

GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR
MCO BASED PRELIMINARY TEST (MPT) FOR
COMPETITIVE EXAMINATION (CSS) 2022

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 2022 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 fpesc@gpsc.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: -

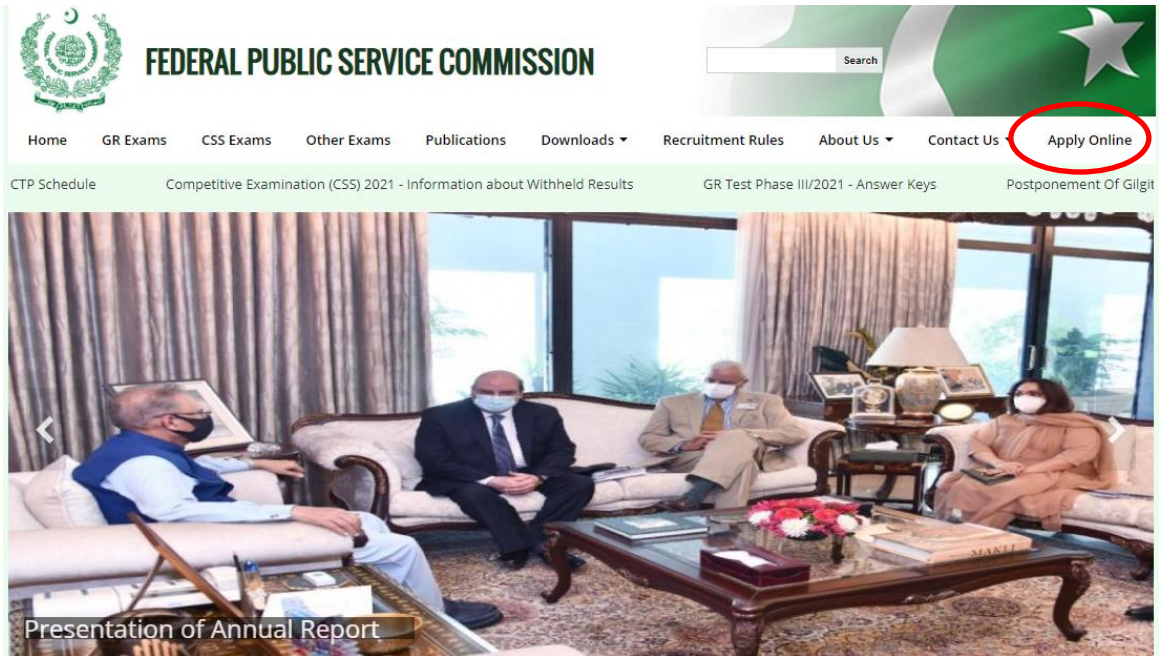
- Stage 1: **Registration** of the applicant (Once)
- Stage 2: **Create/Edit Profile** of the applicant on the system
- Stage 3: **Applying Online**
- Stage 4: **Printing** of computer generated pre-filled form

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

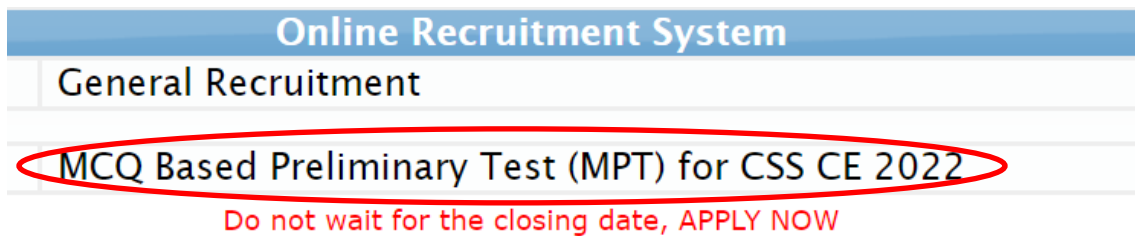
Stage 1: Registration of the Applicant:

Each applicant is required to register himself/herself with the system once before applying. For the purpose, please take following steps;

