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 it's 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.

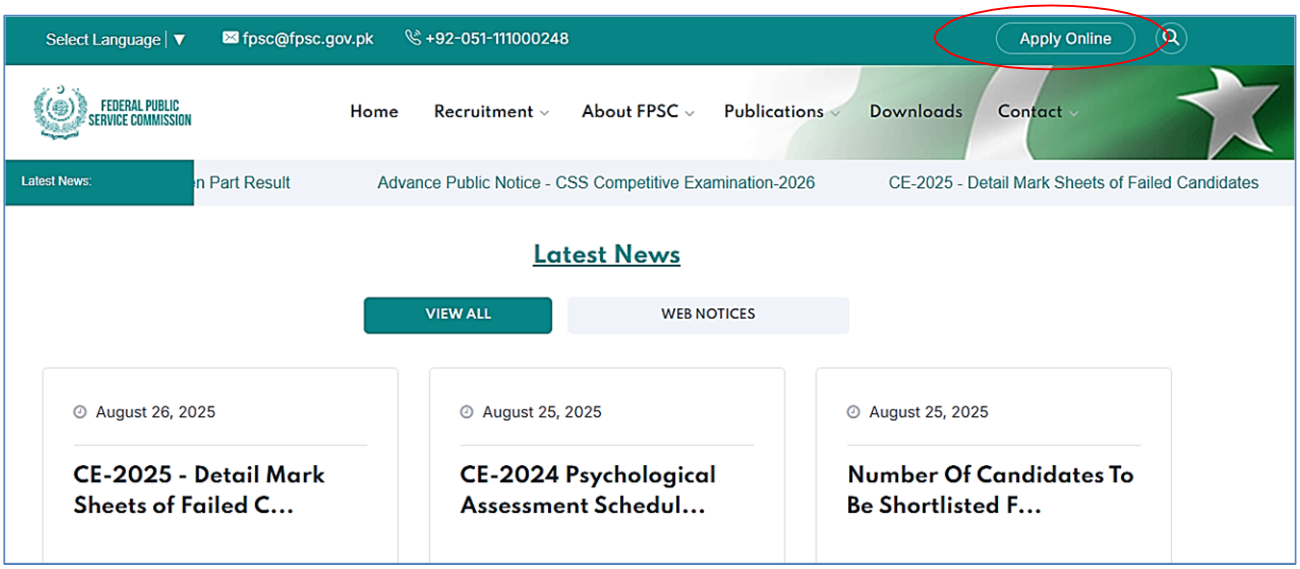
14. Aspirants are advised to fill the online form very carefully and information provided should be correct and latest which requires to be proved through documentary evidence at later stage and if wrong/false entries are observed, your candidature would be rejected.

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.

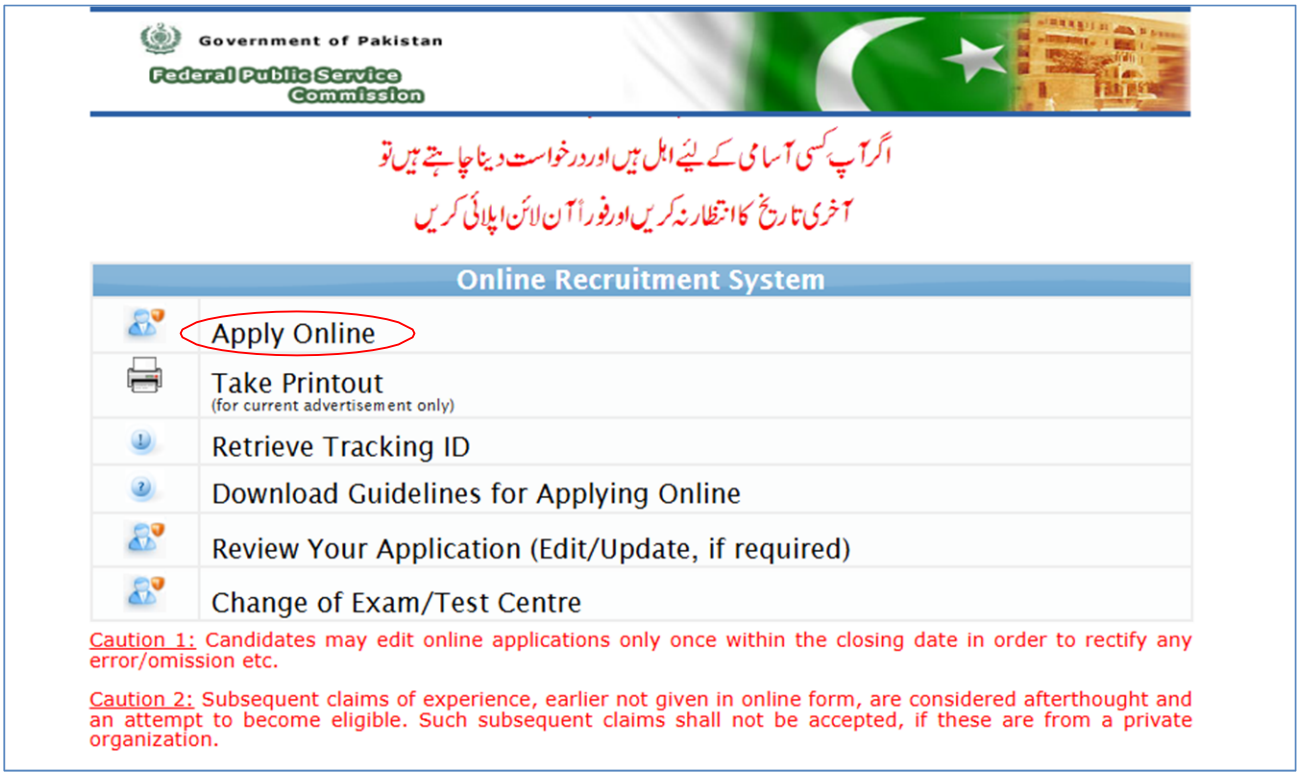
DETAIL ILLUSTRATION OF ONLINE APPLICATION SUBMISSION

