

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.

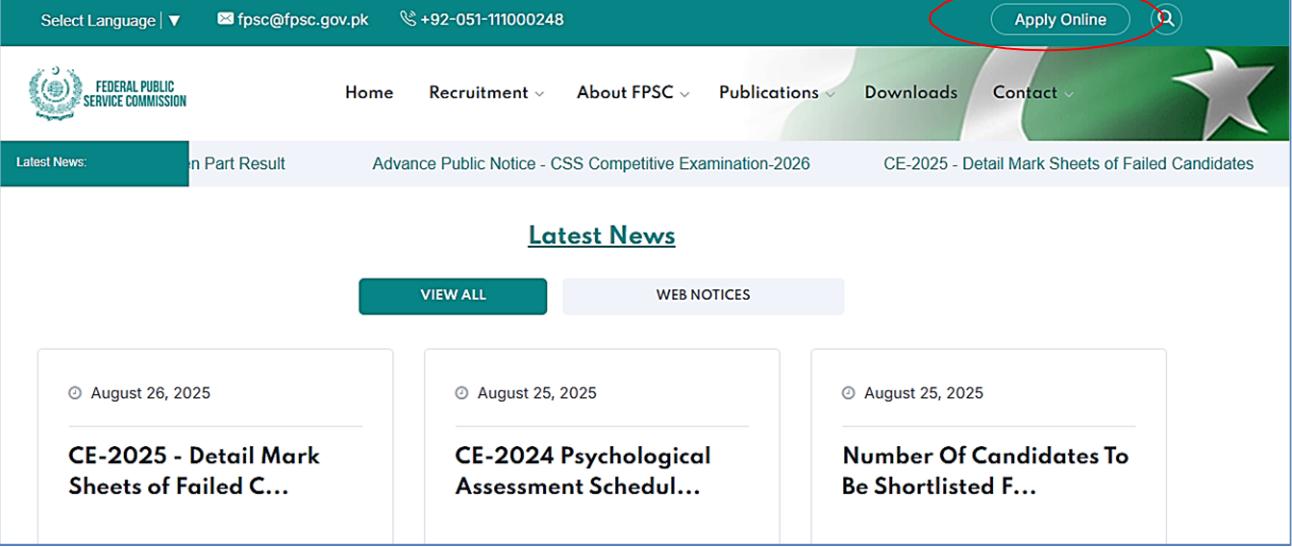
CAUTIONS:

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 'Latest News' section is prominently displayed, featuring three news items with 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...). Below the news section are buttons for 'VIEW ALL' and 'WEB NOTICES'.

