for posts (BS-16 &17 = Rs.600/-; BS 18= Rs. 1,500/-; Bs-19= Rs.2,500/-; BS-20 and above Rs. 3,000/-)**

39. Paying fee online after completion of Step-1 does not mean that your application is submitted to FPSC unless process under Step-2 is completed (**before closing date**) and confirmation message **“Your Application has been submitted successfully”** displayed along with print application option.

40. After depositing fee, again go to **“Apply Online”** link on FPSC website, Select the same post for which you have deposited fee and enter your CNIC again. The same form will reopen with the message **“Your Fee for this Post amounting to Rs.XXX has been deposited against PSID Number. Please update your information and proceed further by clicking “Proceed to Step 2”.”**

Guidelines to Apply Online		User Manual for Fee Payment		General Instructions to Candidates	
Select Job	*	<input type="text" value="F-4-112K/2025-R [ASSISTANT PROFESSOR (FEMALE)] ZOOLOGY"/> Click here for Job Details			
CNIC Number	*	<input type="text" value="88888-8888888-8"/> Your Fee for this Post amounting to Rs. 1500 has been deposited against PSID Number 10163010286502 Please update your information and proceed further by clicking Proceed to Step 2 below.			
Applicant Name	*	<input type="text" value="teset test"/>			
Domicile <small>(only valid choices will be visible)</small>	*	<input type="text" value="GILGIT-BALTISTAN"/>			
Domicile District	*	<input type="text" value="SKARDU"/>			
Issuance Date of Domicile	*	<input type="text" value="01-08-2025"/> [Calender]			
Gender <small>(only valid choices will be visible)</small>	*	<input type="text" value="FEMALE"/>			
Religion <small>(only valid choices will be visible)</small>	*	<input type="text" value="MUSLIM"/>			
Test Centre	*	<input type="text" value="DIKHAN"/>			
Interview Centre	*	<input type="text" value="GILGIT"/>			
Qualification/ Experience (As advertised)	*	<p>(i) Ph.D. degree in the relevant subject from a University recognized by the HEC. (ii) One (1) year post qualification teaching and administrative experience at a College / University level. OR (i) M.Phil. degree in the relevant subject from a University recognized by the HEC. (ii) Three (3) years' post qualification teaching and administrative experience at College / University level. OR (i) Second Class or Grade 'C' Master's degree in the relevant subject from a University recognized by the HEC. (ii) Five (5) years post qualification teaching and administrative experience at College / University level.</p>			
Do you possess the above Qualification/ HEC Equivalence Certificate/ Experience?	*	<input type="text" value="Yes"/>			
Issuance date of transcript that makes you eligible for selected post	*	<input type="text" value="01-08-2025"/> [Calender] Active Go to Se			
Whether in Government Service?	*	<input type="text" value="Yes"/>			
DPC/NOC issued? (If Yes)		<input type="text" value="01-08-2025"/> [Calender]			

41. Update your information already provided at Step-1 if required, otherwise click **“Proceed to Step2”**.

Note: Only after depositing fee against your PSID “Proceed to Step2” option will be available.

Step-2

42. By Clicking "Proceed to Step2", following screen will appear;

Basic Info

Upload Your Recent Passport Size Picture in (jpg, jpeg) formats and size 30kb allowed • more	<input type="button" value="Choose file"/> No file chosen
Job Title	★ <input type="text" value="F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]"/>
Gender	★ <input type="button" value="MALE"/>
Religion	★ <input type="button" value="MUSLIM"/>
Issuance Date of Domicile	★ <input type="text" value="13-08-2025"/>
Are you a Government Servant?	★ <input type="button" value="No"/>
Domicile	★ <input type="button" value="PUNJAB"/>
Domicile District	★ <input type="button" value="BAHAWALNAGAR"/>
Test Centre	★ <input type="button" value="DIKHAN"/>
Interview Centre	★ <input type="button" value="GILGIT"/>
Re-Enter CNIC Number	★ <input type="text"/>
CNIC Date of Issue	★ <input type="text"/> <input type="button" value=""/>
Name of Applicant	★ <input type="text" value="test"/>
Father's/ Husband's Name	★ <input type="text"/>
Date of Birth	★ <input type="text"/> <input type="button" value=""/>
Age Relaxation Claimed	★ <input type="button" value="Not Claimed (Within Age limit)"/>
Postal Address	★ <input type="text"/>
Mobile Number	★ <input type="text"/> (To ensure SMS Acknowledgement delivery, DO NOT give your ported mobile number, which is converted from one network to another)
Phone Office/Residence	<input type="text"/>
Email address (Primary)	★ <input type="text"/> (To ensure email delivery, please check your SPAM/JUNK folder)
Email address (Secondary)	<input type="text"/>
Disability Claimed? (If Yes)	<input type="button" value="Select Disability"/> Computer facility provided only at FPSC HQs & Provincial offices

