



FEDERAL PUBLIC SERVICE COMMISSION

GENERAL INSTRUCTIONS (UPDATED AS ON 17.9.2025)

AN APPLICATION IS LIABLE TO BE REJECTED IF THE INSTRUCTIONS MENTIONED
BELOW ARE NOT FOLLOWED

INTRODUCTION

Instant General Instructions to the candidates contain the policy decisions of the Commission, applicable to various vacancies BS-16 & above, advertised by the Commission for General Recruitment. These instructions are binding and will be observed in all cases. Therefore, candidates are advised to follow the instructions while applying to FPSC for any vacancy, in order to avoid rejection of their candidature. The instructions are as follows: -

1. CONSOLIDATED ADVERTISEMENTS

- i. The Commission shall publish consolidated advertisements on its official website as well as print media from time to time. These advertisements will contain detail of vacancies and other prescribed conditions of eligibility.
- ii. In response to such advertisements, the candidates shall be required to apply exclusively online through official website of FPSC on or before the closing date. To avoid inconvenience, candidates are advised to apply as early as possible without waiting for the closing date.
- iii. Manual applications or its hardcopies will not be acceptable.

2. SUBMISSION OF ONLINE APPLICATION & PAYMENT OF PRESCRIBED FEE

- i. All applications for general recruitment in BS-16 and above must be submitted online through FPSC website www.fpsc.gov.pk. Such online applications will be admitted if submitted on or before the closing date announced for respective case. Detailed procedure for submission of online application is placed at **Annex-1**. In case of any difficulty with online accessibility, candidates may contact FPSC Help Line on Phone No. 051- 111-000-248 (within office hours) or by **e-mail on fpsc@fpsc.gov.pk**.
- ii. Application fee must be deposited online, as per prescribed rates, against a unique PSID (generated from official website of FPSC) by using 1-link facility through ATM or Mobile Banking (Easypaisa, Jazz Cash etc.) or Internet Banking or Over the Counter at any branch of 1-Link member banks as per guidelines given in the "Fee Payment Procedure" **Annex-2**.
- iii. Prescribed rate of Application Fee for the respective vacancies is: BS-16&17 = Rs.600/-; - BS-18= Rs.1500/-; - BS-19=2500/-; - BS-20 and above Rs. 3000/-
 - a. Before payment of fee, make sure that you fulfill all the requirements prescribed for a vacancy including qualification, age, gender, domicile, experience etc.
 - b. Fee deposited on old Challan Form (TR-6) of FPSC, Bank Draft, Pay Order and Cheque is not acceptable, because "online application" will only be accepted by the system if the requisite "application fee" has been paid online using PSID generated from official website of FPSC.
- iv. Candidates may edit online applications only once up to the closing date in order to rectify any error/ omission, if made.
- v. Information claimed in the online application form will be treated as final. In case of any discrepancy at the time of verification of documents, the candidature shall be liable to be rejected.
- vi. Subsequent claims of experience, earlier not given in the online application form, shall be considered afterthought in an attempt to become eligible. Therefore, such subsequent claims are not acceptable.

3. CONDITIONS OF ELIGIBILITY

- i. Eligibility of candidates, in all respects, such as age, educational qualification and experience, shall be reckoned upto closing date of advertisement.
- ii. A candidate must satisfy the Commission on his/her eligibility in terms of the recruitment rules governing the post and conditions advertised by the Commission. The decision of the Commission with regard to candidate's eligibility shall be final.
- iii. In case any serious deficiency is observed in the eligibility of a candidate at any stage, the Commission may cancel his/her candidature and/or withdraw the nomination of the ineligible candidate, as the case may be.

4. TEST CENTRES

- i. Tests/ examinations will be held simultaneously at Islamabad, Rawalpindi, Lahore, Multan, Gujranwala, Karachi, Sukkur, Hyderabad, Peshawar, D.I. Khan, Quetta, Gilgit and Skardu.
- ii. The Commission shall have the right to increase or decrease the number of centers, keeping in view the number of candidates at a specific station or in view of other administrative considerations. Moreover, candidates may also be required to appear at other centres at discretion of the Commission. However, the candidates will have to bear expenses from their own resources for this purpose.

