GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR MCQ BASED PRELIMINARY TEST (MPT) FOR COMPETITIVE EXAMINATION (CSS) 2023

It is in the interest of the applicants to study and thoroughly observe the guidelines given in this document while applying online for CSS CE 2023 MPT. The candidates are also advised to thoroughly study "Rules for CE-2019 and onwards", available on FPSC website.

For any query/help regarding MPT, please call on UAN 051-111-000-248 or email at fpsc@fpsc.gov.pk

Only for **technical** assistance regarding Online Application Submission for MPT, please call at 051-9223288 during office hours.

The process of online application submission has 4 stages which are as follows: -

Stage 1: **Registration** of the applicant (Once)

Stage 2: **Create/Edit Profile** of the applicant on the system

Stage 3: **Applying Online**

Stage 4: **Printing** of computer generated pre-filled form

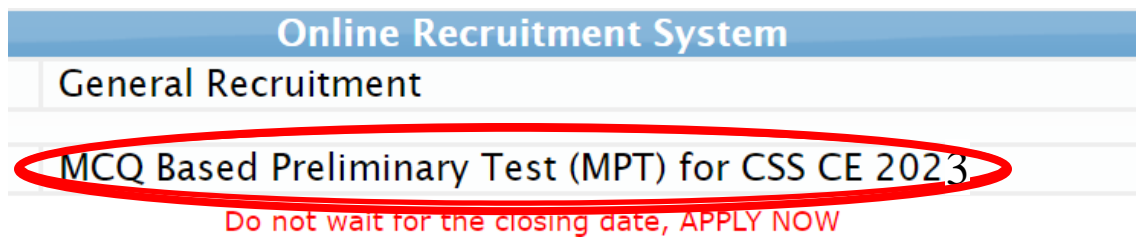The details of each of the above stages are as follows: -

Stage 1: Registration of the Applicant:

Each applicant is required to register himself/herself with the system once before applying. For the purpose, please take following steps;
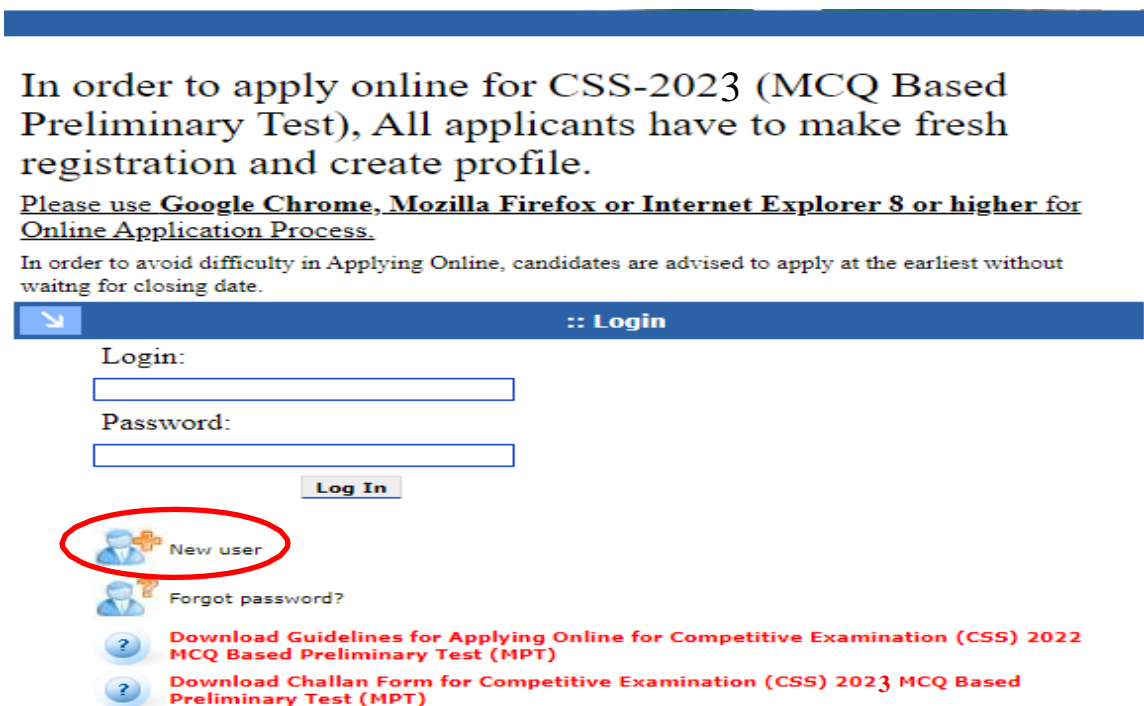
I. Open FPSC's website (www.fpsc.gov.pk) Please use browser **GOOGLE CHROME, MOZILLA FIREFOX, INTERNET EXPLORER 8.0** or higher.