43. Upload softcopy of your passport size picture using 'Choose File' button. The picture size must be less than 30 KB and in "jpeg" format only. **Avoid uploading informal pictures.**
44. Re-type your CNIC number as provided in Step 1 for reconfirmation.
45. Similarly, select/fill all entries which are reflected as blank. Entries marked with '*' are mandatory.
Note: (Check and ensure that your CNIC No., Name, e-mail address and mobile number are correct).

Education/Qualification Details:

46. Click "Add Education" option to add education details as mentioned in the advertisement (You must possess the required degree as mentioned on screen. Do not apply, if you do not possess the required degree). Following screen will appear

- i. Select your Degree from Qualification List of Values.
- ii. Choose "Result Date" from the calendar of the entered qualification
- iii. Enter "Board/ University" of the entered qualification
- iv. Select "Grade", "Division" or "CGPA" option, whichever is applicable, for the entered qualification
- v. Enter "Major Subjects"
- vi. Click "Save" button to save the qualification
- vii. Repeat above steps to further add more Educational Records. (Max 5 records can be entered)

Courses Details

47. Click "Add Course" option to add course details (if any).

- i. Enter "Name of Course"
- ii. Enter "Institution & location"
- iii. Select "From Date" and "To Date" from the calendar

- iv. Select appropriate option from “Nature of Course/Training”
- v. Select appropriate option from “Grade”
- vi. Click “Save” button to save the course details
- vii. Repeat above steps to further add more course details. (Add 5 most relevant records)

Research/Publication Details

48. Click “Add Research” option to add Research/Publication details

Add Research

Title of Research/Paper/Article:	<input type="text"/>
Journal/Conferences:	<input type="text"/>
Publisher:	<input type="text"/>
Publication Date:	<input type="text"/>
<input type="button" value="Save"/>	

- i. Enter “Title of Research/Paper/Article”.
- ii. Enter “Journal/Conferences”.
- iii. Enter “Publisher”.
- iv. Select “Publication Date” from calendar.
- v. Click “Save” button to save the Research/Publication details.
- vi. Repeat above steps to further add more Research/Publication details. (Add 5 most relevant records)

Experience Details

49. Only for the posts where Experience is mandatory, system will ask to enter the Experience by selecting “Add Experience” option

Add Experience

Name of Post:	<input type="text"/> <i>Please Enter the Post Name</i>
Basic Pay Scale (BS):	<input type="text"/>
Ministry/ Division/ Department/ Organization:	<input type="text"/>
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Status:	<input type="button" value="Federal Government"/>
Nature of Job:	<input type="button" value="Permanent"/>
Duties:	<input type="text"/>
<input type="button" value="Save"/>	