5. CONDUCT OF TESTS

- i. Appearance of the candidates in the test would be provisional subject to their eligibility for the post to be determined after the conduct of test. On detailed scrutiny of the applications if they are found ineligible, their candidatures will be cancelled irrespective of the fact whether they have appeared in the examination/test or even qualified therein. On rejection of applicants' candidatures on the basis of their ineligibility, the applicants would be informed by the Commission describing the reasons of their ineligibility. The rejected candidates on submission of their representations shall be heard by the Commission's Committee. The candidates should therefore make sure before appearing in the examination/test, that they are eligible in all respects for the post, they have applied for.
- ii. FPSC shall conduct tests/ examination for all posts in BS-16 & above. Any candidate who does not appear in the test shall be treated as absent and shall not be eligible for further stages of recruitment process for the respective vacancy.
- iii. The FPSC shall publish a schedule of conduct of tests on its official website and in the National Press. No individual intimations shall be sent by post. The applicants shall be required to appear in the tests as may be prescribed by the Commission as per schedule announced.
- iv. If a candidate fails to appear in the test on the scheduled date & time for any reason, the test will not be conducted again for him/her separately.
- v. Admission Certificates for the tests will be placed on the official website of FPSC i.e. www.fpsc.gov.pk. An intimation to this effect shall be sent through SMS/ email on the cell number and email address as mentioned by the candidates in the online application. No information in this regard shall be sent through post. Candidates shall be themselves responsible to download their Admission Certificates from the website within permissible time.
- vi. Every candidate shall be required to bring Admission Certificate downloaded from official website of FPSC. In addition, a valid proof of identity like Original CNIC or Passport shall also be required for entry into the Examination Hall. Without identity entrance in exam hall will not be allowed and such candidate shall be treated as absent.
- vii. Syllabi for the tests against respective post(s) will be placed on the FPSC's official website prior to conduct the tests. The candidates may go through the same.
- viii. The medium of examination/test will be English except where specified otherwise.
- ix. The OMR Answer Sheets/ Answer copies of the candidates will be retained in the office of the FPSC for one year only and thereafter the same will be destroyed.
- x. No request for re-evaluation/ re-checking of marks will be entertained under any circumstances.
- xi. Disabled candidates viz; visually impaired (Blind), physically impaired, hearing/speech impaired (Deaf & Dumb) will be provided helper such as writers, if so requested by them in their Application Form.
- xii. Extra time of 15 minutes per hour will be allowed to the visually impaired (Blind) candidates.
- xiii. The disabled candidates seeking assistance to attempt the examination on computer will appear at Islamabad Centre only.
- xiv. Disabled candidates shall submit a certificate of disability issued by the competent authority designated for the purpose by the Federal/Provincial Government.
- xv. Bringing Cell Phones/ Likewise devices into the Examination Hall is strictly prohibited. FPSC shall not be responsible for its safe custody or loss.
- xvi. Bringing a cellphone or any communication device into the Examination Hall shall be treated as misconduct and shall be dealt with in-line with para-13 of these instructions.
- xvii. Online facility for change of centre is available to the candidates up to thirty (30) days prior to the conduct of test date, as announced by the Commission. After issuance of Admission Certificates, in hardship cases (including emergency cases especially for females and persons with disabilities), the manual application for change of test centre shall be addressed to the Secretary, FPSC, with valid proof/justification. Decision of Secretary, FPSC shall be final in this regard.

6. TYPE OF TESTS FOR BS-16 AND ABOVE POSTS

- i. Test of all posts shall be MCQ based. Qualifying threshold and other conditions shall be as follows:-