II. Follow the "Apply Online" link

III.   Select "Competitive Examination (CSS) 2023 MPT"

Online Recruitment System

General Recruitment

MCQ Based Preliminary Test (MPT) for CSS CE 2023

Do not wait for the closing date, APPLY NOW

IV.   Select "New User" option as displayed under

In order to apply online for CSS-2023 (MCQ Based Preliminary Test), All applicants have to make fresh registration and create profile.

Please use **Google Chrome, Mozilla Firefox or Internet Explorer 8 or higher** for Online Application Process.

In order to avoid difficulty in Applying Online, candidates are advised to apply at the earliest without waitng for closing date.

:: Login
Login:
Password:
Log In

New user

Forgot password?

Download Guidelines for Applying Online for Competitive Examination (CSS) 2022 MCQ Based Preliminary Test (MPT)

Download Challan Form for Competitive Examination (CSS) 2023 MCQ Based Preliminary Test (MPT)

V.   Following screen will appear

:: Registration Information

Note:-Please enter following information very carefully specially your **Name, CNIC and Email Address,** as these fields will be used in your CSS Application and no change will be allowed after registration.

|		
Candidate Full Name *		As per your Matric Certificate.
Login *		Minimum 4 characters. Only Alphabet A-Z and numbers 0-9 allowed
Password *		Minimum 6 characters
Confirm Password *		Minimum 6 characters
Email Address *		*Email Address must be valid and active.
Computerized NIC No *		e.g. 12345-1234567-1
Verification Code	6 4 9 6	
Enter above Verification Code *		

Submit   **Clear Form**   **cancel**

At registration screen, candidates **MUST** enter the following information in the relevant box. (If any information is not entered, the system will not proceed to the next stage)

a. Full Name: Candidate's full name <u>as per Matric certificate</u>.
b. Login: By which a candidate would like to be registered. (Only Alphabets, Numbers are accepted). Pl remember your login
c. Password: Minimum of 6 characters. (Case Sensitive)
d. Confirm Password: Same as Password field
e. Email Address: active E-mail address of candidate. (Must be a valid sequence of emails e.g. abc@xyz.com)
f. Computerized NIC: Computerized National Identity Card No. of candidate. (Enter without dashes),
g. Verification Code: As displayed immediately above the box. (e.g. 66496)

Note: Please enter your CNIC, Name and Email Address very carefully as the same cannot be changed after submission. Please also ensure to remember your email address which you mentioned while registering with FPSC.

VI.   Select "Submit" button and wait

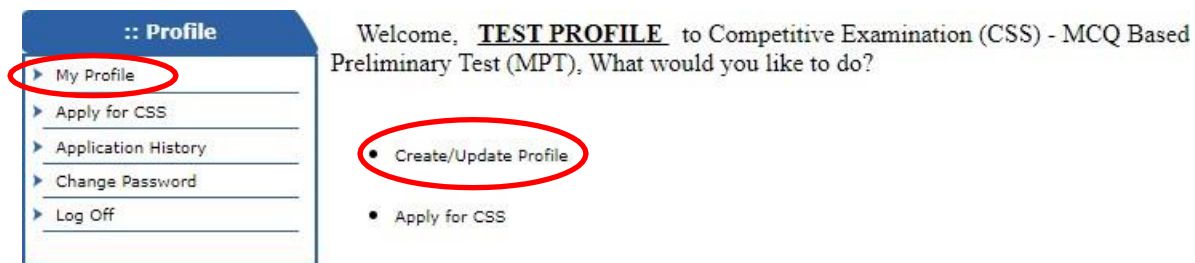VII.   Following message box will be displayed on successful registration