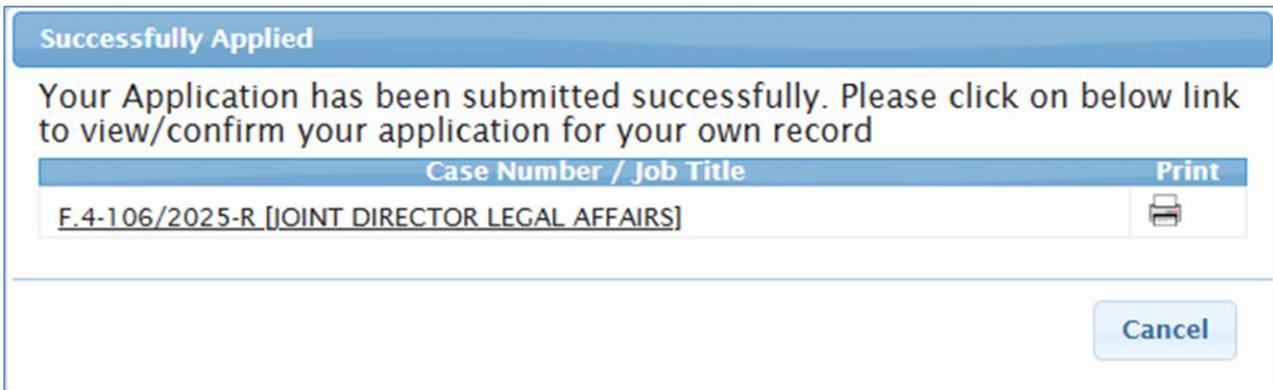
- i. Enter the “Name of Post”.
- ii. Enter “Basic Pay Scale (BS)”, if any.
- iii. Enter the “Ministry/ Division/ Department/ Organization” name.
- iv. Select “From Date” and “To Date” from the calendar.
- v. Select “Status” and “Nature of Job” from List of Values.

- vi. Enter “Duties” performed in a concise manner.
- vii. Click “Save” button to save the experience record.
- viii. Repeat above to further add Experience Records, if any. (Add 5 most relevant records)

50. **If you have provided all the required information, please check all entries in the form thoroughly. If any correction is required, that must be done now. Once you click ‘Submit your Application’ button, your application will be submitted.**

51. Read the undertaking at the bottom before clicking “Submit Your Application”, select the undertaking checkbox and click the “Submit Your Application” button.

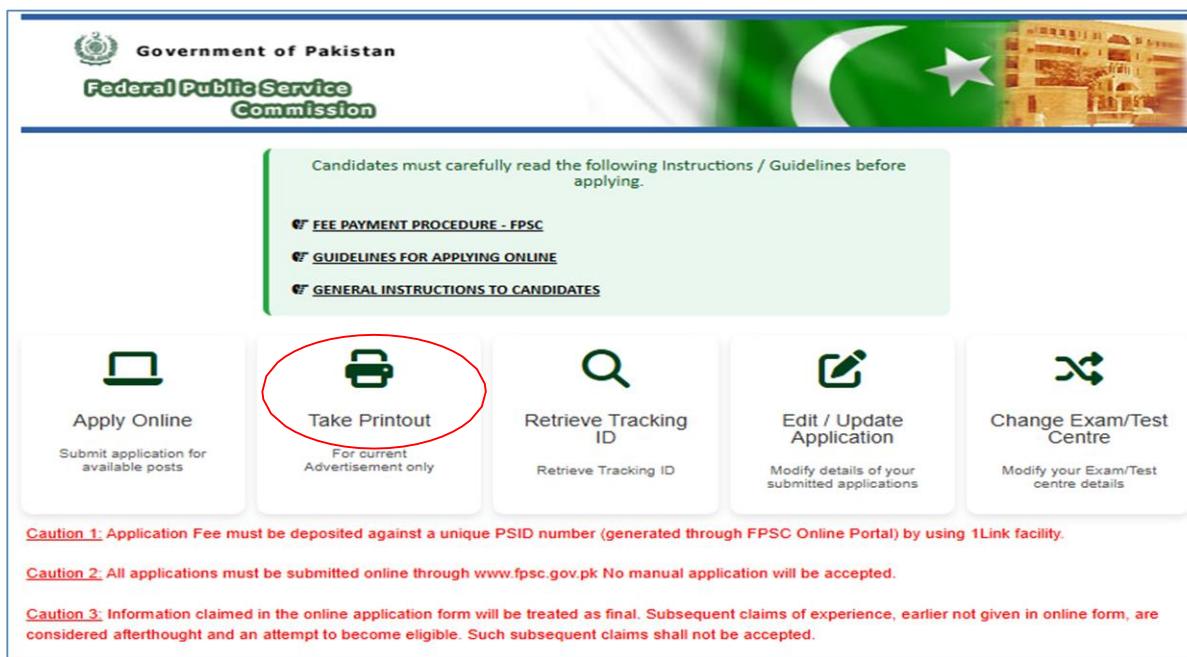
52. Upon submitting application, following message will appear



53. To take printout of the online application, Click the job link or click ‘Printer’ button and follow instruction as they appear. (Candidates must print their online application for their own record and not required to be send to FPSC).