17. Click “Apply Online” to proceed

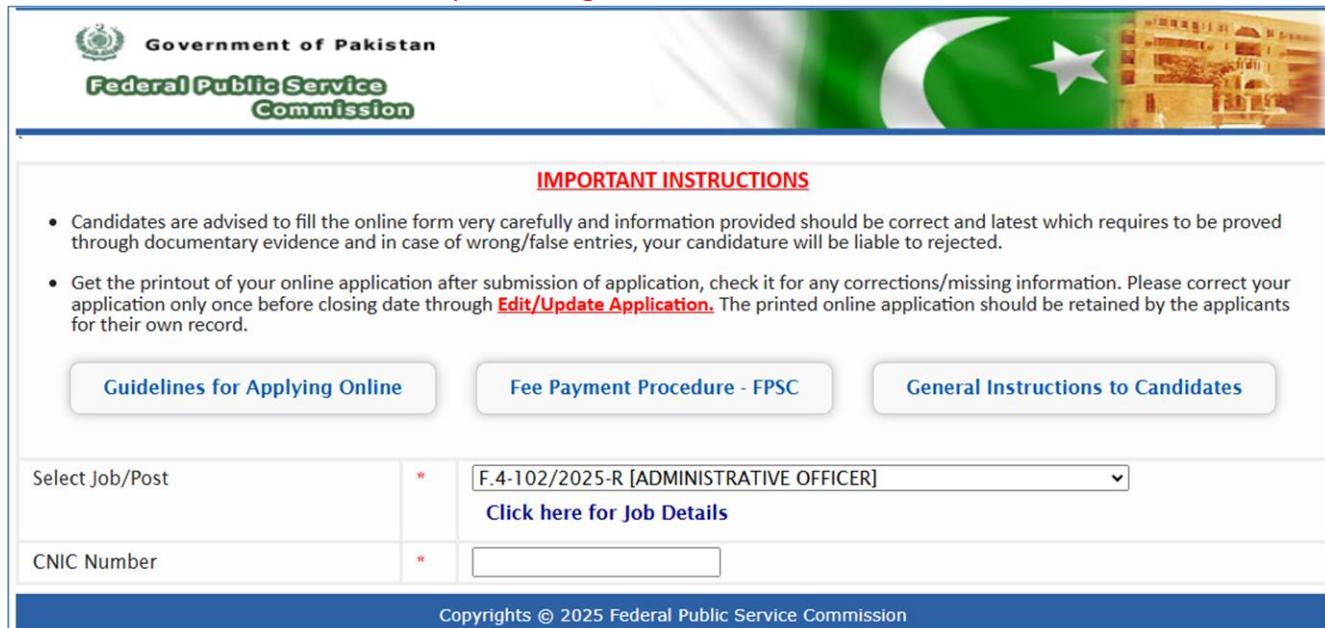


The screenshot shows the 'Online Recruitment System' of the FPSC. At the top, there is a banner with the text 'اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو 2 خری تاریخ کا انتظار نہ کریں اور فوراً آن لائن اپلائی کریں' (If you are eligible for any reason, apply online now). Below the banner, the 'Online Recruitment System' menu is displayed, featuring icons and text for 'Apply Online' (highlighted with a red circle), 'Take Printout', 'Retrieve Tracking ID', 'Download Guidelines for Applying Online', 'Review Your Application (Edit/Update, if required)', and 'Change of Exam/Test Centre'. At the bottom of the page, 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

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.