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



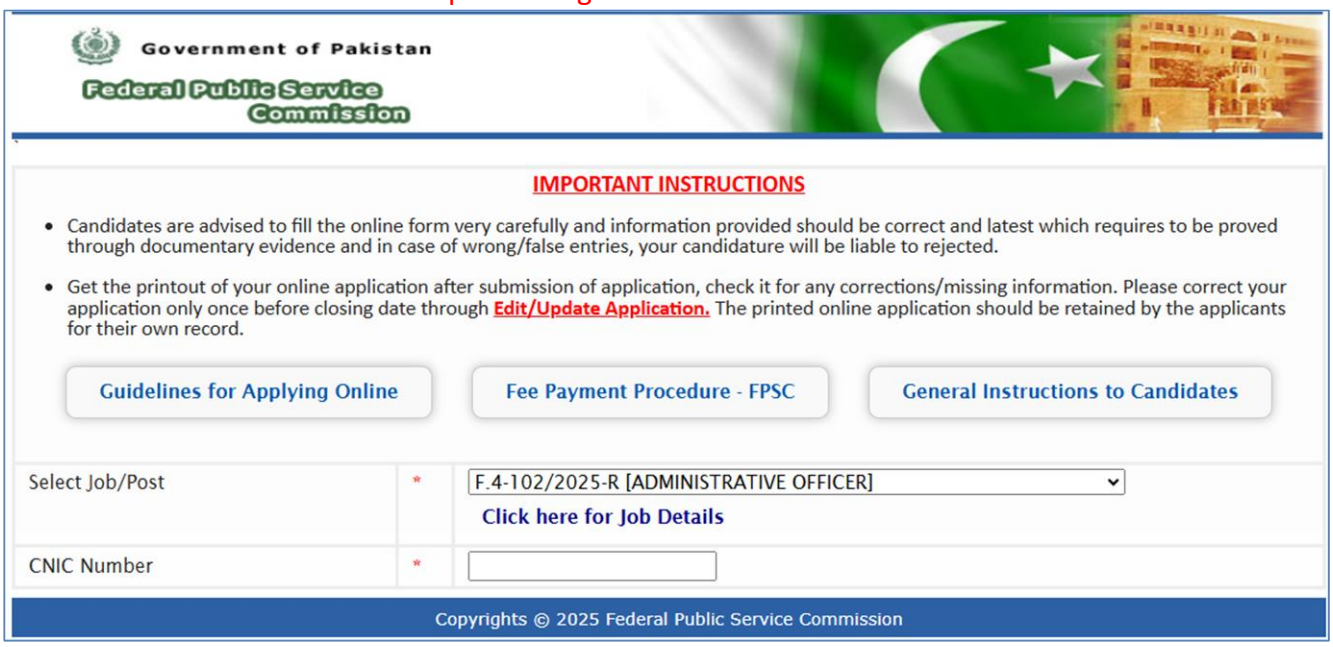
17. Click “Apply Online” to proceed



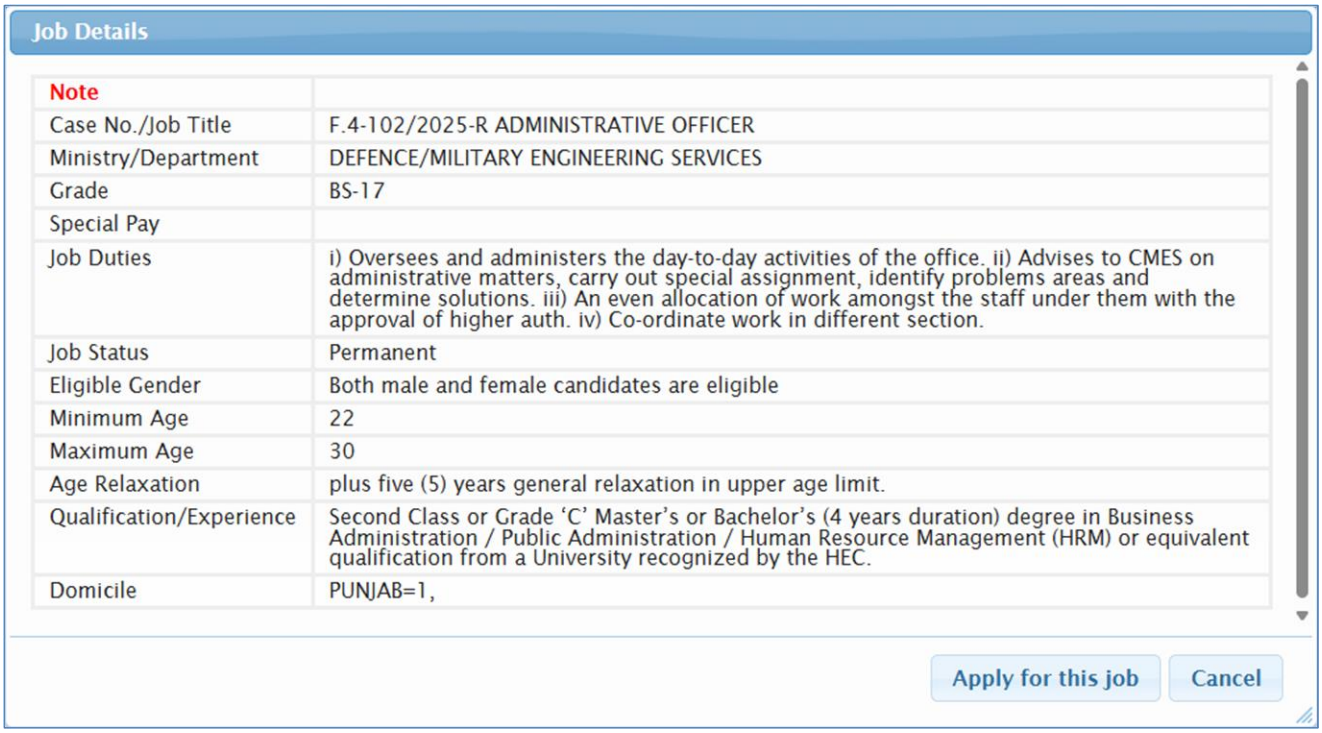
Step-1

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.

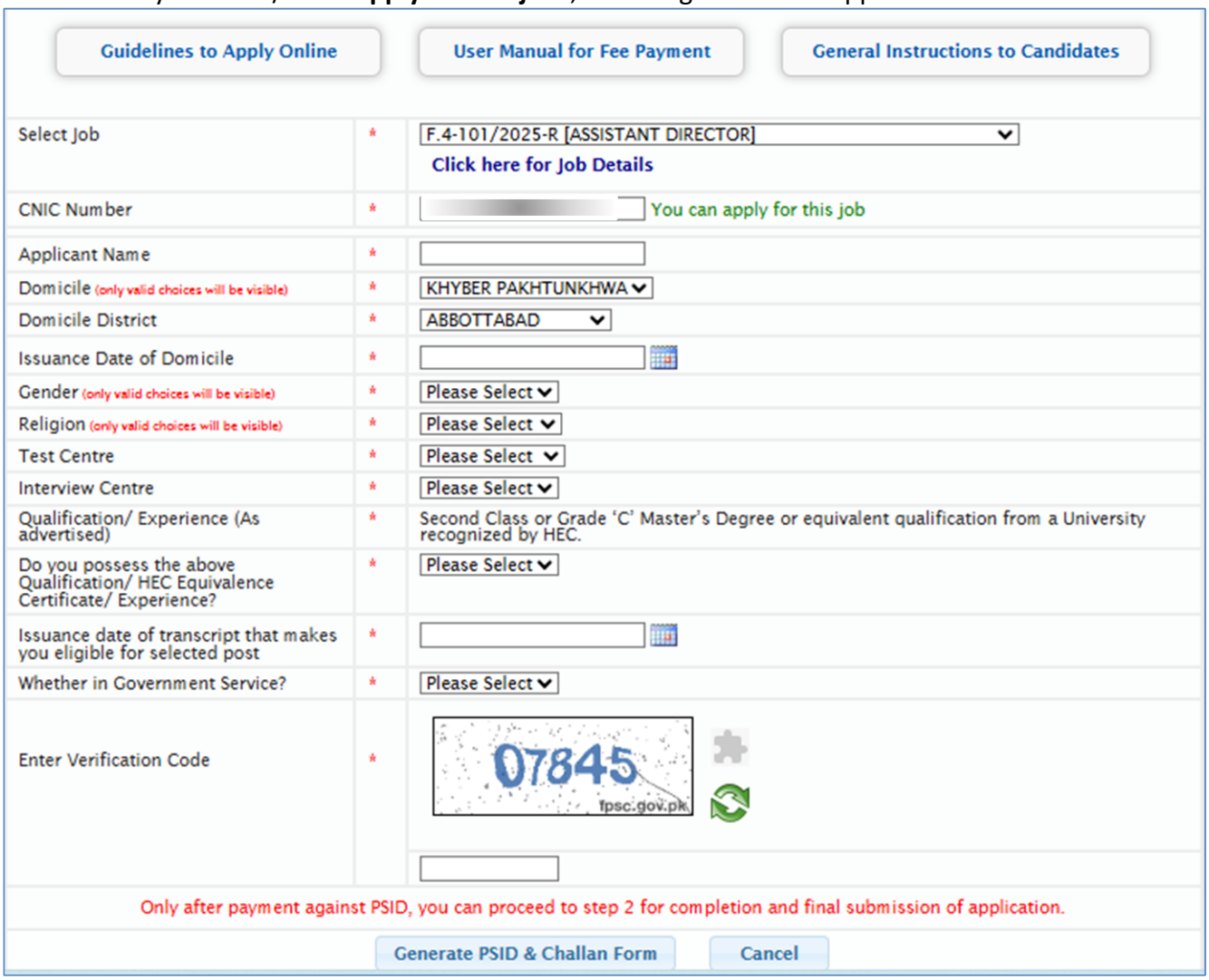


19. Upon selection of the required job/post, the detailed requirements for the selected job will appear as below;



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



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.

