

GUIDELINES FOR ONLINE APPLICATION SUBMISSION AT FPSC

- **FPSC accepts applications **online only**. Please note that hard copies are not accepted in any case.**
- Candidates should apply online immediately without waiting for the closing date of the advertisement.
- FPSC has introduced Online Fee Payment feature, where PSID Number will be generated through the system. Candidates are advised to deposit fees online using PSID Number through ATMs, Mobile/Internet Banking Apps or (over-the-counter) by visiting nearest 1Link 1Bill participating Banks.
- **Fee deposited on old Challan Form (TR-6) of FPSC, Bank Draft, Pay Order and Cheque is not acceptable.**
- **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 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 on the website <https://www.fpsc.gov.pk>
- **Candidates 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 and in case of wrong/false entries, your candidature will be liable to rejected.**
- **FPSC w.e.f 1st September 2025 shall not entertain online application(s) from candidates in Government Service unless they mention the reference number and date of issuance of DPC/NOC in the online application form.**
- Applying online at FPSC is a simple two step procedure where candidates generate PSID at Step-1 and after payment finally submit their application at Step-2.

ONLINE APPLICATION SUBMISSION PROCEDURE

Step - 1

Fee Payment

Step - 2

- 1) Visit the official PPSC website <https://www.fpsc.gov.pk> and click the “**Apply Online**” link at the top right corner. The system will guide you to required page where you submit details.
- 2) Please must read this “**Guideline for Apply Online**”, “**Fee Payment Procedure**” and “**General Instructions to the Candidates**” before proceeding further.

Step-1

- 3) Select the post for which you want to apply and give your CNIC, click the button “**Apply for this job**” button after viewing all information regarding to the post / eligibility.
- 4) Enter 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, DPC/NOC issued date with Number and verification code (system generated). Click the button “**Generate PSID & Challan**” to proceed next.

Fee Payment

- 5) Your Payment System Identifier Number (PSID) will be generated by the system. Pay the requisite fee i.e. **(for BS-16 &17 = Rs.600/-; BS 18= Rs. 1,500/-; Bs-19= Rs.2,500/-; BS-20 and above Rs. 3,000/-)** as per instructions given in the “**Fee Payment Procedure**”.
- 6) Please take printout of PSID Details/Challan or note down your PSID (of 17 digits) for payment of Fee via various modes including;
 - i) ATMs
 - ii) Internet /Mobile Banking Apps
 - iii) 1Link 1Bill Participating Bank Branches
- 7) Only after payment against PSID, you can proceed to step 2 for final submission of online application.

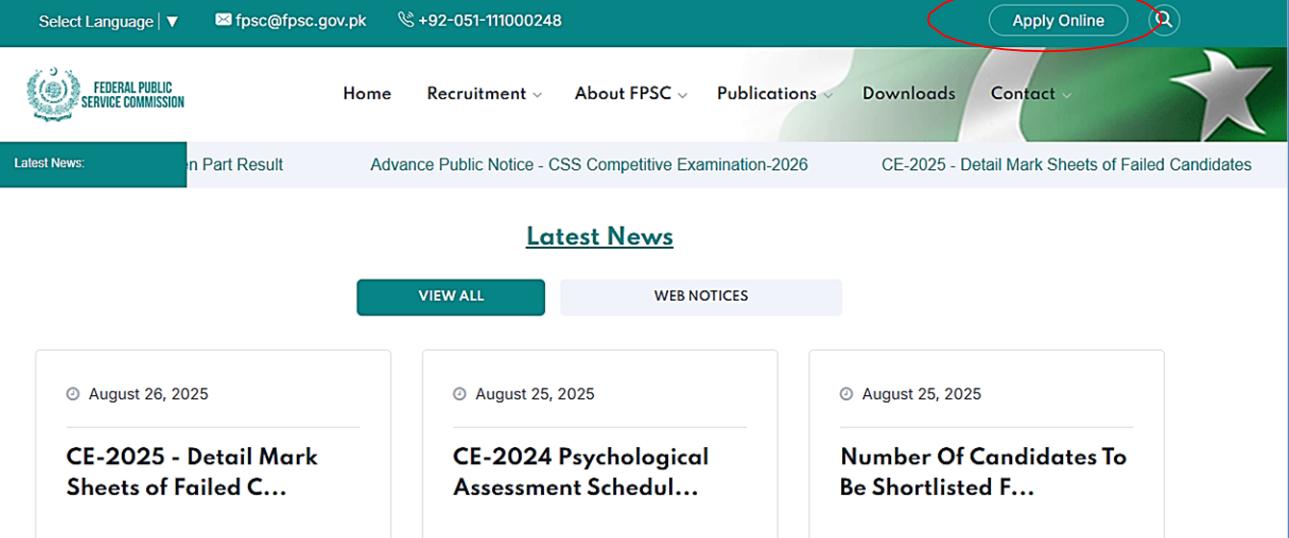
Step -2 (Final Submission)