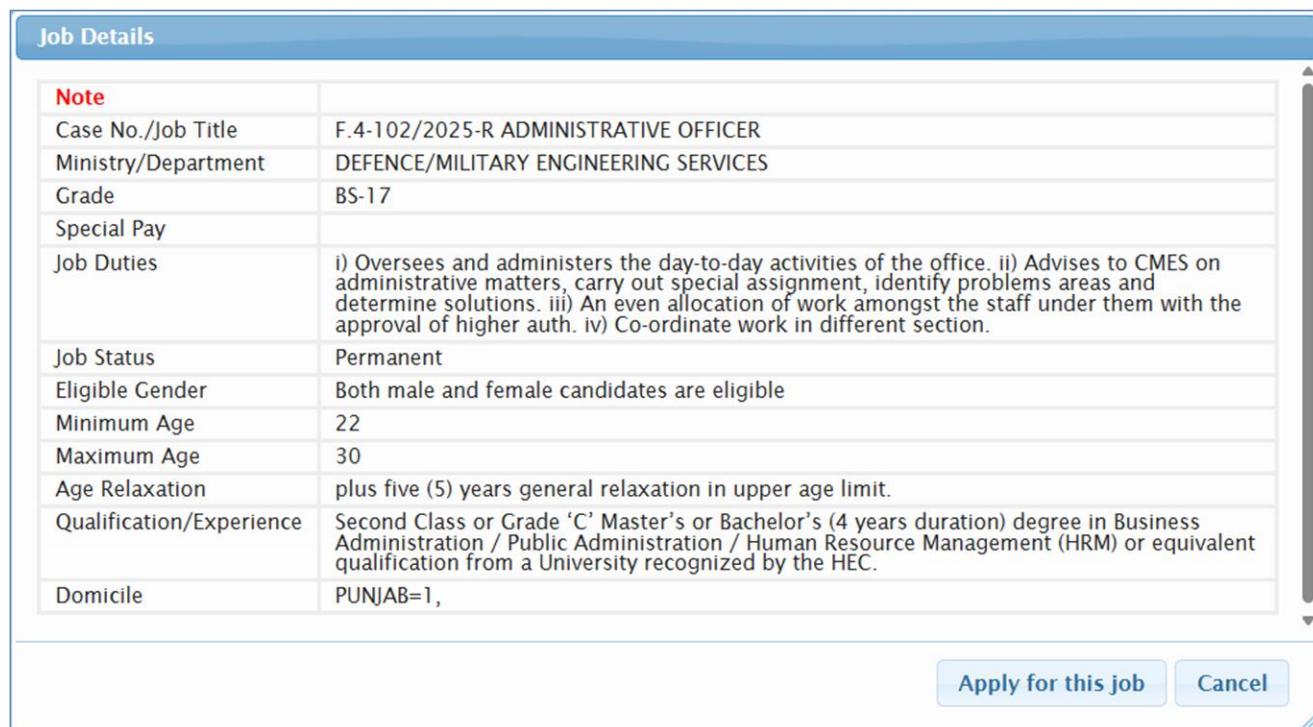


The screenshot shows the FPSC website with the following details:

- Header:** Government of Pakistan, Federal Public Service Commission.
- Section:** IMPORTANT INSTRUCTIONS
- List:**
 - 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/missing information. 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.
- Buttons:** Guidelines for Applying Online, Fee Payment Procedure - FPSC, General Instructions to Candidates.
- Form Fields:**

| | | |
|--|---|--|
| Select Job/Post | * | <input type="text" value="F.4-102/2025-R [ADMINISTRATIVE OFFICER]"/> |
| Click here for Job Details | | |
| CNIC Number | * | <input type="text"/> |
- Copyright:** 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 with the following information:

| Job Details | |
|--------------------------|--|
| Note | |
| 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, |

Buttons: Apply for this job, 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 | * | 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 (only valid choices will be visible) | * | KHYBER PAKHTUNKHWA <input type="button" value="▼"/> | | | |
| Domicile District | * | ABBOTTABAD <input type="button" value="▼"/> | | | |
| Issuance Date of Domicile | * | <input type="text"/>  | | | |
| Gender (only valid choices will be visible) | * | Please Select <input type="button" value="▼"/> | | | |
| Religion (only valid choices will be visible) | * | Please Select <input type="button" value="▼"/> | | | |
| Test Centre | * | Please Select <input type="button" value="▼"/> | | | |
| Interview Centre | * | Please Select <input type="button" value="▼"/> | | | |
| 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? | * | Please Select <input type="button" value="▼"/> | | | |
| Issuance date of transcript that makes you eligible for selected post | * | <input type="text"/>  | | | |
| Whether in Government Service? | * | Please Select <input type="button" value="▼"/> | | | |
| Enter Verification Code | * |    | | | |
| <small>Only after payment against PSID, you can proceed to step 2 for completion and final submission of application.</small> | | | | | |
| <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 | | | | | | |
|---|--|--|---|-----------------------------|--------------------------|------------------|---------------------------------|----------------------|
| Select Job * <div style="border: 1px solid #ccc; padding: 2px; width: 100%; margin-top: 5px;">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%; margin-top: 5px;">66666-6666666-6</div> | <div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Please pay fee against the PSID Number 10163010286463, to proceed further.</div> <div style="background-color: #667380; color: white; padding: 5px; text-align: center; margin-top: 10px;">Re-check Payment Status</div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold; margin-bottom: 5px;"><u>FEE PAYMENT</u></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. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> <div style="text-align: center; margin-top: 10px;"> Download Challan containing your PSID# 10163010286463 </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 | | | | | | | |