Posts	Category	No. of Papers	Passing Percentage
BS-16&17	All Posts	MCQ Based One Paper of 100 marks	40% passing threshold with negative marking of 0.25 per wrong answer
BS-18&19	Doctors	MCQ Based Two Papers of 100 Marks each	40% passing threshold in each paper with negative marking of 0.25 per wrong answer
	General Management posts	MCQ Based Two Papers of 100 Marks each	40% passing threshold in each paper with negative marking of 0.25 per wrong answer
	Teaching posts	MCQ Based Two Papers of 100 Marks each	50% passing threshold in each paper with negative marking of 0.25 per wrong answer
	Professional or Technical Posts	MCQ Based Two Papers of 100 Marks each	40% passing threshold in each paper with negative marking of 0.25 per wrong answer
BS-20&21	All Posts	MCQ Based Two Papers of 100 Marks each	50% passing threshold in each paper with negative marking of 0.25 per wrong answer

- ii. To keep the applicants within manageable limits, the cases where more than **twenty thousand (20,000)** applications are received, tests shall be held in batches by bifurcating the candidates, whereupon different papers with same difficulty level will be set for every batch.
- iii. Vacancies of Assistant Private Secretary (BS-16) requisitioned to FPSC by various sponsoring Ministries/ Divisions/ Departments having the same recruitment rules will be clubbed together for advertisement.
- a. Aspirants will submit a single application contesting for all positions of APS published in an advertisement in accordance with their domicile and depositing fee prescribed for single application. For these posts, a combined test (typing, computer literacy and shorthand) shall be conducted and merit list shall be drawn.
- b. Candidates for the post of Assistant Private Secretary shall, however, be required to cast their preference(s) for the department(s) they intend to join at the time of interview, which will be final.
- c. For the post of Assistant Private Secretary, where the Typing, Shorthand and Computer Literacy Tests are to be held, candidates will be first required to qualify the typing test with 90% accuracy and then to proceed further for Shorthand and Computer Literacy Tests.

7. ANNOUNCEMENT OF RESULTS OF TESTS

- i. FPSC shall announce results of all general recruitment tests through uploading on its official website. This result shall reflect the result of all pass and fail candidates in order of merit. However, marks scored in the test shall not be reflected at this stage.
- ii. After conduct of interviews and finalization of the case, the final result with marks scored in the test and interview, of respective candidates shall be uploaded on official website for individual access.

8. SHORTLISTING

- i. Shortlisting of candidates shall be made from among only those who shall qualify the test for respective post.
- ii. The qualified candidates of tests/ examination shall be called for physical verification of documents one (01) day prior to interview in the following ratio:-
- a. **For BS-16&17:** 05 candidates per post for all Provincial/ Regional quota posts (if overall advertised posts per case are two or less) as well as all merit quota posts;
- b. **For BS-16&17:** 03 candidates per post for all Provincial/ Regional quota posts (if overall advertised posts per case are more than two).
- c. **For BS-18 & above:** 05 candidates per post for all Provincial/ Regional as well as all merit quota posts.
- iii. On the date of physical verification of documents, the candidates shall bring original as well as two (02) sets of attested photocopies (with signature & stamp showing name of attestation officer) of all the following documents:-
- (a.) Matric/Intermediate Certificates, Bachelor's, Master's, M.Phil. Ph.D. Degrees with Result CardDMCs etc.
- (b.) Computerized National Identity Card.
- (c.) Two photographs.
- (d.) Experience Certificates (on prescribed format as on **Annex-3** where required (with exact dates/ duration and proof of its being regular full time paid job showing nature of job/detailed job description issued by an authorized officer of the concerned Govt. Department higher than the status of post applied for and in case of a Private Firm/ Organization, by the Chief Executive Officer (CEO)/ Director (HR/ Admin)/ Manager (HR) of the Firm/ Organization concerned with his CNIC No., address & Phone No.).
- (e.) Self-Domicile Certificate.

- (f.) Original Departmental Permission Certificate (in case of Govt. Servants) where applicable.
- (g.) Copies/ detail of publications/ research papers where applicable.
- (h.) Additional documents as may be required by the Commission in support of any claim of the candidate.