- 8) After depositing Fee against your PSID Number, get back to “**Apply Online**” at FPSC website. Select the post and enter your CNIC again, the system will display the payment confirmation message mentioning amount paid against the PSID. You can update the information provided (if required) and click the button “**Proceed to Step-2**”.
- 9) Upload your recent passport size picture in (jpg, jpeg) format having size less than 30 Kb.
- 10) Re-Enter your CNIC for CNIC number confirmation then enter CNIC Date of Issue, Father’s Name, Date of Birth, Age Relaxation, Postal Address, Mobile Number, Phone, Email Address and Disability (if required).
- 11) Add your Education, Courses and Research / Publications (if any) and Experience details (if any).
- 12) If you have provided all the required information read the undertaking, select the undertaking checkbox and click “**Submit Your Application**” button.
- 13) 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 will be displayed.
- 14) You can edit your application only once after final submission before closing date.
- 15) You will also receive confirmation messages on your mobile about successful submission of your application along with Tracking ID and Post details.

DETAIL ILLUSTRATION OF ONLINE APPLICATION SUBMISSION

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

1. 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 'Home', 'Recruitment', 'About FPSC', 'Publications', 'Downloads', and 'Contact'. On the far left, there is a 'Select Language' dropdown, an email link 'fpsc@fpsc.gov.pk', and a phone number '+92-051-11100248'. On the right, there is a search icon and a red circle highlighting the 'Apply Online' button. Below the navigation bar, there is a 'Latest News' section with three items: 'CE-2025 - Detail Mark Sheets of Failed C...', 'CE-2024 Psychological Assessment Schedul...', and 'Number Of Candidates To Be Shortlisted F...'. Each news item has a date (August 26, 2025 or August 25, 2025) and a 'VIEW ALL' or 'WEB NOTICES' button.

2. Click “Apply Online” to proceed



The screenshot shows the 'Online Recruitment System' interface. At the top, there is a banner with the text 'اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو 2 خری تاریخ کا انتظار نہ کریں اور فوراً آن لائن اپلائی کریں' (If you are eligible for any post and want to apply, do not wait for the deadline, apply online now). Below the banner, there is a list of options: 'Apply Online' (highlighted with a red circle), 'Take Printout (for current advertisement only)', 'Retrieve Tracking ID', 'Download Guidelines for Applying Online', 'Review Your Application (Edit/Update, if required)', and 'Change of Exam/Test Centre'. At the bottom, there are two cautionary notes in red text: 'Caution 1: Candidates may edit online applications only once within the closing date in order to rectify any error/omission etc.' and 'Caution 2: 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, if these are from a private organization.'

Step-1

3. 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 of Pakistan. At the top, the Government of Pakistan logo and the text "Government of Pakistan" and "Federal Public Service Commission" are visible, along with a background image of the Pakistani flag. Below this, a section titled "IMPORTANT INSTRUCTIONS" contains the following bullet points:

- Candidates 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 and in case of wrong/false entries, your candidature will be liable to rejected.
- Get the printout of your online application after submission of application, check it for any corrections. Please correct your application only once before closing date through [Edit/Update Application](#).
- The printed online application should be retained by the applicants for their own record.

Below the instructions are three buttons: "Guidelines to Apply Online", "User Manual for Fee Payment", and "General Instructions to Candidates". The "Select Job" field is highlighted with a red asterisk and contains the placeholder text "Please Select". A link "Click here for Job Details" is provided. The "CNIC Number" field is also highlighted with a red asterisk. At the bottom, a blue bar displays the copyright information: "Copyrights © 2025 Federal Public Service Commission".