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 | * | F-4-112K/2025-R [ASSISTANT PROFESSOR (FEMALE)] ZOOLOGY <input style="width: 20px; height: 15px; border: 1px solid black;" type="button" value="▼"/> |
| Click here for Job Details | | |
| CNIC Number | * | <input 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 type="text" value="teset test"/> |
| Domicile <small>(only valid choices will be visible)</small> | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="GILGIT-BALTISTAN"/> |
| Domicile District | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="SKARDU"/> |
| Issuance Date of Domicile | * | <input type="text" value="01-08-2025"/> <input style="width: 20px; height: 25px; border: 1px solid black;" type="button" value="Calendar"/> |
| Gender <small>(only valid choices will be visible)</small> | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="FEMALE"/> |
| Religion <small>(only valid choices will be visible)</small> | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="MUSLIM"/> |
| Test Centre | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="DIKHAN"/> |
| Interview Centre | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" 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: 150px; height: 25px; border: 1px solid black;" type="button" value="Yes"/> |
| Issuance date of transcript that makes you eligible for selected post | * | <input type="text" value="01-08-2025"/> <input style="width: 20px; height: 25px; border: 1px solid black;" type="button" value="Calendar"/> |
| Whether in Government Service? | * | <input style="width: 150px; height: 25px; border: 1px solid black;" type="button" value="Yes"/> |
| DPC/NOC issued? (If Yes) | * | <input type="text" value="01-08-2025"/> <input style="width: 20px; height: 25px; border: 1px solid black;" type="button" value="Calendar"/> |

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 |

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.

[Add Education](#)

Course

Please enter your Course/training if any

[Add Course](#)

Research/Publications/Papers/Articles

Please enter your research if any

[Add Research](#)

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.

[Add Experience](#)

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.

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

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 | |

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)**


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

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)

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

61. Following screen will appear

Retrieve Tracking ID

| | | |
|---|---|--|
| CNIC | * | <input type="text"/> |
| Enter Verification Code | * |  85334 fpsc.gov.pk |
| <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

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.

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 | * | |
| <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="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 | [X] |

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 | [X] |

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 | [X] |

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 | [X] |

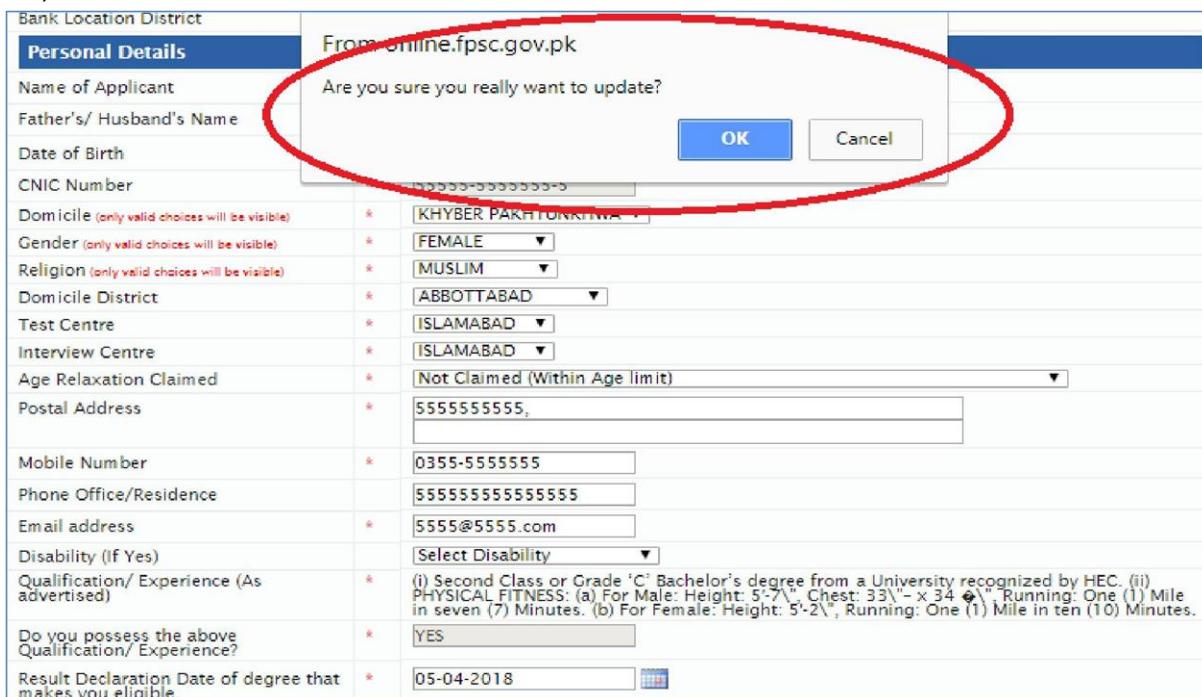
Add Research

■ 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”.