(A.) EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- i. The prescribed educational qualifications and valid registration with PEC/ PMDC/ PNC and such other institutions where applicable, must have been acquired on or before the closing date for submission of applications.
- ii. Applications from candidates whose results are not officially announced by the Controller of Examination of a Board/ University on or before the closing date, shall not be considered. Proof of the announcement of results (date, month and year) should be provided along with the requisite documents.
- iii. Result declaration date mentioned on the transcript will be treated as date of completion of educational qualification against closing date of advertisement.
- iv. The eligibility of a candidate is governed by the Recruitment Rules of the respective post. Candidates who claim equivalence of a foreign/ domestic degree with the prescribed educational qualifications for the post, must, at the time of submission of requisite documents, produce equivalence certificate obtained from Higher Education Commission/Pakistan Engineering Council/Pakistan Council of Architects & Town Planners /Pakistan Nursing Council/Pakistan Medical and Dental Council/Inter Board Committee etc., where applicable. Otherwise, such applications will be liable to rejection. No subsequent claim on this account will be accepted by the Commission.
- v. "Post-qualification experience" means the experience gained in a regular full-time paid job including experience of daily wages/contingent services and that of the on job training subject to its relevancy acquired after attaining the requisite/ minimum advertised qualifications. The period reckonable as post-qualification experience is from date of commencement of experience, which essentially must be after date of attaining the qualification (counted after the result of requisite qualification is officially announced by the Controller of Exam of a Board/ University concerned) till the closing date. The experience as part time, honorary/ self-employed and apprentice/ internee will not be considered/ counted as experience.
- vi. Experience from Firms/ Companies/ Institutions/ Organizations/ Banks/ NGOs etc., will be accepted if these are well known nationally or internationally, have appropriately been registered/ incorporated with concerned government department/ institution for doing business, maintain office (s) and have proper registration number/ reference number, where applicable.
- vii. Any experience overlapping with another period of post-qualification experience will also not be admissible.
- viii. Subsequent changes in post-qualification experience in the form of additional certificates supplied later will not be admissible (unless asked for by the FPSC).
- ix. The decision as to which foreign or Pakistani qualification is equivalent to corresponding Pakistani degree rests solely with the Higher Education Commission.
- x. The period spent by a candidate on obtaining degree of M.Phil./ Ph.D. in the relevant field shall be treated as practical experience up to a maximum period of two (02) and four (04) years, respectively, for the purpose of initial appointment, provided that:-
 - a) a candidate who has obtained the degree of M.Phil./ Ph.D. during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - b) this concession shall not be available for the posts for which the prescribed qualification is M.Phil./ Ph.D.

(B.) DATE OF BIRTH

- i. The date of birth entered in the following documents shall be accepted by the Commission:-
 - a. Matriculation/ GCE/O-Level or equivalent certificate;
 - b. In case, the date of birth is not mentioned in the GCE/O-Level or equivalent certificate, the Secondary School Leaving Certificate along with birth certificate issued by a Hospital/ Municipal Committee shall be accepted.
- ii. The cutoff date for calculation of age shall be the **closing date** for submission of applications as given in the advertisement.
- iii. Maximum age limit as prescribed under the Recruitment Rules shall be relaxed in pursuance of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 (as amended from time to time) as follows:-
 - (a.) **By three years** in case of candidates belonging to the Scheduled Castes, Buddhist Community, Recognized Tribes of the Tribal Areas, Azad Kashmir and the Gilgit Baltistan (only those candidates who are permanent residents of these areas will be eligible for the concession

and in each case, a certificate from the Political Agent or as the case may be, the District Coordination Officer of the area, will be required to be produced).

- (b.) **By ten years** up to the maximum age of 55 years for in-service Government servants including contract Employees who have completed 2 years continuous Government service on the closing date for receipt of applications (employees of the Nationalized Banks, State Bank of Pakistan, WAPDA, other Semi-Government and Autonomous Bodies are not eligible for this concession).
- (c.) **By fifteen years** or the number of years actually served in the Armed Forces of Pakistan, whichever is less, in the case of retired/ released officers/ personnel of the Armed Forces of Pakistan.
- (d.) **By five years** in case of widow, son or daughter of a deceased civil servant (Federal Govt.) who dies during service.

Note: Where a candidate is eligible for age relaxation under more than one category specified above, he/she shall be allowed relaxation in one category only. In such cases, applications must be accompanied by adequate proof of age relaxation being claimed.

- (e.) **5 years general age relaxation** over and above any one of the above age relaxations.

