## GUIDE LINES FOR ONLINE SUBMISSION OF APPLICATIONS FOR MCQ 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 <u>fpsc@fpsc.gov.pk</u>

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:	<b>Registration</b> 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

In order to apply online for CSS-2022 (MCQ Based Preliminary Test), All applicants have to make fresh registration and create profile.

<u>Please use Google Chrome, Mozilla Firefox or Internet Explorer 8 or higher for</u> <u>Online Application Process.</u>

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

<b>N</b>	:: Login
	Login:
	Password:
	Log In
<	New user
	Forgot password?
	Download Guidelines for Applying Online for Competitive Examination (CSS) 2022 MCQ Based Preliminary Test (MPT)
	202 Download Challan Form for Competitive Examination (CSS) 2022 MCQ Based Preliminary Test (MPT)

#### V. Following screen will appear



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



- 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	Welcome, <u>TEST PROFILE</u> to Competitive Examination (CSS) - MCQ Based
Q	> My Profile	Preliminary Test (MPT), What would you like to do?
	Apply for CSS	
	Application History	Create/Update Profile
	Change Password	
	Log Off	Apply for CSS

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

#### XIV. Following screen will appear

Click here to create your Profile.
CHCK HERE to create your Frome.
8 profile
C prome

XV. Select "Profile" button to create profile

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

#### XVI. Following screen will appear

u pas fila		F	OR COMPETITIVE EXAMINATION (CSS)
:: Profile	(for		osts in BS-17 under the Federal Government)
My Profile	Personal Information		
Apply for CSS	Note: Entries marked * are manadatory.		
<ul> <li>Application History</li> </ul>			TEST PROFILE
Change Password	Father's Name	*	
Log Off	Date of Birth	*	(As per matric certificate)
	Religion		Muslim V
	Whether Non Muslim		
:: Applicant Detail	desires to be examined in	The second secon	Please select subject in case of Non-Muslims 💙
Applicant Information	Islamic Studies or Civics & Ethics		(for details see CE Rules)
> Upload Photo	Gender		Male 💙
Education	Marital Status		Single V
Disabled Candidates	Husband's Name		(For female married candidate)
	Postal Address Line 1	*	, ,
	Line 2		
	Permanent Address		
	Line 1	•	
	Line 2		
	Domicile	*	PLEASE SELECT DOMICILE
			domicile )
	District		PLEASE SELECT DISTRICT V
	Email		test@test.com
	Phone(Off)		
	Phone(Res)		
	Mobile No.		
		Ť.	11111-111111-1
	Age Relaxation		
			Relaxation Not Claimed (Within Age limits)
			Government Employee (In service)
			○ Armed Forces (In Service)
			O Scheduled Caste
			O Buddhist Community
			O Azad Kashmir
			O Gilgit - Baltistan
			○ Recognized Tribes of Baluchistan
			O Residents of Tribal Areas
			O Disabled Candidate
	Disciplinary Action/	1	
	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



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

:: Profile	Education Section			
My Profile	Use This form to list degrees.			
Apply for CSS	Describe one level of education at a time. Enter Most Recent Education First.(Maximum 5 entries are allowed)			
Application History	Ener most recent Education r nat (waxinish 5 charts are anowed)			
Change Password	Name of Examination *			
Log Off		Grade O Div	vision O	CGPA O
	Grade OR Division *	onade O Di		com o
	Grade OK Division			
:: Applicant Detail		Select 🗸 Sel	lect 🗸	
-	Medium of Instruction	English 🗸		
<ul> <li>Applicant Information</li> </ul>	Board/			
Upload Photo	University(Examining *			
Education	Body)			
Disabled Candidates	School/College/University * Location			
	From Date *		0.00000	
			MM-YYYY)	
	To Date *	(DD-N	MM-YYYY)	
	Result Declaration Date *	(DD-)	MM-YYYY)	
	R/M/F	R O M O F O Note: Choose "R" if this is qualificati examination. In case you are MBBS. I 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			te

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

:: Profile	CSS Applicant Disabilities	
My Profile	Please indicate the disability and Select the help need in Examination.	
Apply for CSS	Disability	Not Applicable 🗸
Application History	Do You Need?	
Change Password		□ Writer/Helper
> Log Off	OR	Computer (For Visually impaired at FPSC, Islamabad and its Provincial Offices Only)
:: Applicant Detail		Save Skip this section