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

The screenshot shows the "Job Details" page for a selected job. The page has a blue header "Job Details". Below it is a table with the following data:

Note	
Case No./Job Title	F.4-101/2025-R ASSISTANT DIRECTOR
Ministry/Department	FEDERAL PUBLIC SERVICE COMMISSION/FEDERAL PUBLIC SERVICE COMMISSION
Grade	BS-17
Special Pay	
Job Duties	(i) To be responsible for dealing matters relating to business of the Commission entrusted under FPSC Ordinance, 1977 and FPSC (Functions) Rules 1978. (ii) To be responsible for the matters relating to promotion / recruitment / seniority / confirmation. (iii) To frame the rules for conduct of Competitive Examination and obtain approval of Government. (iv) To be responsible for arrangements of interviews, submission of documents / summaries to the Commission, calling the candidates, inviting the DR and subject specialists.
Job Status	Temporary LIKELY TO CONTINUE
Eligible Gender	Only 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 Degree or equivalent qualification from a University recognized by HEC.
Dom icile	KHYBER_PAKHTUNKHWA=1,

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

- Click “**Apply for this job**” button after thoroughly viewing all the requirements pertaining to the post / eligibility and 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).
- 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" value="41301-2555542-5"/> You can apply for this job			
Applicant Name	*	<input type="text"/>			
Domicile <small>(only valid choices will be visible)</small>	*	<input type="text" value="KHYBER PAKHTUNKHWA"/>			
Domicile District	*	<input type="text" value="ABBOTTABAD"/>			
Issuance Date of Domicile	*	<input type="text"/>			
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)	*	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"/>			
Whether in Government Service?	*	<input type="text" value="Please Select"/>			
Enter Verification Code	*	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  tpsc.gov.pk </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">   </div>			
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"/>		

- Enter your CNIC number and press Tab Key or click outside the CNIC textbox.
- Wait for ‘**You can apply for this job**’ message besides CNIC textbox.
- 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.
- 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.

11. 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.
12. If you possess the required qualification/experience then select "Yes" in the relevant box.
13. Please enter your "Result Declaration Date" of the degree mentioned in the "Qualification/Experience" box that makes you eligible for the post.
14. 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.
15. Enter 5-digit verification code as seen in the box (e.g. 58025).
16. When complete, re-check the entries. If any correction is required, that must be carried out here.
17. When all entries are filled with appropriate data which are mandatory then click "Generate PSID & Challan" button to proceed further.
18. Upto this point the information provided remain intact in the system.

Fee Payment

19. After clicking "Generate PSID & Challan", a unique PSID number (of 17 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						
Select Job * <div style="border: 1px solid #ccc; padding: 2px; width: 100%; display: inline-block;">F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]</div> <div style="text-align: center; margin-top: 5px;">Click here for Job Details</div>	CNIC Number * <div style="border: 1px solid #ccc; padding: 2px; width: 100%; display: inline-block;">66666-6666666-6</div>	<div style="text-align: center; color: red; margin-bottom: 10px;">Please pay fee against the PSID Number 10163010286463, to proceed further.</div> <div style="background-color: #ccc; text-align: center; padding: 5px; margin-bottom: 5px;">Re-check Payment Status</div> <div style="border: 1px solid #ccc; padding: 10px; background-color: #fff;"> <p style="text-align: center; font-weight: bold; margin-bottom: 5px;">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. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">Case No/ Post Name: F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]</td> <td style="padding: 5px;">PSID Number: 10163010286463</td> </tr> <tr> <td style="padding: 5px;">Closing Date: 2025-07-28</td> <td style="padding: 5px;">Amount Due: 2500</td> </tr> <tr> <td style="padding: 5px;">Applicant CNIC: 66666-6666666-6</td> <td style="padding: 5px;">Due Date: 2025-07-28</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Download Challan containing your PSID# 10163010286463 </div> </div>	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
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							

20. Pay the requisite fee using PSID of (17 digit) according to instructions given in the **“Fee Payment Procedure”**.
21. **FPSC has introduced online fee payment mechanism through unique PSID. Candidates are advised to deposit fees by using ATMs, Mobile/Internet Banking Apps or over the counter (OTC) by visiting nearest 1Link Member Banks Branches.**

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

22. You can also generate challan containing PSID Number for over the counter (OTC) payments at 1Link 1Bill participating Banks.
23. 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/-)**
24. After depositing fee, again go to “Apply Online” link on FPSC website, select the post and enter your CNIC. 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 style="width: 100%; border: 1px solid #ccc;" type="text" value="F.4-112K/2025-R [ASSISTANT PROFESSOR (FEMALE)] ZOOLOGY"/> Click here for Job Details
CNIC Number	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="88888-8888888-8"/> <small>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.</small>
Applicant Name	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="test test"/>
Domicile (only valid choices will be visible)	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="GILGIT-BALTISTAN"/>
Domicile District	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="SKARDU"/>
Issuance Date of Domicile	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="01-08-2025"/> [Calendar]
Gender (only valid choices will be visible)	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="FEMALE"/>
Religion (only valid choices will be visible)	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="MUSLIM"/>
Test Centre	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="DIKHAN"/>
Interview Centre	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="GILGIT"/>
Qualification/ Experience (As advertised)	*	<small>(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.</small>
Do you possess the above Qualification/ HEC Equivalence Certificate/ Experience?	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Yes"/>
Issuance date of transcript that makes you eligible for selected post	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="01-08-2025"/> [Calendar]
Whether in Government Service?	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Yes"/>
DPC/NOC issued? (If Yes)	*	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="01-08-2025"/> [Calendar]

25. 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

26. 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

Education

Please enter your education as LLM degree or Barrister-at-Law from a University / Institute recognized by HEC. Ten (10) years post qualification experience as an Advocate of Supreme Court / High Courts. Computer literate in Microsoft word, Excel and Spreadsheet. OR Second Class or Grade 'C' LLB degree from a University / Institute recognized by HEC.