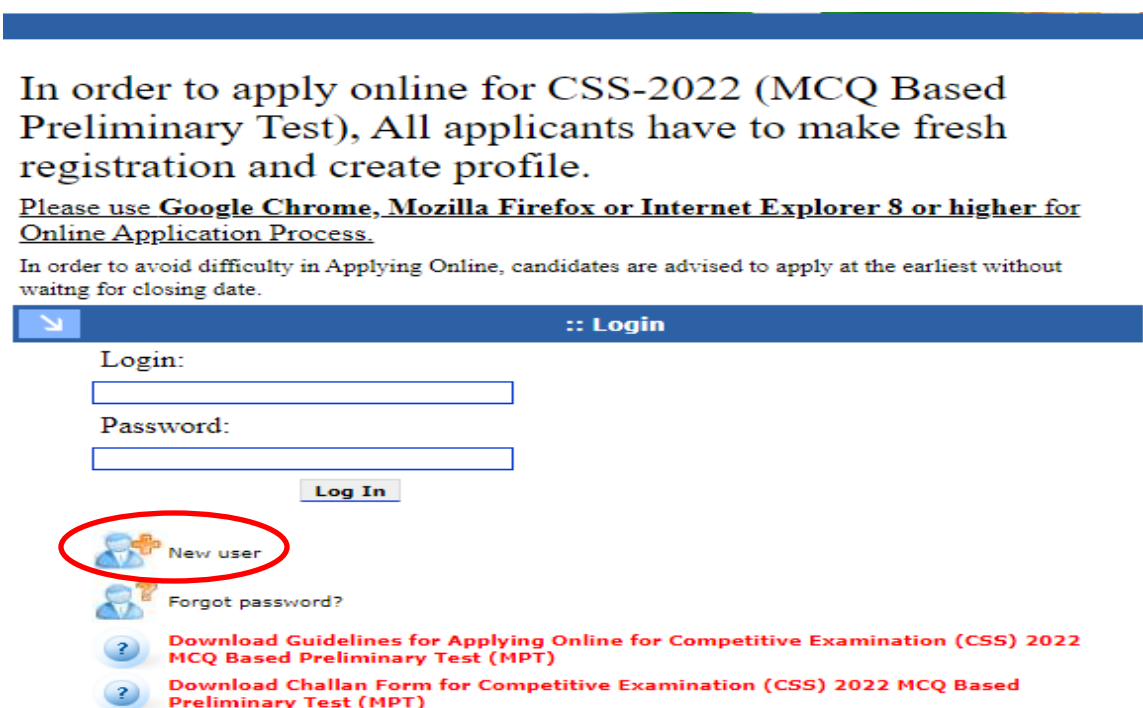
- I. Open FPSC’s website (www.fpsc.gov.pk) Please use browser **GOOGLE CHROME, MOZILLA FIREFOX, INTERNET EXPLORER 8.0** or higher.
- II. Follow the “Apply Online” link




III. Select “Competitive Examination (CSS) 2022 MPT”



IV. Select “New User” option as displayed under



V. Following screen will appear

:: Registration Information		
Note:-Please enter following information very carefully specially your <u>Name, CNIC and Email Address</u>, as these fields will be used in your CSS Application and no change will be allowed after registration.		
Candidate Full Name *	<input type="text"/>	As per your Matric Certificate.
Login *	<input type="text"/>	Minimum 4 characters. Only Alphabet A-Z and numbers 0-9 allowed
Password *	<input type="text"/>	Minimum 6 characters
Confirm Password *	<input type="text"/>	Minimum 6 characters
Email Address *	<input type="text"/>	*Email Address must be valid and active.
Computerized NIC No *	<input type="text"/>	e.g. 12345-1234567-1
Verification Code		
Enter above Verification Code *	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Clear Form"/> <input type="button" value="cancel"/>		

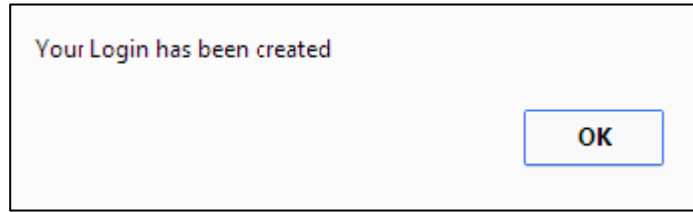
At registration screen, candidates **MUST** enter the following information in the relevant box. (If any information is not entered, the system will not proceed to the next stage)

- a. Full Name: Candidate's full name as per Matric certificate.
- 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



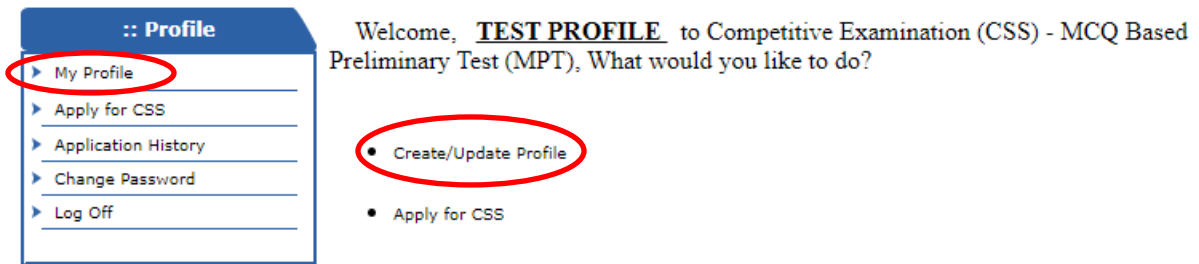
VIII. Select "OK".

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.