(C.) CITIZENSHIP/DOMICILE/ PROVINCIAL/ REGIONAL QUOTAS

- i. The candidate must be a citizen of Pakistan or a person deriving his/her nationality from the State of Jammu and Kashmir.
- ii. Vacancies earmarked for prescribed provincial/regional quotas shall be allocated to candidates on the basis of their self-domicile certificate issued in accordance with law and the rules by the authorities as prescribed by the Provincial/ Federal Government.
- iii. The candidate must produce self-domicile/ local certificate of residence issued by competent authority on the date of physical verification of documents by the Commission. The domicile certificate issued in the name of father or husband of the candidate shall not be accepted for the purpose of regional allocation.
- iv. The candidates having AJK domicile shall be considered for vacancies reserved for Azad Jammu and Kashmir. In addition, the candidates who hold the State Subject Certificate of that region, shall also be considered for the vacancies reserved against the quota allocated to Azad Jammu and Kashmir. Such candidates shall be required to produce State Subject Certificate issued by an authorized officer **Annex-4**.
- v. The domicile claimed by a candidate and accepted by the appointing authority at the time of first entry into Government service shall be treated as final.
- vi. Domicile once claimed by a candidate and accepted by the Commission, for the purpose of admission to a tests/ examination, it shall be final. No change in domicile will be allowed at a subsequent examination or selection.
- vii. Candidate will submit an undertaking/declaration that he/she is not in possession of any other domicile certificate other than the one claimed in his Online Application for the aforesaid case/post.
- viii. Vacancies reserved to be filled on Merit shall be open to all applicants irrespective of their domicile or gender.
- ix. Candidates possessing the respective domicile will be considered for recommendation against respective provincial/ regional quota. Therefore, all candidates must provide attested copies of self-domicile certificates on the date of physical verification of the documents. Applications of candidates who shall not provide Self Domicile Certificate, shall be rejected.
- x. Sindh (Urban) domicile refers only to the city areas of Karachi, Hyderabad and Sukkur. Cantonment areas are considered as being a part of the city. The areas under the jurisdiction of the District Councils of these districts and the rest of Sindh are Sindh Rural Areas.
- xi. For the purpose of domicile certificate, a candidate belonging to the erstwhile Federal or Provincially Administered Tribal Areas must provide, along with other requisite documents, a certificate of residence issued and signed by the authorized officer **Annex-5**. Such areas include:-
 - (a.) Tribal Areas adjoining Peshawar, Bannu, D.I.Khan, Lakki Marwat, Tank and Kohat Districts; and
 - (b.) Bajur, Mohmand, Orakzai, Khyber, Kurram, North Waziristan and South Waziristan Agencies.

(D.) DEPARTMENTAL PERMISSION CERTIFICATE (DPC)

- i. In terms of Government Servants (Applications for Services and Posts) Rules, 1966, all government employees shall be required to obtain prior permission of the parent department before applying for any position. Accordingly, Govt. Employees shall be required to certify in the online application to FPSC that they have obtained such prior permission and to reflect reference number and date of issuance of DPC/NOC in the Online Application. Failure to do so shall render the candidature liable to cancellation and no Admission Certificate shall be issued in such cases. Subsequently, at the time of submission of documents to FPSC original DPC shall have to be produced to FPSC as per format placed at **Annex-6**.

- ii. Officer/ Personnel of the Armed Forces including those on L.P.R. should produce the permission from Services Headquarters, Ministry of Defence concerned along with requisite documents for taking up employment in Government departments.
- iii. Candidate(s) who may have/had left Government service must submit certificates/ evidence from their previous employers for acceptance of their resignation or termination of their appointments, as the case may be along with requisite documents.
- iv. Candidate who enters into Government service after submitting the online application shall inform the Commission immediately and also produce the Departmental Permission Certificate along with requisite documents.