Course

Please enter your Course/training if any

Research/Publications/Papers/Articles

Please enter your research if any

Experience

Please enter your experience as Twelve (12) years post qualification experience as an Advocate of Supreme Court / High Courts. Computer literate in Microsoft Word, Excel and Spreadsheet.

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.

27. Upload softcopy of your passport size photograph using 'Choose File' button. The picture size must be less than 30 KB and in "jpeg" format only.
28. Re-type your CNIC number as provided in Step 1 for reconfirmation.
29. 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:

30. 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).

Add Education

Qualification:			
Result Date		<input type="button" value="Calendar"/>	
Board/ University			
Grade	Grade: <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C	Division: <input type="radio"/> Select <input type="radio"/> CGPA	CGPA: <input type="radio"/>
Major Subjects:			
Save			

- 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

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

Add Course

Name Of Course:			
Board/ University			
From Date:		<input type="button" value="Calendar"/>	
To Date:		<input type="button" value="Calendar"/>	
Nature of Course/Training:	<input type="button" value="Select Option"/>		
Grade:	<input type="button" value="Select Option"/>		
Save			

- I. Enter "Name of Course"
- II. Enter "Board/University"
- 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. (Max 5 records can be entered)

Research/Publication Details

32. 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 appropriate "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. (Max 5 records can be entered)

Experience Details

33. 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"/>	×
B.S.:	<input type="text"/>	
Organization/ Ministry/ Division/ Department:	<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 Scale (BS)”, if any
 - III. Enter the “Organization/ Ministry/ Division/ Department” 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 (Max 5 records can be entered)
34. **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.**
35. Read the undertaking at the bottom before clicking “Submit Your Application”, select the undertaking checkbox and click the “Submit Your Application” button.
36. Upon submitting application, following message will appear

Successfully Applied

Your Application has been submitted successfully. Please click on below link to view/confirm your application for your own record

Case Number / Job Title	Print
F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]	

Cancel

37. 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).
38. Your online application submission process is complete.
39. 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)**


Government of Pakistan
Federal Public Service Commission

اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو
 آخری تاریخ کا انتظار نہ کریں اور فوراً آن لائن اپلائی کریں

Online Recruitment System

	Apply Online
	Take Printout <small>(for current advertisement only)</small>
	Retrieve Tracking ID
	Download Guidelines for Applying Online
	Review Your Application (Edit/Update, if required)
	Change of Exam/Test Centre

Caution 1: Candidates may edit online applications only once within the closing date in order to rectify any error/omission etc.

Caution 2: 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, if these are from a private organization.

40. 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="button" value="Submit"/> <input type="button" value="Cancel"/>		

41. 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 44 below)
42. Take printout of your online application, sign it and keep in your record for future reference.
43. This printed copy/form is **NOT** required to be forwarded to FPSC

FEDERAL PUBLIC SERVICE COMMISSION



Website: www.fpsc.gov.pk
 Email: fpsc@fpsc.gov.pk
 Fax: 051-9213386-9203410
 UAN: 051-111-000-248

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

Tracking ID
10286485
Date Applied
28-Aug-2025
10:12:31 AM

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

Consolidated Advertisement No.

03/2025
F-4-106/2025-R

Case No.

Subject (If Applicable)

Name of Post Applied for

JOINT DIRECTOR LEGAL AFFAIRS(BS-19)

Application Fee Paid of Rs.