Your Login has been created

OK
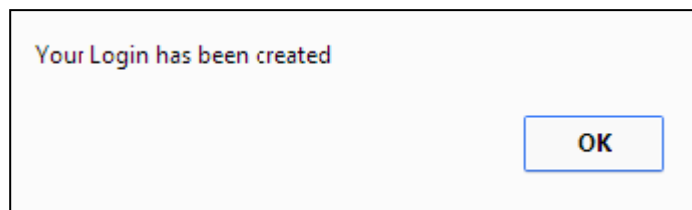
VIII.   Select "OK".

IX.   The Login Screen as on IV will re-appear

X.   Enter your "Login" and "Password" as already chosen at the stage of registration in the relevant boxes.
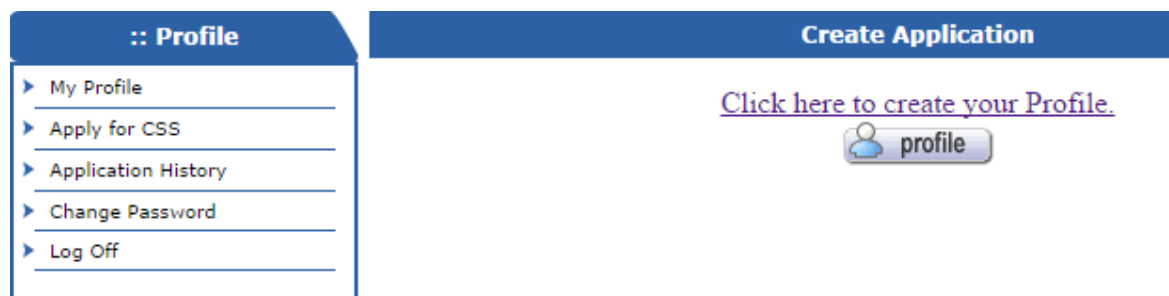
XI.   Select "Login" button and wait

XII.   Following screen will appear

:: Profile
▶ My Profile
▶ Apply for CSS
▶ Application History
▶ Change Password
▶ Log Off

Welcome, **TEST PROFILE** to Competitive Examination (CSS) - MCQ Based Preliminary Test (MPT), What would you like to do?

• Create/Update Profile

• Apply for CSS

XIII.   Select "Create/Update Profile" or "My Profile" option

XIV.   Following screen will appear

:: Profile
▶ My Profile
▶ Apply for CSS
▶ Application History
▶ Change Password
▶ Log Off

Create Application

Click here to create your Profile.

profile

XV.   Select "Profile" button to create profile

Stage 2: Creation of Profile of the applicant on the system

XVI.   Following screen will appear

XVII.   Against the Name and CNIC fields, prefilled non-editable entries will appear as already given by the applicant at time of registration.

XVIII.   Enter/ Select relevant information and Select **"Save"** button and wait. **It is obligatory to enter information in boxes marked with an asterisk(*)**

XIX.   Following screen will appear

:: Profile

- My Profile
- Apply for CSS
- Application History
- Change Password
- Log Off

:: Applicant Detail

- Applicant Information
- Upload Photo
- Education
- Disabled Candidates

:: Upload Photo

You can upload a JPG, GIF, or PNG file. (Maximum size of 30KB)
This picture will reflect as one of the identities on your Admission Certificate. So, it should be your own and latest photograph. (Please note that uploading irrelevant photograph may lead to disqualification of applicant)

select photo: Choose file | No file chosen

If you want to change your picture, you can browse and upload another photo.

upload
Reset

Skip this section

XX.   Select/Browse your photograph having maximum size of 30kb. Select "Upload" option and following screen will appear.