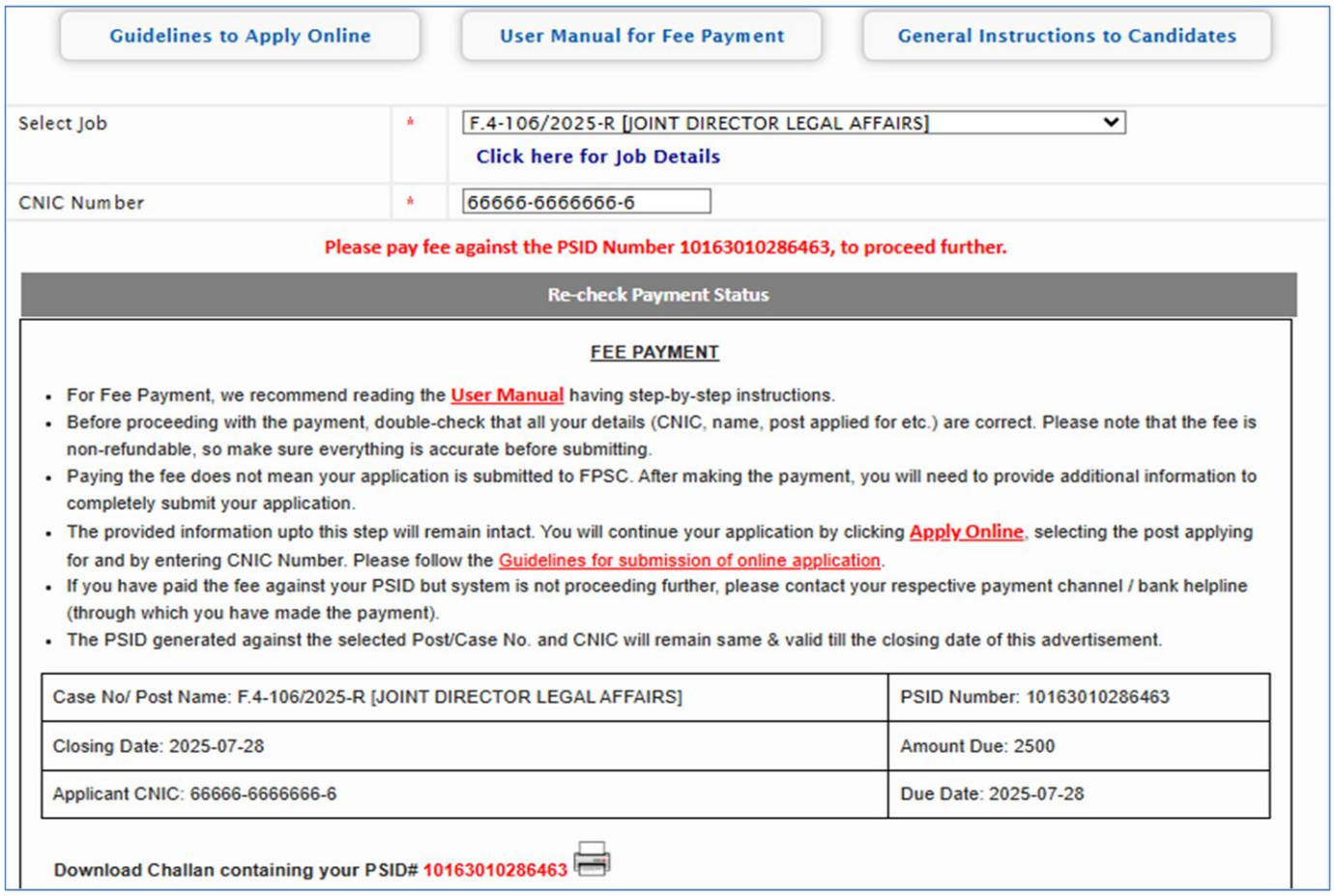
24. System does not allow submission of more than one application against same CNIC number for the same post. If you have already applied for the post, system will display appropriate message.

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.



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.

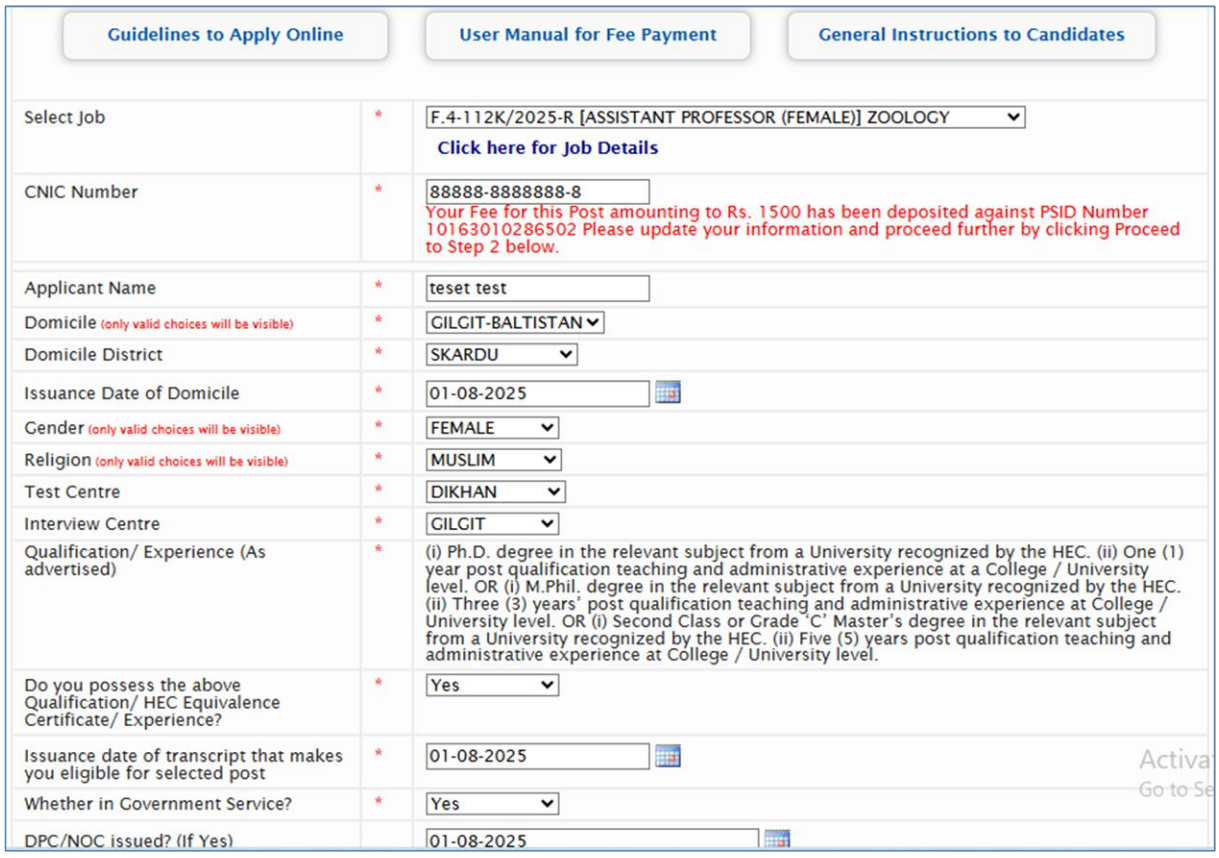
Note: (Payment against PSID Number generated through the system is the only and mandatory requirement for successful submission of Online Application.)