2500

Fee deposited Date



- 1) Name of Applicant: **TEST TEST**
 2) Father's/ Husband's Name: **TEST TEST**
 3) Date of Birth: **15-04-1998**
 4) CNIC Number: **1111-1111111-1** b) Date of Issue: **01-08-2017**
 5a) Gender: **MALE** b) Religion: **MUSLIM**
 6a) Self Domicile: **PUNJAB** b) District of Domicile: **ATTOCK**
 c) Issuance Date of Domicile: **08-08-2025**
 7a) Test Centre: **DIKHAN** b) Interview Centre: **GILGIT**
 c) Whether Govt. Servant?: **Yes**
 8) Age Relaxation Claimed: **NOT CLAIMED (WITHIN AGE LIMIT)**
 9) Postal Address: **TEST TEST**
 10a) Mobile Number: **923000000000** b) Phone Office/ Residence:
 c) E-Mail(Primary): **test@test.com** d) E-Mail(Secondary):
 11a) Disability Claimed?: **NOT CLAIMED** b) Helper Required?: **NIL**
 12) Qualification/ Experience(As advertised):
 13a) Do you posses above Qualification/ Experience: **YES** Result Declaration Date: **06-08-2025**
 13b) Govt employee: **Yes** b) DPC issue date: **01-08-2025**
 13c) DPC Reference Num: **MOF 25/22/2025**

14) Academic Qualifications:

UNIVERSITY OF CENTRAL PUNJAB, LAHORE

S.No.	Qualification	Result Declaration Date	Board/ University	Grade/ Div/ CGPA	Principal Subjects
1	L.L.B.	01-08-2010	UNIVERSITY OF CENTRAL PUNJAB, LAHORE	First	LAW
2					
3					

15) **EMPLOYMENT RECORDS/EXPERIENCE:** (Describe employments, include all appointments held, professional practice, self employment).

S.No.	Name of Post	BS	Ministry/ Division/ Department/ Organization	From Date	To Date	Status	Nature of Job	Main Duties Performed
1	ADVOCATE	17	HIGH COURT ISLAMABAD	2011-08-01	01-08-2025	SEMI GOVERNMENT	TEMPORARY	
2								
3								
4								
5								

15) Courses :

S.No.	Title	Course Start Date	Course End Date	Grade	Nature of Course
1	ICND	01-03-2023	31-03-2023	A	INDIVIDUAL CAPACITY
2					
3					

16) Research and Publications :

S.No.	Title	Research Journal	Research Publisher	Publish Date
1	ROLE OF AI IN SOCIAL MEDIA	SPIDER, PAKISTAN	SPIDER, PAKISTAN	10-10-2024
2				
3				

16) 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.
17) 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 candidate 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 misconduct during examination/ test/ interviews shall be dis-qualified from this examination or subsequent examination/selections. He/she could also be debarred from future employment.

Applicant's Signature
Date

44. 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)


Government of Pakistan
Federal Public Service Commission

اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو
 2 خری تاریخ کا انتظار نہ کریں اور فوراً آن لائن اپلائی کریں

Online Recruitment System

	Apply Online
	Take Printout <small>(for current advertisement only)</small>
	Retrieve Tracking ID
	Download Guidelines for Applying Online
	Review Your Application (Edit/Update, if required)
	Change of Exam/Test Centre

Caution 1: Candidates may edit online applications only once within the closing date in order to rectify any error/omission etc.

Caution 2: 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, if these are from a private organization.

45. Following screen will appear

Retrieve Tracking ID

CNIC	*	<input type="text"/>
Enter Verification Code	*	 <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

46. 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

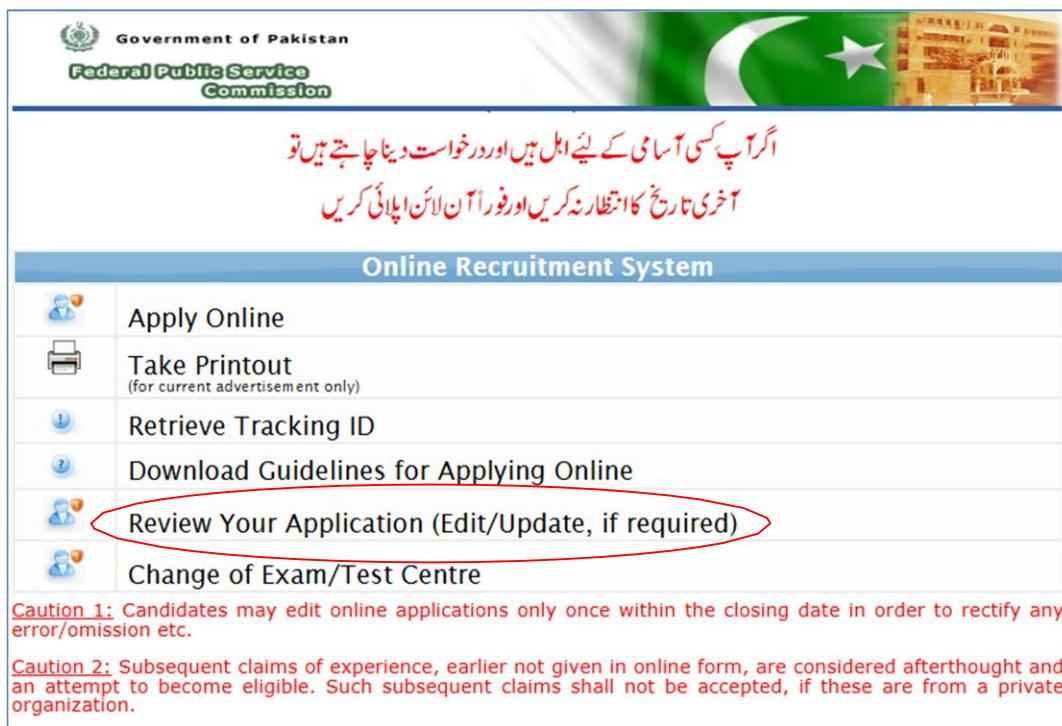
You can only edit your application once after successful submission of application. If your application has not yet been submitted, please follow the following steps to submit your application:

1. Visit the FPSC Website and click "Apply Online" button at home page.
2. Select your post, read the instructions and enter your CNIC Number.
3. Fill out the remaining information as required by the system and submit your application.

After online submission of application, the application can be revised only once for correction of any

errors for the current jobs. For the purpose;

47. Click on **Edit/Update** Application button as shown in screenshot below:



Government of Pakistan
Federal Public Service Commission

اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو
آخری تاریخ کا انتظار نہ کریں اور فوراً آن لائن اپلائی کریں

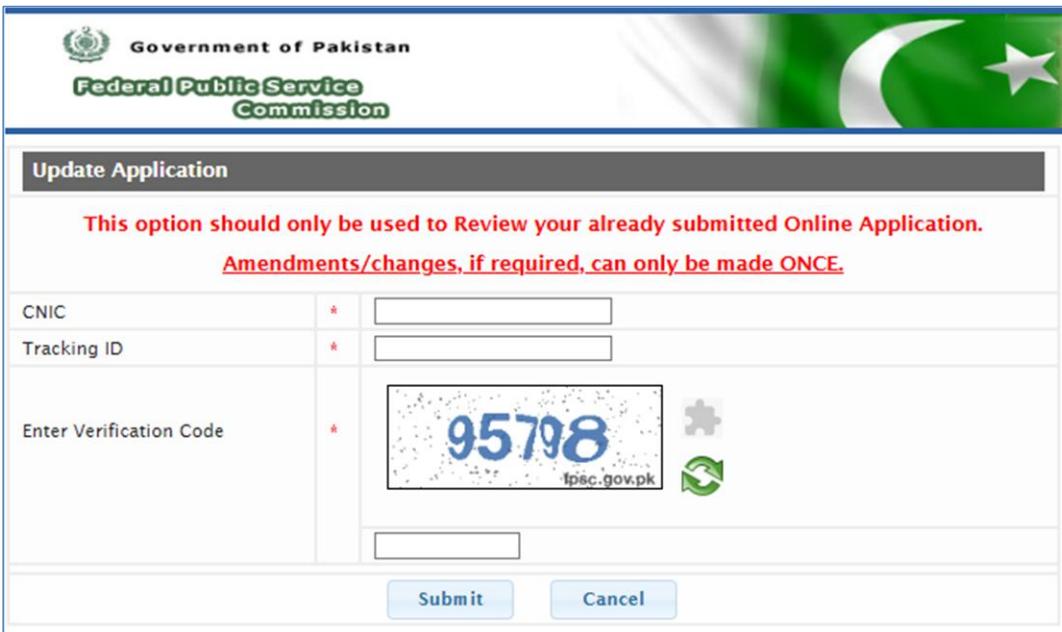
Online Recruitment System

	Apply Online
	Take Printout (for current advertisement only)
	Retrieve Tracking ID
	Download Guidelines for Applying Online
	Review Your Application (Edit/Update, if required)
	Change of Exam/Test Centre

Caution 1: Candidates may edit online applications only once within the closing date in order to rectify any error/omission etc.

Caution 2: 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, if these are from a private organization.