:: Profile

- My Profile
- Apply for CSS
- Application History
- Change Password
- Log Off

:: Applicant Detail

- Applicant Information
- Upload Photo
- Education
- Disabled Candidates

Education Section

Use This form to list degrees.
Describe one level of education at a time.
Enter Most Recent Education First.(Maximum 5 entries are allowed)

Name of Examination *	
Grade OR Division *	Grade ○ Division ○ CGPA ○ Select ▼ Select ▼
Medium of Instruction	English ▼
Board/University(Examining Body) *	
School/College/University Location *	
From Date *	(DD-MM-YYYY)
To Date *	(DD-MM-YYYY)
Result Declaration Date *	(DD-MM-YYYY)
R/M/F	R ○ M ○ F ○ Note: Choose "R" if this is qualification that makes you eligible for appearing in the examination. In case you are MBBS. Mark "M" and if you have graduated from foreign University ,choose "F"
Major Subject 1	
Major Subject 2	
Major Subject 3	
Distinction achieved/Academic Awards etc.	

Save   Skip this section

Education (Most recent first)

Title	Action
GRADUATION	Edit | Delete

XXI.   Enter/Select relevant information pertaining to qualification one by one starting from the highest/qualification that makes you eligible for the examination. "R"/"M"/"F"

entries should be selected as per instruction only against the qualification that makes you eligible. Select **"Save"** to save and *continue adding additional qualifications till all have been entered*. Every qualification that is added keeps displaying at the bottom. *Any entered qualifications can be deleted or edited using appropriate options in "Action" menu, if required*.

XXII.   Select "Skip this section" option when done

XXIII.   In case of any disability and need for helper/computer, necessary options may be selected. Otherwise, skip this section

XXIV.   When done, select "Skip this section" button.

XXV.   Your profile creation process will be complete and following screen will appear

XXVI.   Select **"Create/Update Profile"** option

XXVII.   Following screen will appear

XXVIII.   Select "Edit Profile" option to check/update your profile if so required.

BEFORE PROCEED TO APPLY FOR CE CSS-2023 MPT, MAKE SURE THAT YOUR PROFILE ENTRIES ARE CORRECT AND COMPLETE.

TILL NOW YOU HAVE JUST CREATED YOUR PROFILE. TO APPLY ONLINE FOR CE CSS-2023 MPT PROCEED TO NEXT STEPS.

Stage 3:   Applying Online

XXIX.   When profile entries are found correct, then select **"Apply for CSS"** option from the Profile Menu

XXX.   Following screen will appear. Select **"Apply"** to proceed further.

:: Profile	:: Advertisments		
	Competitive Examination (CSS) Advertisment No.	**Post Date**	**Close Date**
▸ My Profile	Competitive Examination (CSS) .2023 MPT	05-08-2022	22-08-2022 Apply
⊙ Apply for CSS			
▸ Application History			
▸ Change Password			
▸ Log Off			

XXXI.   Following screen will appear.

:: Profile	:: Apply For CSS
▸ My Profile	Treasury/Challan Receipt No. [_____]
▸ Apply for CSS	Amount * Rs [250] (Fee for CSS MPT Exam is Rs.250)
▸ Application History	Bank and Branch Name * [National Bank of Pakistan]
▸ Change Password	Bank Branch District * [ABBOTTABAD ▾]
▸ Log Off	Bank Branch Code [NBP]
:: Applicant Detail	Treasury Receipt Date * [_____] 📅
▸ Applicant Information	Test Center [PLEASE SELECT CENTER ▾]
▸ Upload Photo	**Proceed Next**
▸ Education	
▸ Disabled Candidates	