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"."

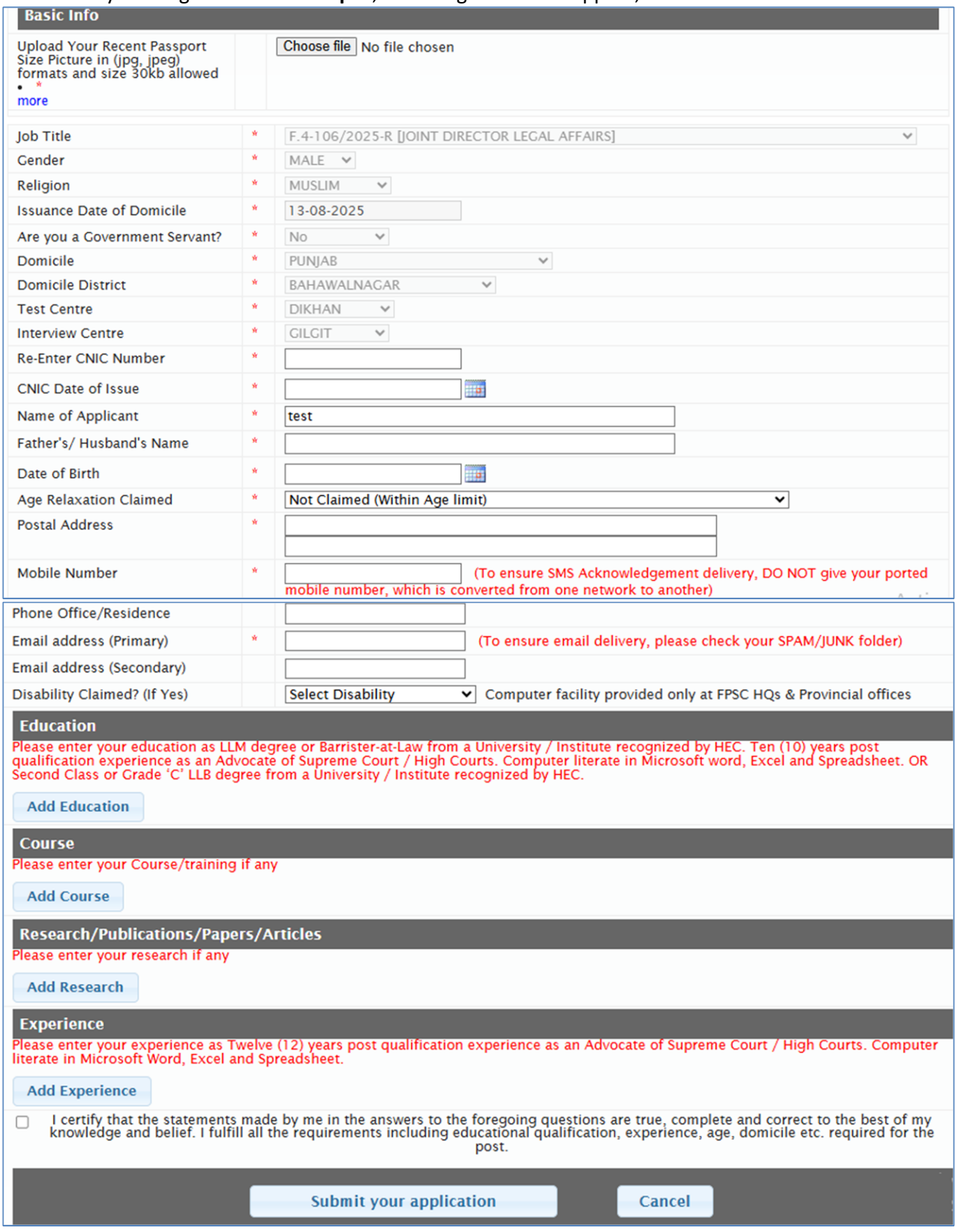


41. Update your information already provided at Step-1 if required, otherwise click "**Proceed to Step2**".

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 — Choose file — No file chosen

Job Title	*	F.4-106/2025-R [JOINT DIRECTOR LEGAL AFFAIRS]
Gender	*	MALE
Religion	*	MUSLIM
Issuance Date of Domicile	*	13-08-2025
Are you a Government Servant?	*	No
Domicile	*	PUNJAB
Domicile District	*	BAHAWALNAGAR
Test Centre	*	DIKHAN
Interview Centre	*	GILGIT
Re-Enter CNIC Number	*	
CNIC Date of Issue	*	
Name of Applicant	*	test
Father's/ Husband's Name	*	
Date of Birth	*	
Age Relaxation Claimed	*	Not Claimed (Within Age limit)
Postal Address	*	
Mobile Number	*	(To ensure SMS Acknowledgement delivery, DO NOT give your ported mobile number, which is converted from one network to another)
Phone Office/Residence		
Email address (Primary)	*	(To ensure email delivery, please check your SPAM/JUNK folder)
Email address (Secondary)		
Disability Claimed? (If Yes)		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

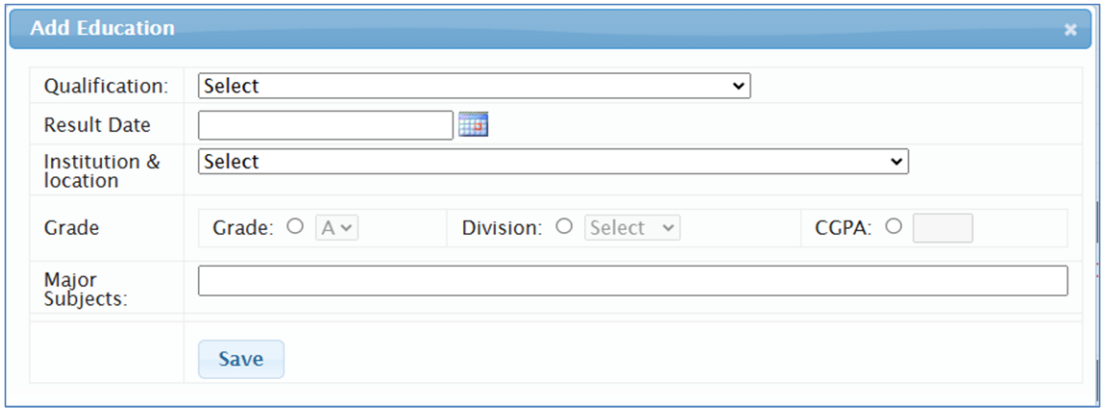
☐ I certify that the statements made by me in the answers to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I fulfill all the requirements including educational qualification, experience, age, domicile etc. required for the post.