48. 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	*	<input type="text" value="95798"/>
<input type="text"/>		

Submit **Cancel**

49. 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)

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 <input type="button" value="Calendar"/>
CNIC Number	11111-1111111-1
CNIC Issue Date	01-08-2017 <input type="button" value="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 <input type="button" value="Calendar"/>

Education

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

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	

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	

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	

Add Research

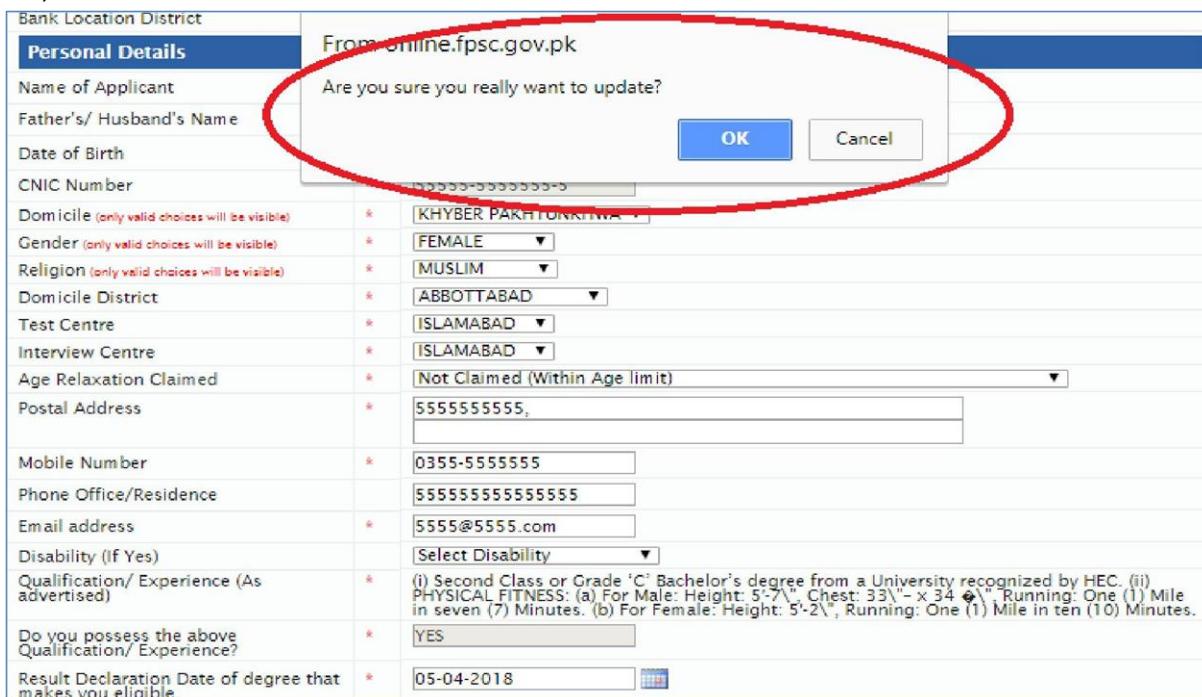
■ Applicants should review their application carefully before submitting it. Once the application has been submitted, applicants will not be able to make changes to it.

Update Application

Cancel

Page 17 of 20

50. 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”.



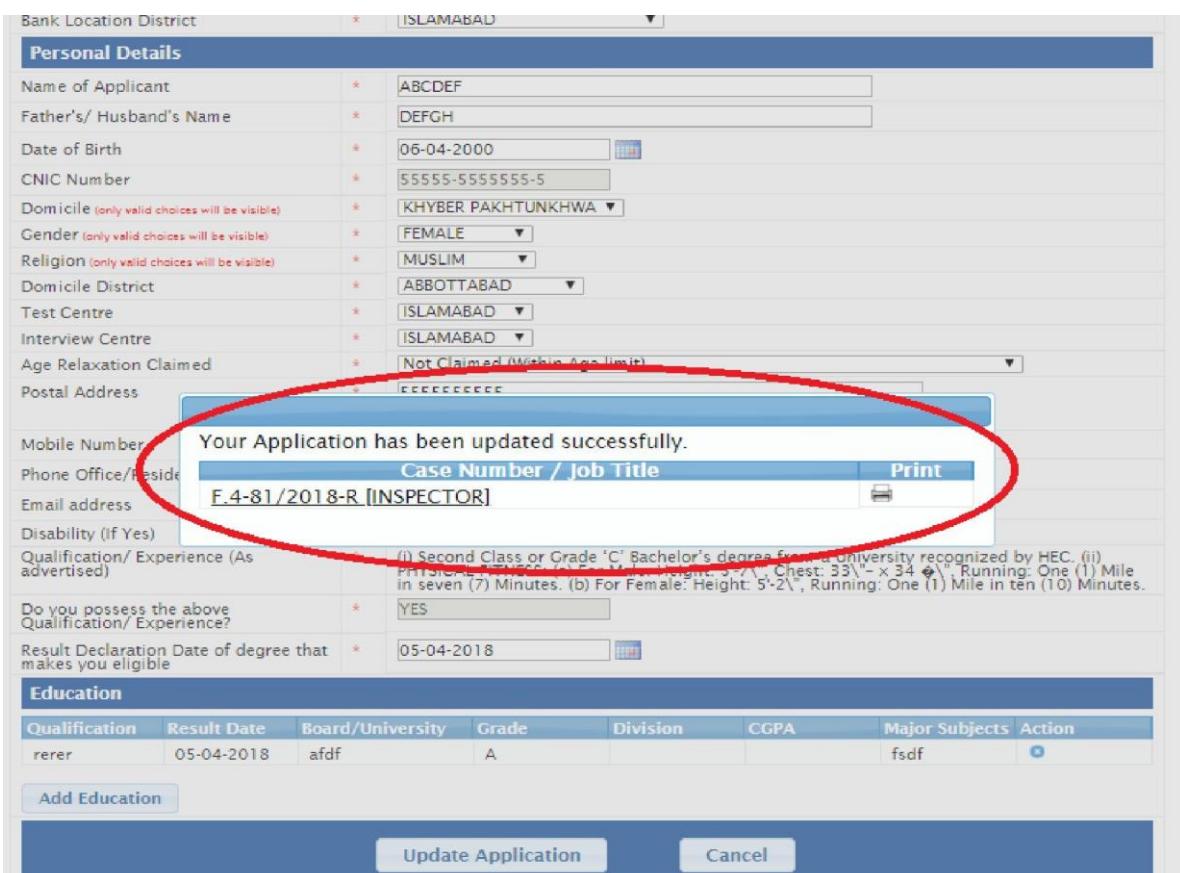
Bank Location District: From online.fpsc.gov.pk