XXXII.   Provide the information in the fields as: -

a.	Treasury/Challan Receipt No:	Original treasury Receipt number.(If you have not submitted your fee yet, then you can apply later after submitting the fee and follow the steps from stage 3 onwards. (You do not need to register or create your profile again)
b.	Amount:	**Rs. 250/-**
c.	Bank and Branch Name:	National Bank of Pakistan
d.	Bank Branch District:	Name of Bank Branch District where fee is deposited
e.	Bank Branch Code:	Bank branch code where fee is deposited
f.	Receipt Date:	Date of deposit of fee in bank/treasury.
g.	Test Centre:	Select Test Centre (City) from the list, where you like to appear for the examination.

Note: It is obligatory to enter information in boxes marked with an asterisk(*)

XXXIII.   Select the "Proceed Next" button and wait.

XXXIV.   Following screen will appear which contains complete entries of your profile.

::Applicant Data

Please re-check the entries as reflected below before selecting "Confirm and Apply" option given at bottom of this page. In case any correction is required, select "Cancel" option and update your entries.

After selecting **"Confirm and Apply"** option, your application for CE-2023 (MPT) will be submitted and
NO CHANGE in the application will be allowed.

Fee submitted of Rs.	250
Treasury/Challan Receipt No.:	34
Bank and Branch Name:	National Bank of Pakistan
Bank Branch District:	ABBOTTABAD
Bank Code:	NBP

Picture Uploaded:

Picture Display Area

1)	Name (In capital letters as per Matriculation Certificate):	TESTTEST
2)	Father's Name:	TEST
3)	Husband's Name (in case of married female candidates):	
3)	Date of Birth (As per Matriculation Certificate):	01-01-2001
4)	CNIC Number:	22222-2222222-2
5a)	Religion:	MUSLIM
5b)	Whether Non-Muslim desires to be examined in Islamic Studies or Civics & Ethics:	
6)	Gender:	MALE
7)	Marital Status:	SINGLE
8)	Postal Address:	TEST ADDRESS
9)	Permanent Address:	TEST ADDRESS
10)	Examination Centre:	PESHAWAR
11a)	Domicile:	BALOCHISTAN
11b)	District of Domicile:	AWARAN
12a)	E-mail:	testtest@test.com b) Ph.Office:
c)	Mobile:	0344-4444444 d) Ph.Res:
13)	Age Relaxation Claimed?:	RELAXATION NOT CLAIMED (WITHIN AGE LIMITS)

14) Education Record:

S.N o.	School/ College/ University & Location	Medium of Instruction	From	To	Date of Result Announcement	Name of Exam Passed	Grade/ Div/ CGPA	Board/ University	Major Subjects	Distinction	R/ M/ F
1	TEST	ENGLISH	09-NOV-21	24-NOV-21	26-NOV-21	TEST	B	TEST	TEST, TSE, TEST		R
2											
3											
4											
5											

15a) Whether Disabled?:   NO

15b) Assistance Required?:   NO

Confirm and Apply   Cancel

XXXV.   Please re-check the entries as reflected in above screen before   selecting **"Confirm and Apply"** option. In case any correction is required, select **"Cancel"** option and update your entries

Note: After selecting "Confirm and Apply" option, your application for CE CSS 2023 MPT will be submitted and NO CHANGE in the application will be allowed.

XXXVI.   Select **"Confirm and Apply"** option and following screen will appear

online.fpsc.gov.pk says

Your CSS application has been submited successfully!