Submit your application — Cancel

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:

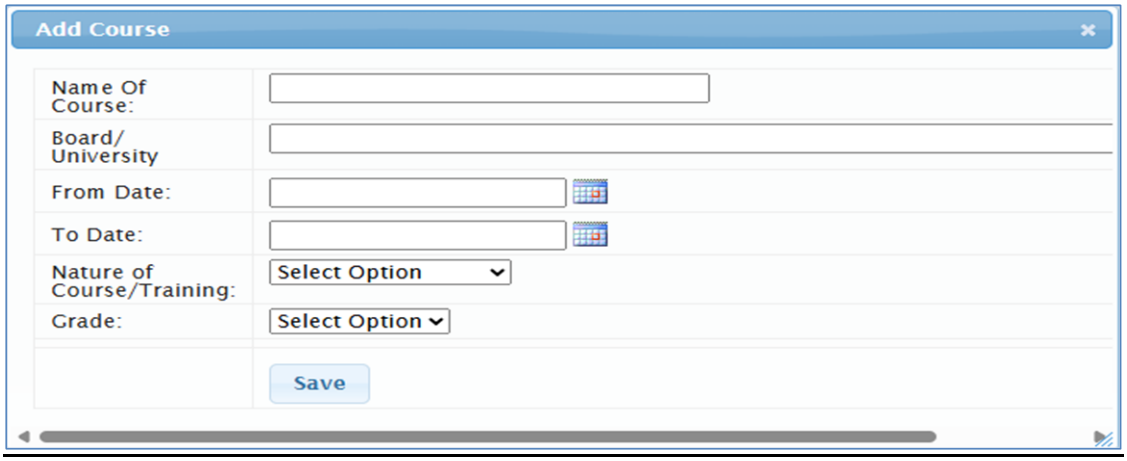
46. Click "**Add Education**" option to add education details as mentioned in the advertisement (You must possess the required degree as mentioned on screen. Do not apply, if you do not possess the required degree).Following screen will appear



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”

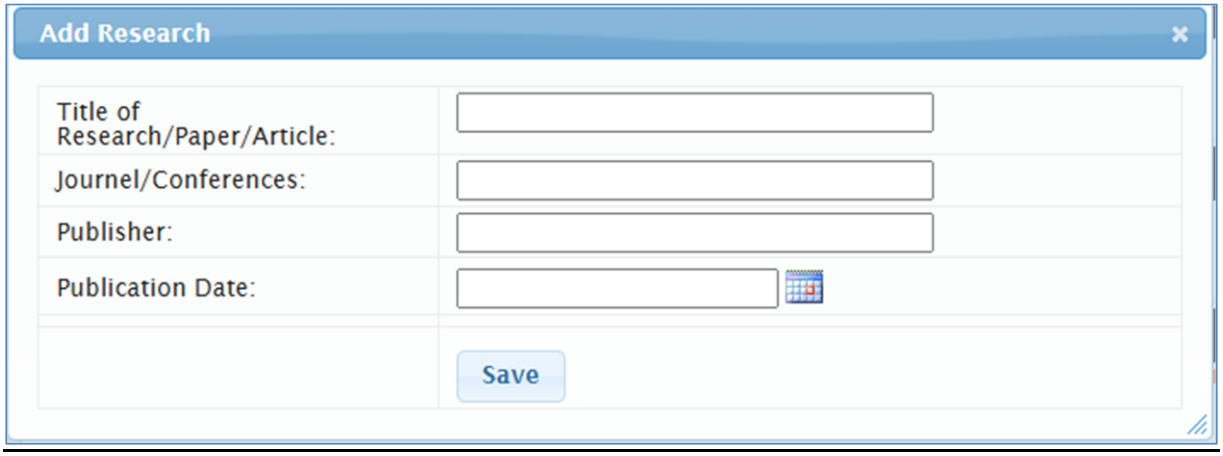
v. Select appropriate option from “Grade”

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



i. Enter “Title of Research/Paper/Article”.

ii. Enter “Journal/Conferences”.

iii. Enter “Publisher”.

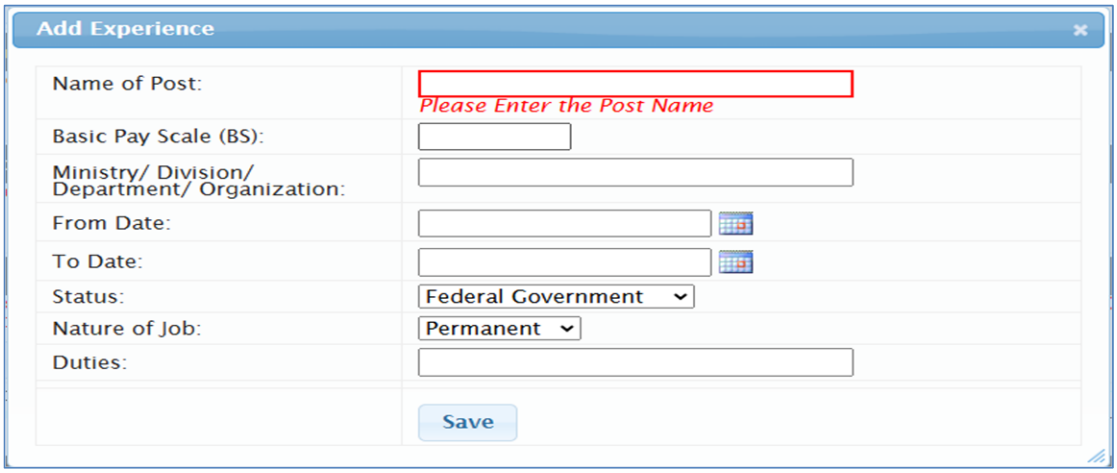
iv. Select “Publication Date” from calendar.

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



i. Enter the “Name of Post”.

ii. Enter “Basic Pay Scale (BS)”, if any.

iii. Enter the “ Ministry/ Division/ Department/ Organization” name.

iv. Select “From Date” and “To Date” from the calendar.

v. Select “Status” and “Nature of Job” from List of Values.

vi. Enter “Duties” performed in a concise manner.

vii. Click “Save” button to save the experience record.

viii. Repeat above to further add Experience Records, if any. (Add 5 most relevant records)

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

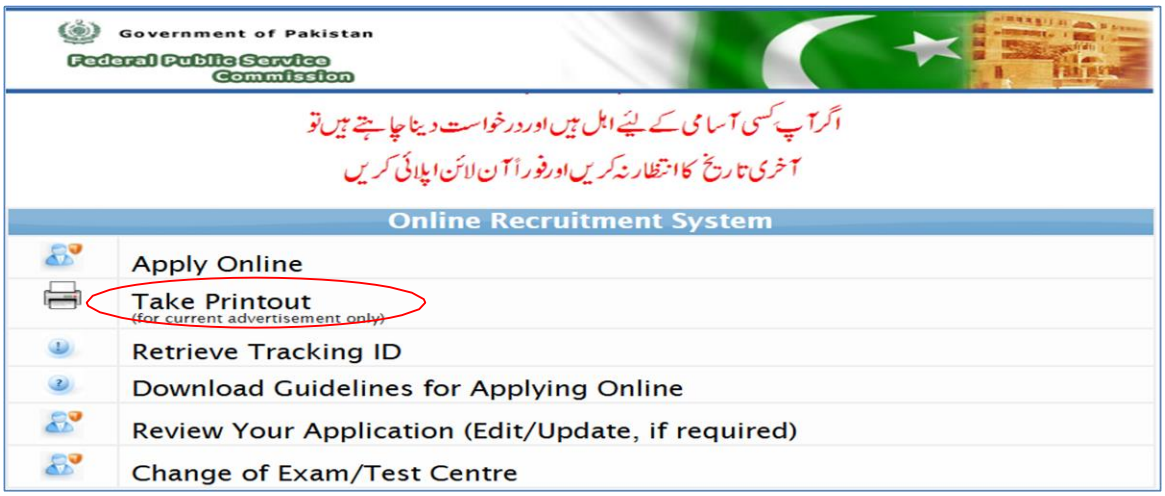
51. Read the undertaking at the bottom before clicking “Submit Your Application”, select the undertaking checkbox and click the “Submit Your Application” button.