Are you sure you really want to update?

OK **Cancel**

Name of Applicant	
Father's/ Husband's Name	
Date of Birth	
CNIC Number	
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	555555555555555
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

51. 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.



Your Application has been updated successfully.

Case Number / Job Title **Print**

E-4-81/2018-R [INSPECTOR]

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	EEEEEEEEE
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	

Add Education **Update Application** **Cancel**

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

FEDERAL PUBLIC SERVICE COMMISSION



Website: www.fpsc.gov.pk
 Email: fpsc@fpsc.gov.pk
 Fax: (051-9213386-9203410
 UAN: (051-111-000-248

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

Tracking ID
10286485
Date Applied
28-Aug-2025
10:12:31 AM

Consolidated Advertisement No.
 Case No.
 Subject (If Applicable)
 Name of Post Applied for
 Application Fee Paid of Rs.
 Fee deposited Date

03/2025
 F4-106/2025-R

JOINT DIRECTOR LEGAL AFFAIRS(HS-19)
 2500



- 1) Name of Applicant: **TEST TEST**
 2) Father/s/ Husband's Name: **TEST TEST**
 3) Date of Birth: **15-04-1998**
 4) CNIC Number: **11111-11111111-1**
 5a) Gender: **MALE**
 6a) Self Domicile: **PUNJAB**
 c) Issuance Date of Domicile: **08-08-2025**
 7a) Test Centre: **DIKHAN**
 c) Whether Govt. Servant?: **Yes**
 8) Age Relaxation Claimed: **NOT CLAIMED (WITHIN AGE LIMIT)**
 9) Postal Address: **TEST TEST**
 10a) Mobile Number: **923000000000**
 c) E-Mail(Primary): **test@test.com**
 11a) Disability Claimed?: **NOT CLAIMED**
 12) Qualification/ Experience(As advertised):
 13a) Do you posses above Qualification/ Experience: **YES**
 13b) Govt employee: **Yes**
 13c) DPC Reference Num: **MOF 25/22/2025**
 b)Date of Issue: **01-08-2017**
 b)Religion: **MUSLIM**
 b)District of Domicile: **ATTOCK**
 b)Interview Centre: **GILGIT**
 b)Phone Office/ Residence:
 d)E-Mail(Secondary):
 b)Helper Required?: **NIL**
 Result Declaration Date: **06-08-2025**
 b)DPC issue date: **01-08-2025**

14) Academic Qualifications:

UNIVERSITY OF CENTRAL PUNJAB, LAHORE

S.No.	Qualification	Result Declaration Date	Board/ University	Grade/ Div/ CGPA	Principal Subjects
1	L.L.B.	01-08-2010	UNIVERSITY OF CENTRAL PUNJAB, LAHORE	First	LAW
2					
3					

Important Instructions for the candidates

- 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.
- Browsers including Microsoft Edge, Mozilla Firefox, Google Chrome etc. are supported (Javascript must be enabled in the browser).

- 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.
- 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: 28-08-2025