9. **REJECTION OF CANDIDATURE**

Scrutiny of the documents of the candidates shall be made in the light of the respective recruitment rules of the post and other conditions prescribed in the advertisement. Therefore, the candidature shall be liable to rejection on any of the conditions which are not fulfilled by the candidates. The Commission may reject candidature on any ground not found in order of Civil Servants Act 1973 and rules made there under. Major parameters of rejection shall be as follows:-

- i. In case of non-submission of attested copies of the certificates on the date of physical verification of documents, as proof in support of the Prescribed Qualification/ Experience/ Domicile etc.
- ii. Variance in original documents and their photocopies.
- iii. Underage/ Overage.
- iv. Lack of duration and/ or relevance in the requisite post qualification experience, where applicable.
- v. Non-submission of original DPC/ NOC in case of Govt. Employees as claimed in the online application.
- vi. No proof of age.
- vii. Do not possess required/advertised domicile.
- viii. No proof of Educational Qualification.
- ix. Lack of required of educational qualification on the closing date as the result was not declared/announced up to the closing date.
- x. Educational Qualification is not relevant.
- xi. Lack of Post qualification experience, as per advertisement.
- xii. No proof of experience.
- xiii. Do not possess required/advertised experience.
- xiv. Relevant/countable experience is short.

10. **INTERVIEW**

- i. The top merit candidates whose documents shall be found in order, shall be called for interview as may be intimated by the Commission. Such candidates must bring their original documents etc. on the day of their interview. However, the conduct of interview shall confer no right on the candidate for selection which will be subject to their candidature found in order.
- ii. Besides Islamabad, FPSC may hold Interviews at Lahore, Karachi, Peshawar, Quetta, Multan and Gilgit. However, Commission shall have the right to increase or decrease the number of interview centres as per its discretion keeping in view the number of candidates and other administrative considerations. The Commission does not pay any traveling or daily allowance or any other expenditure incurred by a candidate unless otherwise specified in the call letter.
- iii. All the candidates are expected to have the knowledge in their basic qualification, Islam, Pakistan and General Knowledge. Non-Muslim candidates shall not be, however, asked questions about Islam. Questions relating to experience and qualification will be asked from all candidates. An overview of the job description/duties for the post is since available on the website, the candidate should also have an idea of the same.
- iv. Only those candidates shall be called for interview who shall be shortlisted as per policy of the Commission. However, conduct of interview shall not confer any right on a candidate for selection until his candidature is found in order in all respects.
- v. The qualifying threshold in interview for recruitment to all posts in BS-16 and above/ equivalent advertised by the FPSC will be as under:-

S. No.	Basic Pay Scale of Post	Total Marks of Interview	Qualifying Marks
1.	BS-16&17	200	101
2.	BS-18	200	111
3.	BS-19	200	121
4.	BS-20	200	131
5.	BS-21&22	200	141

11. **CRITERIA FOR FINAL MERIT**

For all posts final merit list shall be based on aggregate of marks obtained in the written test and interview.

- i. When aggregate marks of test and interview in respect of more than one candidates are equal, the one who gets higher marks in interview be treated as higher in merit.
- ii. When marks of interview and test are also equal, one who is older in age be treated as senior in merit.
- iii. When marks in test and interview are equal as well as date of birth is the same, then the one who possesses higher academic qualifications such as M.Phil. Or Ph.D. in the prescribed field where minimum required qualification is Master's Degree, may be treated as senior in merit.
- iv. In case of equivalence at (i), (ii) & (iii) above, the one who has acquired higher Grade/Division/higher percentage of marks in the minimum prescribed qualification may be treated as senior in merit.
- v. In case of equivalence at (i), (ii), (iii) & (iv) above, the one who has acquired the minimum prescribed qualification earlier than the other candidate, may be treated as senior.