52. Upon submitting application, following message will appear

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

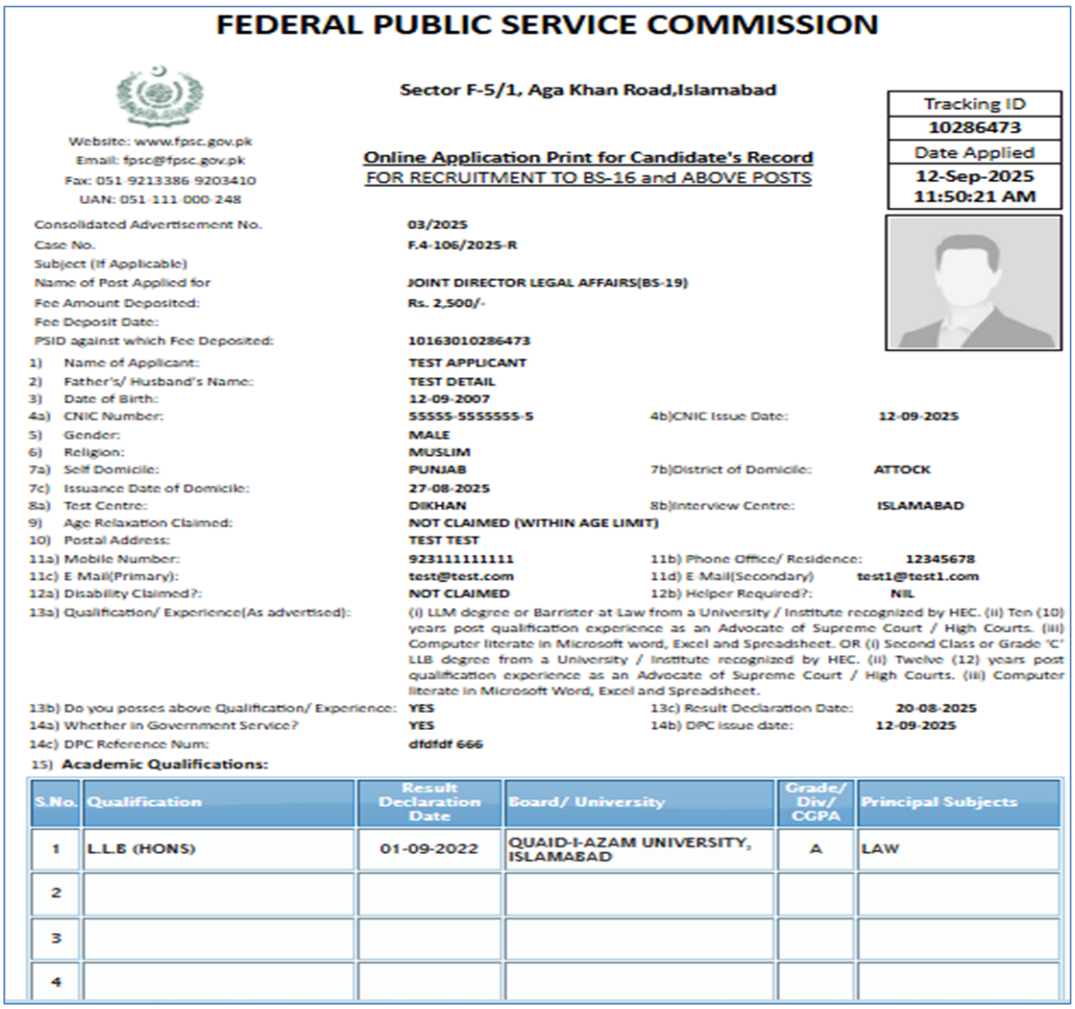
54. Your online application submission process is complete now.

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



56. Following screen will appear

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

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

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)			
Name of Post Applied for	JOINT DIRECTOR LEGAL AFFAIRS(BS-19)		
Fee Amount Deposited:	Rs. 2,500/-		
Fee Deposit Date:			
PSID 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:	55555-5555555-5	4b)CNIC Issue Date:	12-09-2025
5) Gender:	MALE		
6) Religion:	MUSLIM		
7a) Self Domicile:	PUNJAB	7b)District of Domicile:	ATTOCK
7c) Issuance Date of Domicile:	27-08-2025		
8a) Test Centre:	DIKHAN	8b)Interview Centre:	ISLAMABAD
9) Age Relaxation Claimed:	NOT CLAIMED (WITHIN AGE LIMIT)		
10) Postal Address:	TEST TEST		
11a) Mobile Number:	923111111111	11b) Phone Office/ Residence:	12345678
11c) E Mail(Primary):	test@test.com	11d) E Mail(Secondary)	test1@test1.com
12a) Disability Claimed?:	NOT CLAIMED	12b) Helper Required?:	NIL
13a) Qualification/ Experience(As advertised):	(i) LLM degree or Barrister at Law from a University / Institute recognized by HEC. (ii) Ten (10) years post qualification experience as an Advocate of Supreme Court / High Courts. (iii) Computer literate in Microsoft word, Excel and Spreadsheet. OR (i) Second Class or Grade 'C' LLB degree from a University / Institute recognized by HEC. (ii) Twelve (12) years post qualification experience as an Advocate of Supreme Court / High Courts. (iii) Computer literate in Microsoft Word, Excel and Spreadsheet.		
13b) Do you posses above Qualification/ Experience:	YES	13c) Result Declaration Date:	20-08-2025
14a) Whether in Government Service?	YES	14b) DPC issue date:	12-09-2025
14c) DPC Reference Num:	dfdfdf 666		

15) **Academic Qualifications:**

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:**

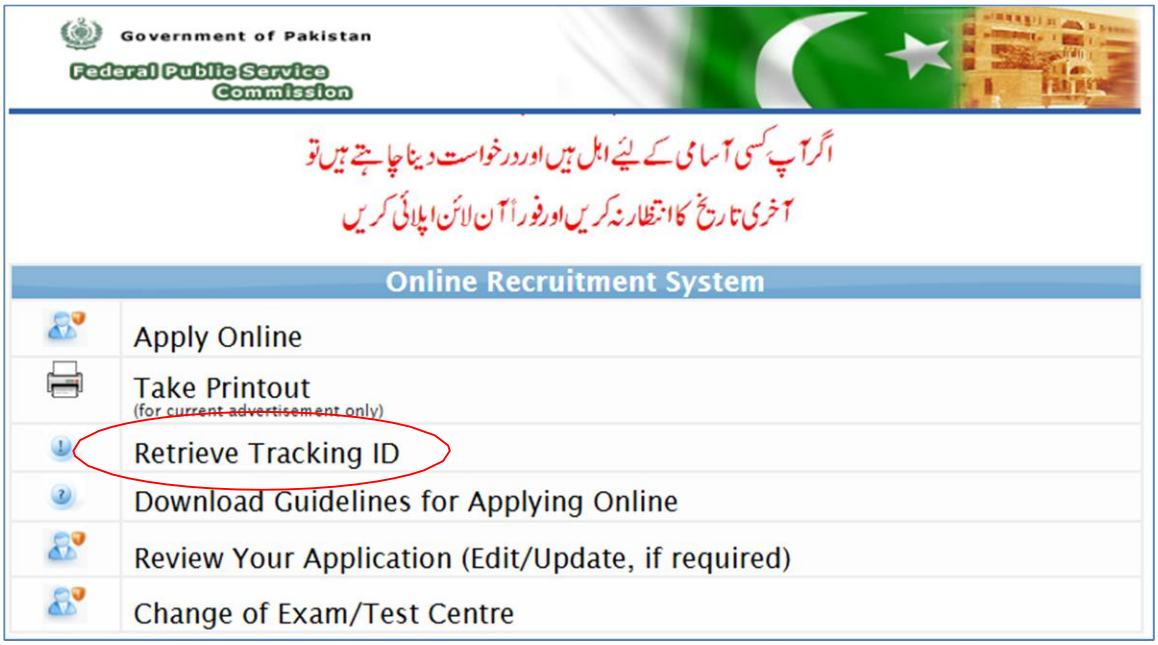
S.No.	Title	Research Journal	Research Publisher	Publish Date
1	RESEARCH	CONFERENCE	PUBLISHER	12-09-2025
2				
3				
4				
5				