54. Your online application submission process is complete now.

55. To print your online application form at later stage, but before closing date, select ‘Take Printout’ option from the main menu as given below; **(Note:- The printing facility will only be available for the current jobs)**



56. Following screen will appear

Government of Pakistan
Federal Public Service Commission

Take Printout

CNIC	*	<input type="text"/>
Tracking ID	*	<input type="text"/> To Retrieve Tracking ID, please Click here
Enter Verification Code	*	<input type="text"/>   
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

57. Enter your CNIC number, Tracking ID of already applied online application and Verification Code. Select 'Submit' button. Following pre-filled form containing data pertaining to your application will appear; (Note: if you forget your Tracking ID see para 60 below)
58. Take printout of your online application, sign it and keep in your record for future reference.
59. This printed copy/form is **NOT** required to be forwarded to FPSC

FEDERAL PUBLIC SERVICE COMMISSION



Sector F-5/1, Aga Khan Road, Islamabad

Online Application Print for Candidate's Record
FOR RECRUITMENT TO BS-16 and ABOVE POSTS

Tracking ID	10286473
Date Applied	12-Sep-2025
	11:50:21 AM



Consolidated Advertisement No.	03/2025	
Case No.	F-4-106/2025-R	
Subject (if Applicable)	JOINT DIRECTOR LEGAL AFFAIRS(BS-19)	
Name of Post Applied for	Fee Amount Deposited:	Rs. 2,500/-
Fee Deposit Date:	Fee ID against which Fee Deposited:	10163010286473
1) Name of Applicant:	TEST APPLICANT	
2) Father's/ Husband's Name:	TEST DETAIL	
3) Date of Birth:	12-09-2007	
4a) CNIC Number:	5555-5555555-5	
5) Gender:	4b) CNIC Issue Date:	12-09-2025
6) Religion:	MALE	
7a) Self Domicile:	MUSLIM	
7c) Issuance Date of Domicile:	PUNJAB	
8a) Test Centre:	7b) District of Domicile:	ATTOCK
9) Age Relaxation Claimed:	27-08-2025	
10) Postal Address:	DIKHAN	
11a) Mobile Number:	8b) Interview Centre:	ISLAMABAD
11c) E Mail(Primary):	NOT CLAIMED (WITHIN AGE LIMIT)	
12a) Disability Claimed?:	TEST TEST	
13a) Qualification/ Experience(As advertised):	923111111111	11b) Phone Office/ Residence: 12345678
13b) Do you posses above Qualification/ Experience:	YES	11d) E Mail(Secondary): test1@test1.com
14a) Whether in Government Service?	YES	12b) Helper Required?: NIL
14c) DPC Reference Num:	dfffff 666	13c) Result Declaration Date: 20-08-2025
15) Academic Qualifications:	13d) DPC Issue Date: 12-09-2025	

S.No.	Qualification	Result Declaration Date	Board/ University	Grade/ Div/ CGPA	Principal Subjects
1	L.L.B (HONS)	01-09-2022	QUAID-I-AZAM UNIVERSITY, ISLAMABAD	A	LAW
2					
3					
4					

17) Courses / Trainings (Certificate, Diploma, Post-Graduate Diploma, on job training):

S.No.	Title	Course Start Date	Course End Date	Grade	Nature of Course
1	TEST	01-09-2025	12-09-2025	A	ON JOB
2					
3					
4					
5					

18) Research / Publications:

S.No.	Title	Research Journal	Research Publisher	Publish Date
1	RESEARCH	CONFERENCE	PUBLISHER	12-09-2025
2				
3				
4				
5				