12. **REPRESENTATION AND REVIEW PETITION**

- i. A candidate aggrieved by any decision of the Federal Public Service Commission may, within thirty (30) days of communication of decision, make a representation to the Commission and the Commission shall decide the representation within fifteen (15) days after giving the candidate a reasonable opportunity of hearing.
- ii. A candidate aggrieved by the decision of the Commission made under paragraph (i) may within fifteen (15) days of communication of decision, submit a review petition to the Commission and the Commission shall decide the review petition within thirty (30) days under intimation to the petitioner. The decision of the Commission on review petition shall be final.
- iii. Save as provided in this Ordinance, no order made or proceeding taken under this Ordinance, or rules made hereunder, by the Commission shall be called in question in any court and no injunction shall be granted by any court in respect of any decision made or taken in pursuance of any power conferred by, or under, this Ordinance.
- iv. Any candidate aggrieved by a decision of the Commission under paragraph (ii) may, within thirty (30) days of the decision, prefer an appeal to the High Court.
- v. Representation/ Review Petition will be entertained only if prescribed fee @Rs.500/- for each representation/ review petition, will be deposited. The payment may be made through Challan Form in the nearest Government Treasury, or in a branch of the National Bank of Pakistan, or in a state treasury authorized to transact business on behalf of the Government under the account head "C02101-Organs of State Exam Fee (FPSC Receipt)" [Annex-7](#). The candidate's name with CNIC number, case number, name of the post and the treasury at which the fee deposited should be clearly entered in the treasury receipt.

13. **CONSEQUENCES OF MISCONDUCT/ USE OF UNFAIR MEANS**

- i. If any candidate is found in possession of cell phone, electronic communication device or involved in impersonation or any misconduct or use of unfair means, shall be expelled out of examination hall and shall be disqualified from the instant exam and permanently debarred from applying in all future examination/ test to be conducted by FPSC. The paper of such candidate shall be cancelled right away and his CNIC Number shall be placed on the block list, prohibiting him to apply for any other post advertised by FPSC.
- ii. A warning to this effect is also printed in the Admission Certificate, and Consolidated Advertisement.
- iii. On finalization of the proceeding of imposition of penalty, the mobile phones/communication devices may be returned either to the candidates (against a receipt after observing his identity through the concerned section/ provincial/ regional office of FPSC) or to the law enforcement authority for further investigation as the case may be.
- iv. 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 misconduct during examination/ test/ interviews shall be dis-qualified from this examination or subsequent examinations/selections. He/she could also be debarred from future employment.
- v. Copying of questions from the Question Booklet in order to take out of the Examination Hall will be treated as an offence/ misconduct, such candidates will be awarded Zero Marks.

14. **APPOINTMENTS**

The Commission recommends nominations to the Government. Appointments to various posts are not made by the Commission, which are made by the respective appointing authority subject to verification of educational documents, experience certificates(if applicable), character antecedents, medical fitness and completion of other Codal Formalities as required under the Civil Servants Act 1973 and rules made thereunder.

15. CORRESPONDENCE WITH THE COMMISSION

- i. Applications or documents once received at FPSC will not be returned in any case or reserved for any other case/recruitment.
- ii. All correspondence, communications, representations and review petitions, etc., shall be addressed to the Secretary, FPSC and must bear the signature of the candidate himself/herself. Such communications must be addressed to the Secretary by designation and not by name.
- iii. Postal address, including the postal code, must be written in capital letters. Changes in address should be reported to the FPSC immediately. If a reference has to be made to the Commission, the name of the post applied for, advertisement number, case number, full name (Roll Number) if issued and the new postal address (telephone number, etc.) must be mentioned. The candidates must also arrange for communications sent to them at their old address to be re-directed to the new address or collected. It should be clearly understood that the Commission accepts no responsibility for postal delays/letters received undelivered.

16. POSTPONEMENT OF TEST AND INTERVIEW

The Commission may postpone any test or interview at any time due to administrative considerations. The schedules of the Commission shall not be interrupted by public holidays at short notice. The change of schedule shall be duly intimated on the official website of FPSC. Therefore, candidates must frequently visit the website before their departure for the test or interview.

17. DRESS AT THE TIME OF INTERVIEW

No dress is prescribed for interviews. However, to conform to the formality of the occasion, the candidates should dress correctly, appropriate to the weather, buttons done up, etc. and those who do not keep a beard must be freshly shaved. Informal dress such as T-shirts, jeans/ denims, etc. is not desirable for the occasion.

18. MEDICAL FITNESS

A candidate desirous of appointment to a post in the Federal Government must be in good mental and physical health and free from any physical defect likely to interfere with the discharge of his/her duties. Medical unfitness may cause rejection where applicable.

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