OK
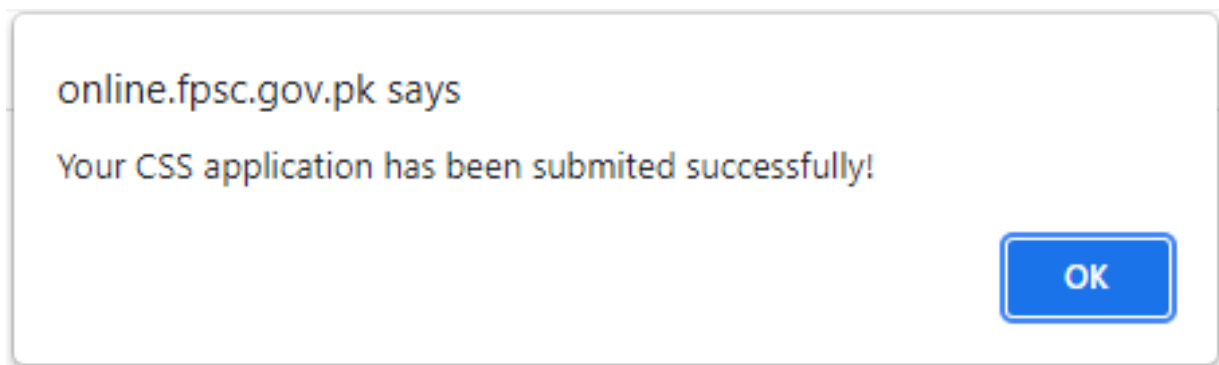
XXXVII.   Select **"OK"** button to complete the process.

Stage 4: Printing of computer generated pre-filled form

XXXVIII.   Select **"Application History"** to Print the online form.

:: Profile
▶ My Profile
▶ Apply for CSS
▶ Application History
▶ Change Password
▶ Log Off

CSS Advertisements Application History

Important Note: No need to send Online Printout of MPT Application Form to FPSC. This is for your record only.

Serial. No	CSS Advertisement No	Apply Date	Print Preview
1	2023 MPT	06-AUG-22	Print View

XXXIX.   Select "Print View" to get following online pre-filled application form.

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

Government of Pakistan
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan road, F-5/1, Islamabad

ONLINE APPLICATION FOR
COMPETITIVE EXAMINATION (CSS) 2023
(MCQ Based Preliminary Test)

Tracking ID
1002913
Date Applied
06-AUG-22

Important Note: No need to send this form to FPSC. This is for your record only.

a)	Fee deposited of Rs.:	250	b)	Treasury No.:	26
c)	Bank & Branch Name:	NATIONAL BANK OF PAKISTAN	d)	Bank District:	ISLAMABAD
e)	Bank Branch Code:	NBP	f)	Fee Deposit Date:	29-NOV-21

1)	Name (In capital letters as per Matriculation Certificate):	TEST PROFILE
2)	Father's Name:	TEST PROFILE
3)	Husband's Name (in case of married female candidates):	
3)	Date of Birth (As per Matriculation Certificate):	01-01-1990
4)	CNIC Number:	11111-1111111-1
5a)	Religion:	NON MUSLIM
5b)	Whether Non Muslim desires to be examined in Islamic Studies or Civics & Ethics:	CIVICS & ETHICS
6)	Gender:	MALE
7)	Marital Status:	SINGLE
8)	Postal Address:	TEST ADDRESS
9)	Permanent Address:	TEST ADDRESS
10)	Examination Centre:	TURBAT
11a)	Domicile:	PUNJAB
11b)	District of Domicile:	ISLAMABAD
12a)	E-mail:	test@test.com	b)	Ph.Office:
c)	Mobile:	0333 1111111	d)	Ph.Res:
13)	Age Relaxation Claimed?:	RESIDENTS OF TRIBAL AREAS

14) Education Record:

S.No.	School/ College/ University & Location	Medium of Instruction	From	To	Date of Result Announcement	Name of Exam Passed	Grade/ Div/ CGPA	Board/ University	Major Subjects	Distinction	R/ M/ F
1	TEST LOCATION	ENGLISH	10-NOV-15	14-NOV-17	01-NOV-18	GRADUATION	First	TEST UNIVERSITY	SUBJECT A, SUBJECT B, SUBJECT C		R
2											
3											
4											
5											

15a) Whether Disabled?:   NO
15b) Assistance Required?:   NO

Picture Display Area

Applicant's Signature
Date

XL.   Applicants can take printout of this application form for their own record.

(End of Document)