19)	Declaration:	I certify that the statements made by me in the answers to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I fulfill all the requirements including educational qualification, experience, age, domicile etc. required for the post. Submission of fake/ forged documents and any misrepresentation or omission discovered even after appointment may render my appointment liable to termination in addition to the action decided by the Commission. I have also carefully read the General Instructions to the candidates and I am bound by the terms and conditions contained therein.
20)	Warning:	A candidate who knowingly furnishes any information or particulars which are false or suppresses material information, or attempts to influence the Commission, or officers or members of the staff of the Commission, or tries to obtain support for his/her candidature by improper means, or deliberately submits forged certificates, or tampers with the entries in his/her age, educational and other certificates, or misbehaves in the examination hall, or uses unfair means, or uses objectionable language, or is found guilty of mis conduct during examination/ test/ interviews shall be dis qualified from this examination or subsequent examinations/selections. He/she could also be debarred from future employment.

Applicant's Signature
Date

60. If you forgot or could not note your Tracking ID, select 'Retrieve Tracking ID' from the main menu as given below; (Note:- This facility will only be available for the current jobs)



Candidates must carefully read the following Instructions / Guidelines before applying.

[FEE PAYMENT PROCEDURE - FPSC](#)

[GUIDELINES FOR APPLYING ONLINE](#)

[GENERAL INSTRUCTIONS TO CANDIDATES](#)



Apply Online

Submit application for available posts



Take Printout

For current Advertisement only



Retrieve Tracking ID

Retrieve Tracking ID



Edit / Update Application

Modify details of your submitted applications



Change Exam/Test Centre

Modify your Exam/Test centre details

Caution 1: Application Fee must be deposited against a unique PSID number (generated through FPSC Online Portal) by using 1Link facility.

Caution 2: All applications must be submitted online through www.fpsc.gov.pk No manual application will be accepted.

Caution 3: Information claimed in the online application form will be treated as final. Subsequent claims of experience, earlier not given in online form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.

61. Following screen will appear

Retrieve Tracking ID	
CNIC	*
<input type="text"/>	
Enter Verification Code	*
	
<input type="text"/>	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

62. Enter your CNIC and Verification Code as displayed. If all the information matches, only then the Tracking ID will be shown by the system. Note the Tracking ID for future reference.

EDIT / UPDATE ONLINE APPLICATION FACILITY

You can only edit your application once after successful submission of application. If your application has not yet been submitted, please follow the following steps to submit your application:

63. After online submission of application, the application can be revised only once for correction of any errors for the current jobs. For the purpose;

64. Click on “Edit/Update” Application button as shown in screenshot below:

 **Government of Pakistan**
**Federal Public Service
Commission**

Candidates must carefully read the following Instructions / Guidelines before applying.

[**FE FEE PAYMENT PROCEDURE - FPSC**](#)
[**GUIDELINES FOR APPLYING ONLINE**](#)
[**GENERAL INSTRUCTIONS TO CANDIDATES**](#)

 **Apply Online**
Submit application for available posts

 **Take Printout**
For current Advertisement only

 **Retrieve Tracking ID**
Retrieve Tracking ID

 **Edit / Update Application**
Modify details of your submitted applications

 **Change Exam/Test Centre**
Modify your Exam/Test centre details

Caution 1: Application Fee must be deposited against a unique PSID number (generated through FPSC Online Portal) by using 1Link facility.

Caution 2: All applications must be submitted online through www.fpsc.gov.pk No manual application will be accepted.

Caution 3: Information claimed in the online application form will be treated as final. Subsequent claims of experience, earlier not given in online form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.

65. Enter CNIC and tracking ID of your already submitted online application and click “**Submit**” button.

 **Government of Pakistan**
**Federal Public Service
Commission**

Update Application

This option should only be used to Review your already submitted Online Application.
Amendments/changes, if required, can only be made ONCE.

CNIC	*	<input type="text"/>
Tracking ID	*	<input type="text"/>
Enter Verification Code	*	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  # ↻ </div> <input type="text"/>

Submit **Cancel**

66. Following screen showing contents of your already submitted online application will appear. You may change allowed contents of your application. After doing the needful, select “**Update Application**” button.