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.

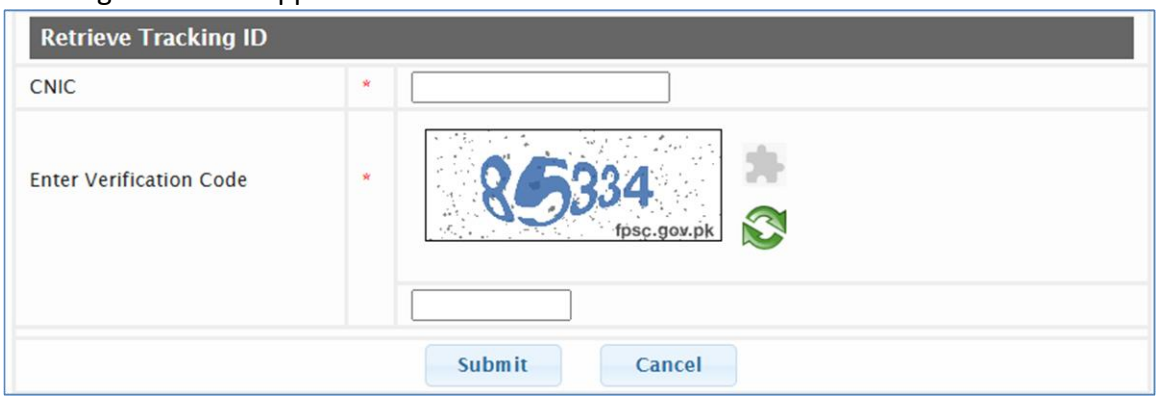
Applicant's Signature

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)



61. Following screen will appear



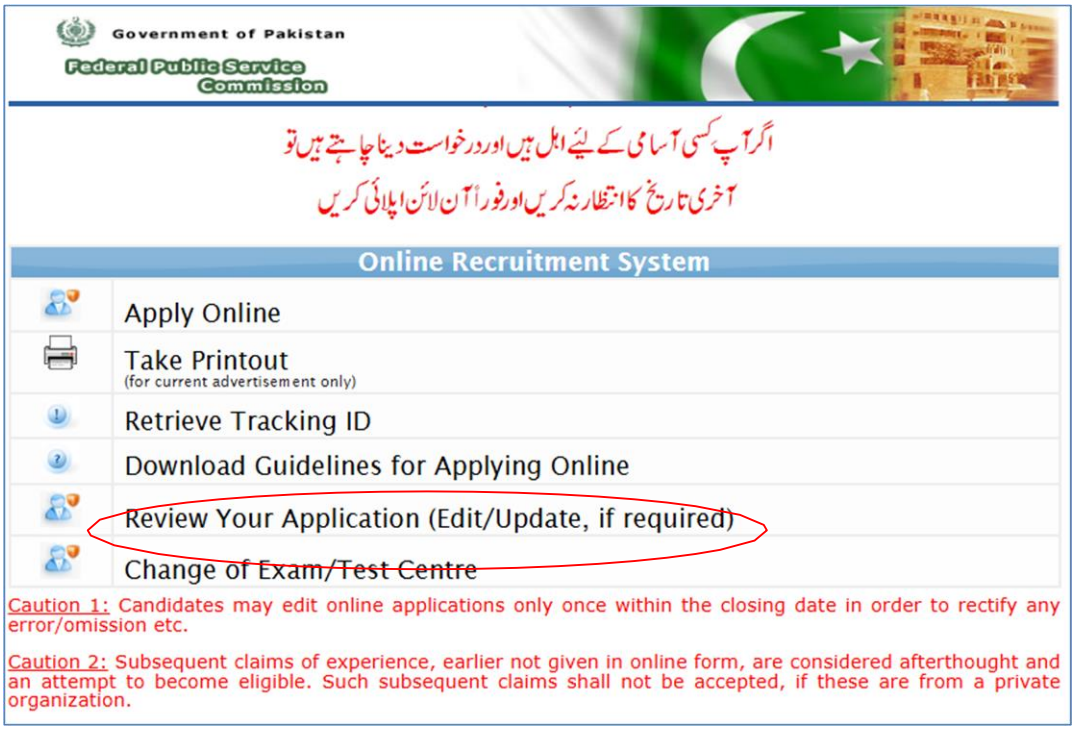
62. Enter your CNIC and Verification Code as displayed. If all the information matches, only then the Tracking ID will be shown by the system. Note the Tracking ID for future reference.

EDIT / UPDATE ONLINE APPLICATION FACILITY

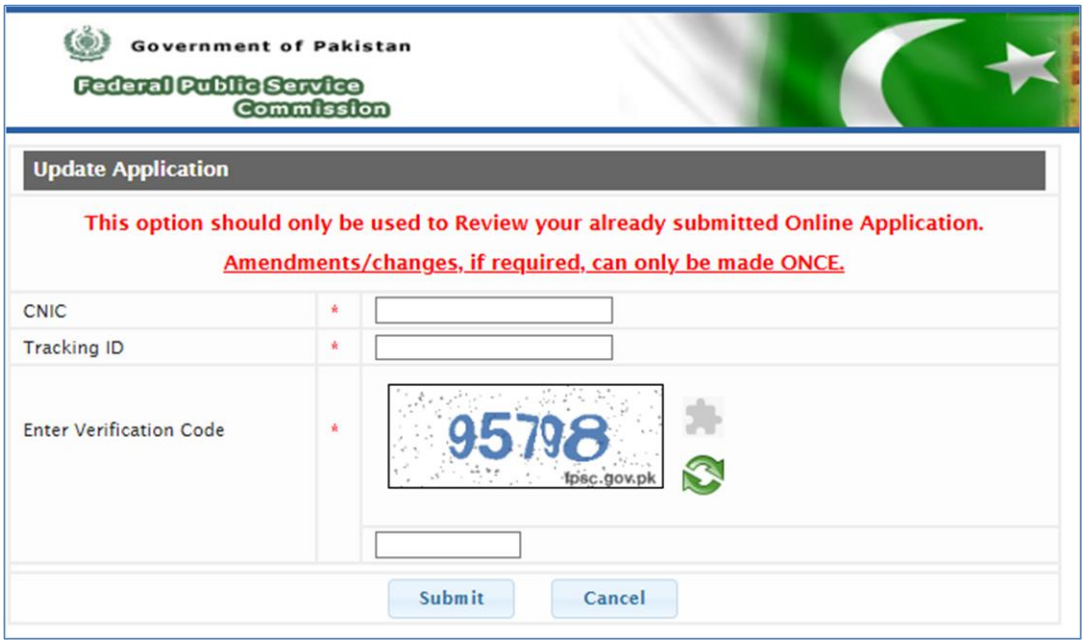
You can only edit your application once after successful submission of application. If your application has not yet been submitted, please follow the following steps to submit your application:

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:



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



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
CNIC Number	*	11111-1111111-1
CNIC Issue Date	*	01-08-2017
Domicile (only valid choices will be visible)	*	PUNJAB
Gender (only valid choices will be visibles)	*	MALE
Religion (only valid choices will be visibless)	*	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

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

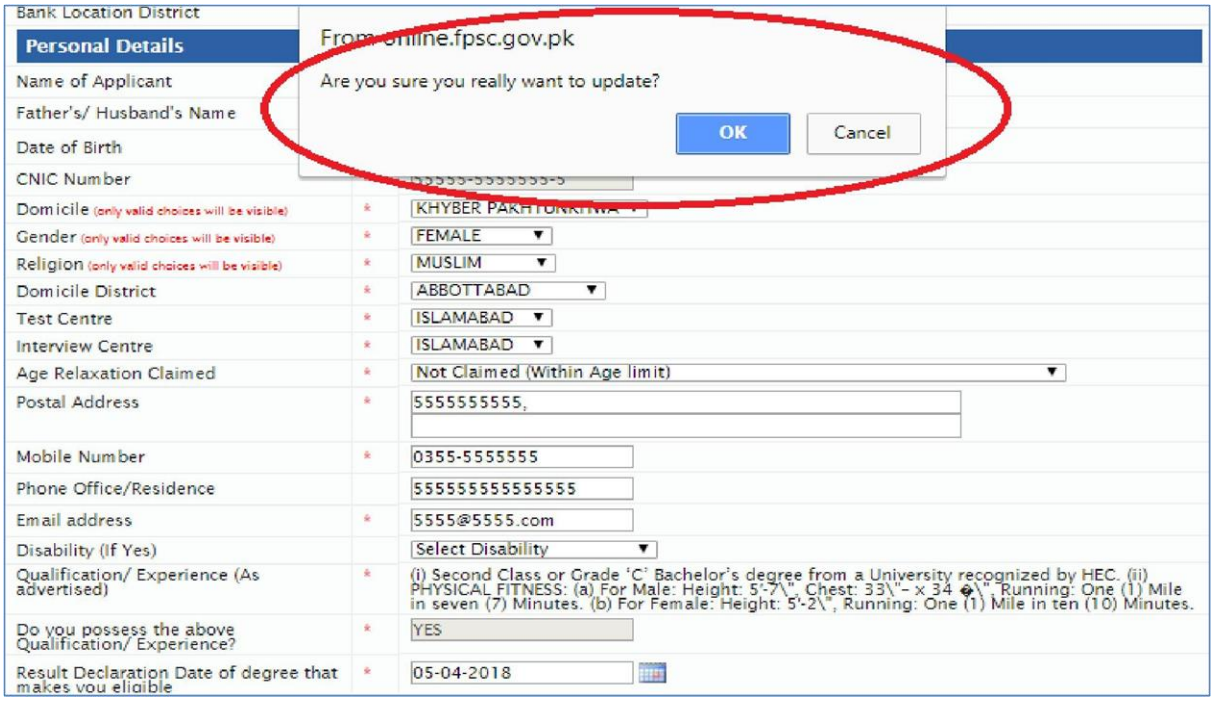
Title of Research/Paper/Article	Journel/Conferences	Publisher	Publishion Date	Delete
ROLE OF AI IN SOCIAL MEDIA	SPIDER, PAKISTAN	SPIDER, PAKISTAN	10-10-2024	

Add Research

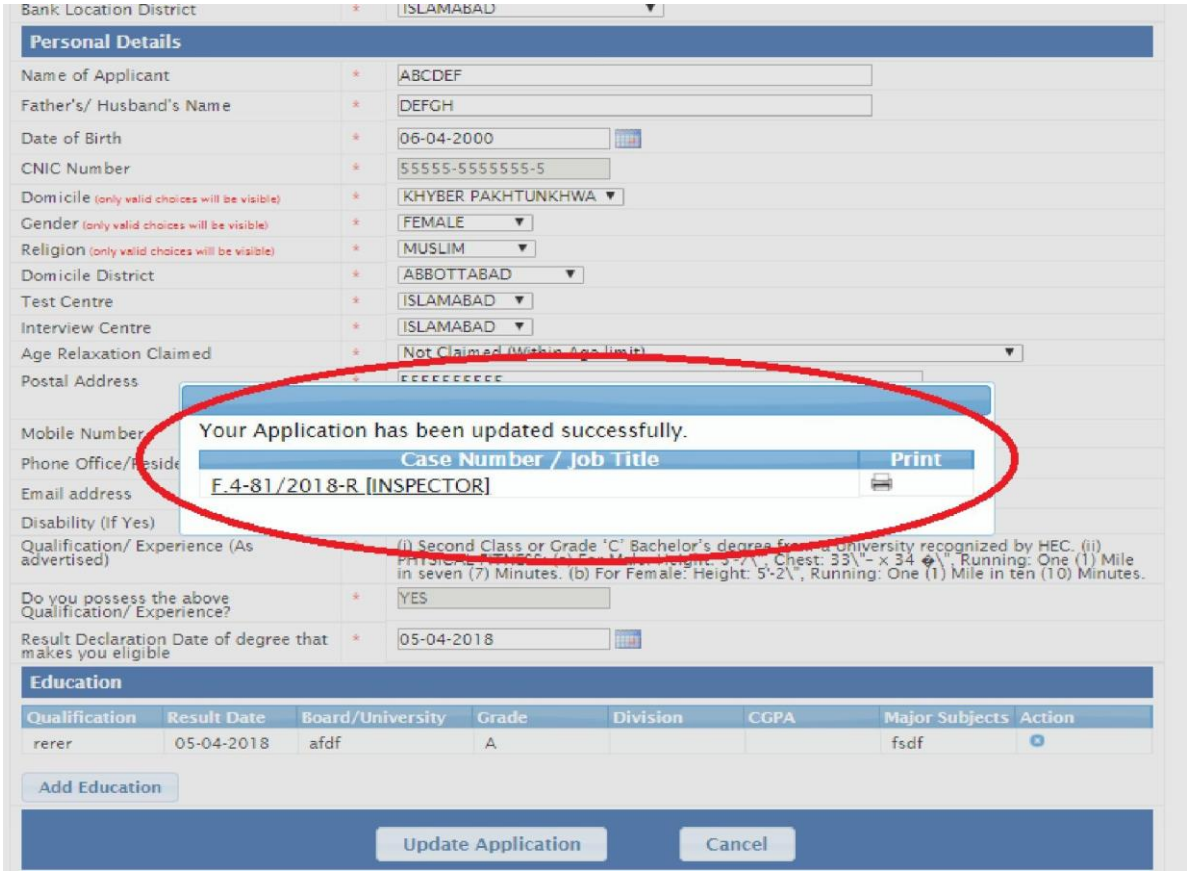
■ Applicants should review their appplication carefully before submitting it. Once the application has been submitted, applicants will not be able to make changes to it.

Update Application Cancel

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".



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.



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