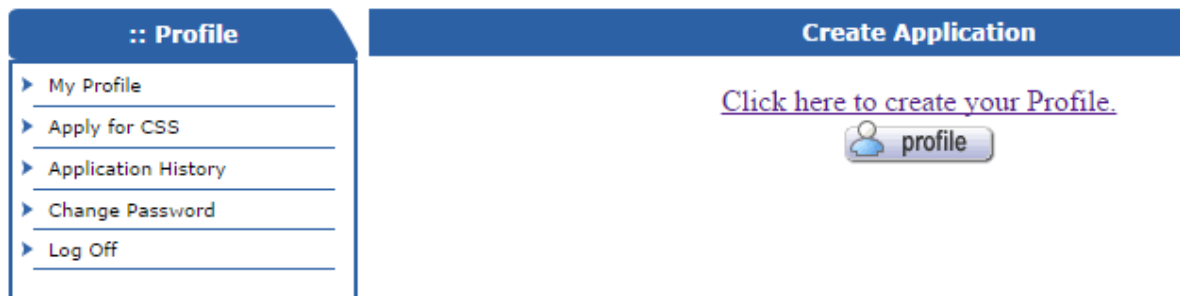
XI. Select "Login" button and wait

XII. Following screen will appear



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

XIV. Following screen will appear



XV. Select "Profile" button to create profile

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

XVI. Following screen will appear

FOR COMPETITIVE EXAMINATION (CSS) (for posts in BS-17 under the Federal Government)	
Personal Information	
Note: Entries marked * are mandatory.	
Name *	TEST PROFILE
Father's Name *	
Date of Birth *	<input type="text"/> (As per matric certificate)
Religion	Muslim
Whether Non Muslim desires to be examined in Islamic Studies or Civics & Ethics *	Please select subject in case of Non-Muslims
Gender	Male
Marital Status	Single
Husband's Name	(For female married candidate)
Postal Address Line 1 *	
Line 2	
Permanent Address Line 1 *	
Line 2	
Domicile *	PLEASE SELECT DOMICILE (Mark relevant code of your domicile)
District *	PLEASE SELECT DISTRICT
Email	test@test.com
Phone(Off)	
Phone(Res)	
Mobile No. *	
CNIC No. *	11111-1111111-1
Age Relaxation	<input checked="" type="radio"/> Relaxation Not Claimed (Within Age limits) <input type="radio"/> Government Employee (In service) <input type="radio"/> Armed Forces (In Service) <input type="radio"/> Scheduled Caste <input type="radio"/> Buddhist Community <input type="radio"/> Azad Kashmir <input type="radio"/> Gilgit - Baltistan <input type="radio"/> Recognized Tribes of Baluchistan <input type="radio"/> Residents of Tribal Areas <input type="radio"/> Disabled Candidate
Disciplinary Action/Conviction	No
Save	

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

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

My Application Detail		
Name	Last Updated on	Action
TEST PROFILE	27-NOV-21	Edit Profile

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

BEFORE PROCEED TO APPLY FOR CE CSS-2022 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-2022 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		:: Advertisements		
Competitive Examination (CSS) Advertisement No.	Post Date	Close Date		
Competitive Examination (CSS) .2022 (MPT)	28-11-2021	15-12-2021	Apply	

XXXI. 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

:: Apply For CSS

Treasury/Challan Receipt No.

Amount * Rs (Fee for CSS MPT Exam is Rs.250)

Bank and Branch Name *

Bank Branch District *

Bank Branch Code

Treasury Receipt Date *

Test Center

[Proceed Next](#)

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-2022 (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:	BALUCHISTAN		
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. 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	ENGLISH	09-NOV-21	24-NOV-21	26-NOV-21	TEST	B	TEST	TEST, TSE, TEST		R
2											
3											
4											
5											

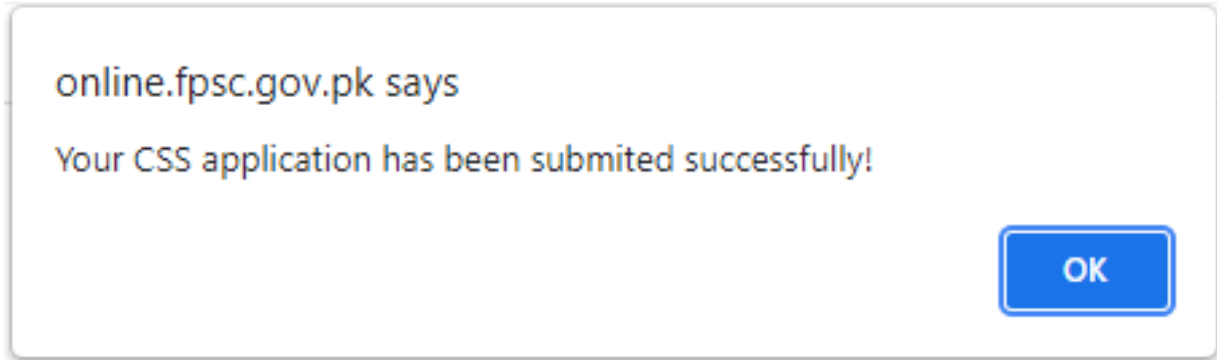
15a) Whether Disabled?: **NO**

15b) Assistance Required?: **NO**

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 2022 MPT will be submitted and NO CHANGE in the application will be allowed.

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



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	2022 (MPT)	27-NOV-21	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) 2022
(MCQ Based Preliminary Test)

Tracking ID
1002913
Date Applied
27-NOV-21

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
c) Mobile:	0333 1111111
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**



Applicant's Signature
Date

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

(End of Document)