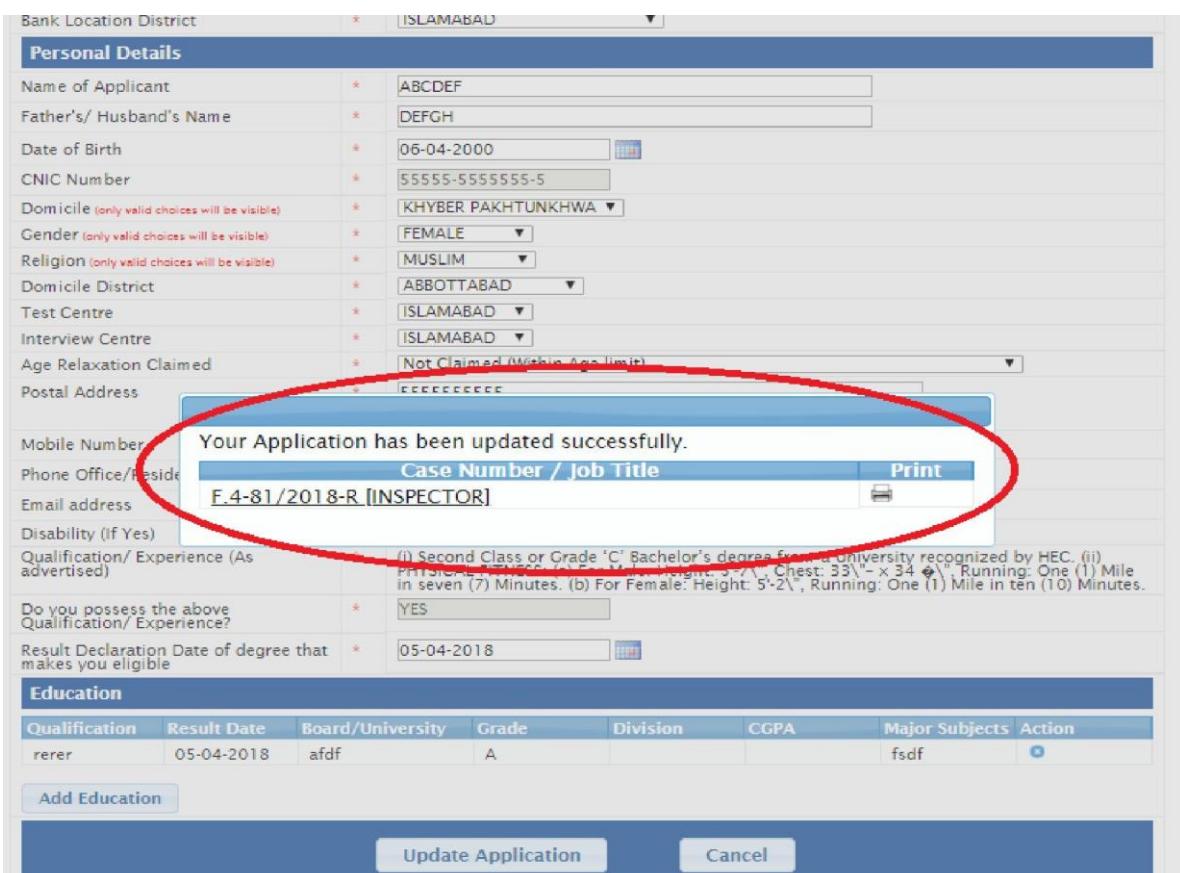
Bank Location District: From online.fpsc.gov.pk

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.



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 | 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