Upload picture

Upload Your Recent Picture
(Size less than 30kb)

Choose file

No file chosen

Post Details

Select your Job

F-4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]

Personal Details

Name of Applicant	*	TEST TEST
Father's/ Husband's Name	*	TEST TEST
Date of Birth	*	15-04-1998 [Calendar]
CNIC Number	*	11111-1111111-1
CNIC Issue Date	*	01-08-2017 [Calendar]
Domicile (only valid choices will be visible)	*	PUNJAB
Gender (only valid choices will be visible)	*	MALE
Religion (only valid choices will be visible)	*	MUSLIM
Domicile District	*	ATTOCK
Test Centre	*	DIKHAN
Interview Centre	*	GILGIT
Age Relaxation Claimed	*	Not Claimed (Within Age limit)
Postal Address	*	TEST TEST
Mobile Number	*	0300-0000000
Phone Office/Residence	*	
Email address	*	test@test.com
Disability (If Yes)	*	Select Disability
Qualification/ Experience (As advertised)	*	
Do you possess the above Qualification/ Experience?	*	YES
Result Declaration Date of degree that makes you eligible	*	06-08-2025 [Calendar]

Education

Qualification	Result Date	Board/University	Grade	Division	CGPA	Major Subjects	Action
L.L.B.	01-08-2010			First		LAW	[Delete]

Add Education

Experience

Name of Post	BS	Organization/ Ministry/ Division/ Department	From Date	To Date	Status	Nature of Job	Duties	Action
ADVOCATE	17	HIGH COURT ISLAMABAD	01-08-2011	01-08-2025	Semi Government	Temporary		[Delete]

Add Experience

Courses

Name Of Course	Board/ University	From Date	To Date	Nature of Course/Training	Action
ICND	COMSATS ISLAMABAD	01-03-2023	31-03-2023	Individual capacity	[Delete]

Add Course

Research/Publications/Papers/Articles

Title of Research/Paper/Article	Journal/Conferences	Publisher	Publication Date	Delete
ROLE OF AI IN SOCIAL MEDIA	SPIDER, PAKISTAN	SPIDER, PAKISTAN	10-10-2024	[Delete]

Add Research

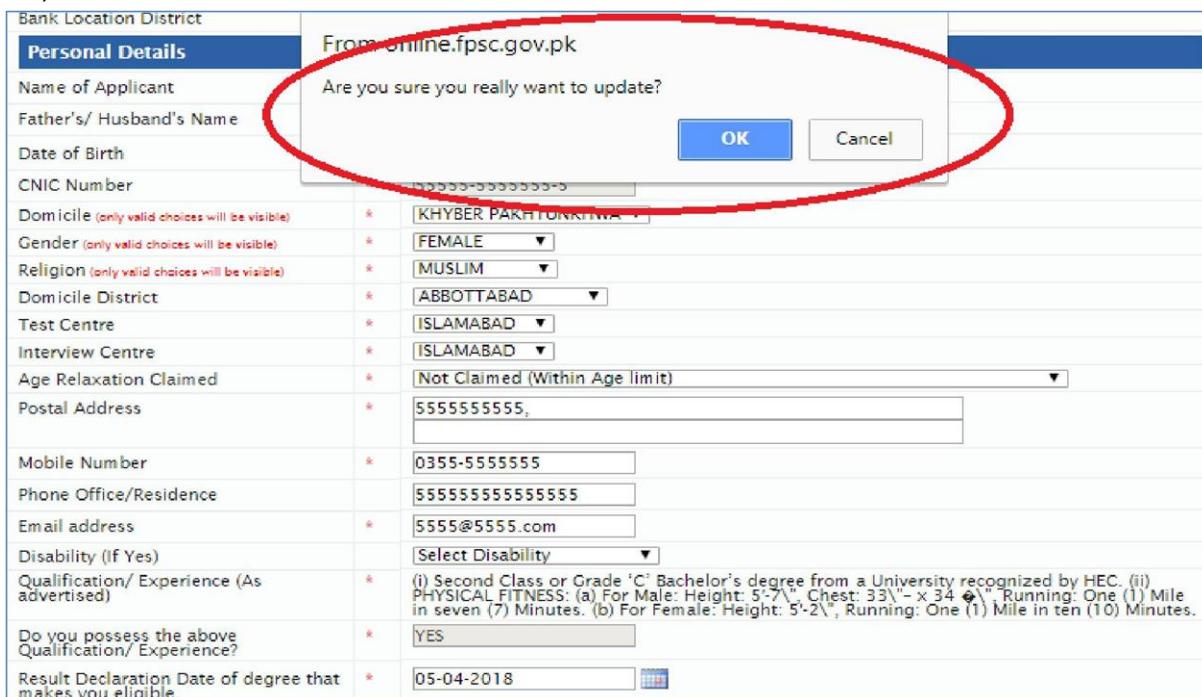
■ Applicants should review their application carefully before submitting it. Once the application has been submitted, applicants will not be able to make changes to it.

Update Application

Cancel

Page 16 of 18

67. Upon clicking “Update Application” system will ask “Are you sure you really want to update?” – as shown below. Click “Ok” only if you are sure that you have made required changes and want to save them, otherwise select “cancel”.



Bank Location District: From online.fpsc.gov.pk

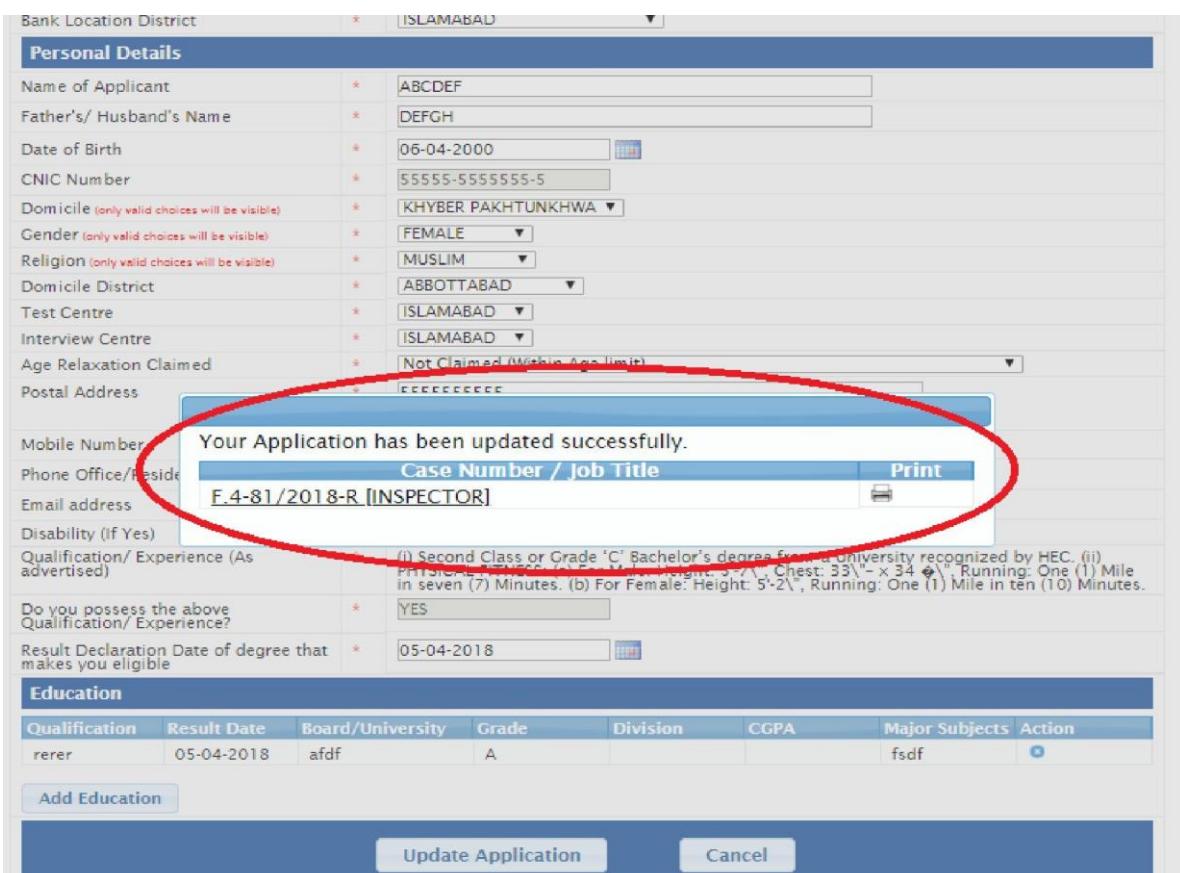
Personal Details

Are you sure you really want to update?

OK Cancel

Name of Applicant	From online.fpsc.gov.pk
Father's/ Husband's Name	
Date of Birth	1995-05-05
CNIC Number	5555555555555555
Domicile (only valid choices will be visible)	KHYBER PAKHTUNKHWA
Gender (only valid choices will be visible)	FEMALE
Religion (only valid choices will be visible)	MUSLIM
Domicile District	ABBOTTABAD
Test Centre	ISLAMABAD
Interview Centre	ISLAMABAD
Age Relaxation Claimed	Not Claimed (Within Age limit)
Postal Address	5555555555,
Mobile Number	0355-5555555
Phone Office/Residence	5555555555555555
Email address	5555@5555.com
Disability (If Yes)	Select Disability
Qualification/ Experience (As advertised)	(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) PHYSICAL FITNESS: (a) For Male: Height: 5'-7", Chest: 33\1/2" x 34\1/2", Running: One (1) Mile in seven (7) Minutes. (b) For Female: Height: 5'-2\1/2", Running: One (1) Mile in ten (10) Minutes.
Do you possess the above Qualification/ Experience?	YES
Result Declaration Date of degree that makes you eligible	05-04-2018

68. On clicking “Ok” button in step#4, system will make desired changes you made in your application and a pop up message will show up as shown in below screen shot.



Bank Location District: ISLAMABAD

Personal Details

Your Application has been updated successfully.

Case Number / Job Title: E-4-81/2018-R [INSPECTOR]

Print

Name of Applicant	ABCDEF
Father's/ Husband's Name	DEFGH
Date of Birth	06-04-2000
CNIC Number	55555-5555555-5
Domicile (only valid choices will be visible)	KHYBER PAKHTUNKHWA
Gender (only valid choices will be visible)	FEMALE
Religion (only valid choices will be visible)	MUSLIM
Domicile District	ABBOTTABAD
Test Centre	ISLAMABAD
Interview Centre	ISLAMABAD
Age Relaxation Claimed	Not Claimed (Within Age limit)
Postal Address	FFFFFFF
Mobile Number	
Phone Office/Residence	
Email address	
Disability (If Yes)	
Qualification/ Experience (As advertised)	(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) PHYSICAL FITNESS: (a) For Male: Height: 5'-7", Chest: 33\1/2" x 34\1/2", Running: One (1) Mile in seven (7) Minutes. (b) For Female: Height: 5'-2\1/2", Running: One (1) Mile in ten (10) Minutes.
Do you possess the above Qualification/ Experience?	YES
Result Declaration Date of degree that makes you eligible	05-04-2018

Education

Qualification	Result Date	Board/University	Grade	Division	CGPA	Major Subjects	Action
rerer	05-04-2018	afdf	A			fsdf	<input type="button" value="Edit"/>

Add Education

Update Application Cancel

69. Take **print** out of your amended application by selecting print option and retain it for your record and future reference.

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

70. It is in the interest of the candidates to study in detail and thoroughly observe the following instructions/ guidelines given in this document before and while applying online.
71. Browsers including Microsoft Edge, Mozilla Firefox, Google Chrome etc. are supported (Javascript must be enabled in the browser).
72. In case of abnormal delay/wait in loading of web pages, close the browser window and revisit/reload the site. It is also suggested to clear browser history.
73. For assistance only regarding Online Application Submission, please call FPSC facilitation centre/helpline 051-111-000-248 during office hours (Monday to Friday) or E-Mail us at fpsc@fpsc.gov.pk

(End of Document)

Dated: 09-09-2025