- 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

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

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

- Create/Update Profile
- Apply for CSS

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

#### XXVII. Following screen will appear

:: Profile		My Application Detail	
My Profile	Name	Last Updated on	Action
<ul> <li>Apply for CSS</li> </ul>	TEST PROFILE	27-NOV-21	Edit Profil
Application History			

#### 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.

- 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			
My Profile	Competitive Examination (CSS) Advertisment No.	Post Date	Close Date	
<ul> <li>Apply for CSS</li> <li>Application History</li> </ul>	Competitive Examination (CSS) .2022 (MPT)	28-11-2021	15-12-2021 Apply	
Change Password	-			
Log Off	-			

#### XXXI. Following screen will appear.

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

	low before selecting "Confirm and Apply" option given at bottom of this elect "Cancel" option and update your entries.
After selecting "Confirm and App	ly" option, your application for CE-2022 (MPT) will be submitted
	and
NO CHA	<b>NGE</b> 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
Name (In capital letters as per Matriculation Certificate):	
Father's Name:	TEST
Husband's Name (in case of married female candidates):	
Date of Birth (As per Matriculation Certificate):	01-01-2001
CNIC Number:	22222-222222-2
Religion:	MUSLIM
Whether Non-Muslim desires to be examined in Islamic Studies or Civics & Ethics:	
Gender:	MALE
Marital Status:	SINGLE
Postal Address:	TEST ADDRESS
Permanent Address:	TEST ADDRESS
Examination Centre:	PESHAWAR
) Domicile:	BALOCHISTAN
) District of Domicile:	AWARAN
) E-mail:	testtest@test.com b) Ph.Office:
Mobile:	0344-444444 d) Ph.Res:
Age Relaxation Claimed?:	RELAXATION NOT CLAIMED (WITHIN AGE LIMITS)

5. N 0.	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	M/ F
1	TEST	ENGLISH	09-NOV-21	24-NOV-21	26-NOV-21	TEST	в	TEST	TEST, TSE, TEST		R
2											
3											
4											
5											
1	5a) Whether Dis			NO	,						

15b) Assistance Required?:

NO 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 <u>"Confirm and Apply"</u> option, your application for CE CSS 2022 MPT will be submitted and <u>NO CHANGE</u> 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.

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

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

:: Profile		CSS Advertisements	Application Histo	ory
<ul> <li>My Profile</li> <li>Apply for CSS</li> </ul>		Note: No need to send Online Print record only.	out of MPT Application	on Form to FPSC. This
<ul> <li>Application History</li> </ul>	Serial. No	CSS Advertisement No	Apply Date	Print Preview
Change Password     Log Off	- 1	2022 (MPT)	27-NOV-21	Print View

XXXIX.

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

	Fax: 051-9213386-9203410		C	NI IN	E APPLICAT	ION	FOR	Tracking	ID
	UAN: 051-111-000-248	C						100291	3
					E EXAMINA				ind
			.(]	<u>MCQ I</u>	Based Prelimi	<u>nary</u>	<u>Test)</u>	Date Appl 27-NOV-	
ıpo	ortant Note: No need	o send this	form to	FPSC. TI	his is for your reco	ord onl	y.		
	Fee deposited of Rs.:			250			b) Treasury No.:	26	
	Bank & Branch Name:				AL BANK OF PAKISTA		d) Bank District:	ISLAMABAD	
	Bank Branch Code:			NBP		1	f) Fee Deposit Date:	29-NOV-21	
	Name (In capital letters as pe	Matriculation G	Certificate):	TEST PR					
	Father's Name:			TEST PR	OFILE				
	Husband's Name (in case of n			01-01-199					
	Date of Birth (As per Matricu CNIC Number:	ation Certificat	e):	11111-1111	•				
	Religion:			NON MU					
	Whether Non Muslim desires Studies or Civics & Ethics:	to be examined	in Islamic	CIVICS &					
	Gender:			MALE					
	Marital Status:			SINGLE					
	Postal Address:			TEST AD	DPFCC				
	Permanent Address:			TEST AD					
,					DRESS				
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a) 5)	Permanent Address: Examination Centre: Domicile: District of Domicile:			TEST AD TURBAT PUNJAB ISLAMAI	DRESS				
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) ) Sch	Permanent Address: Examination Centre: Domicile: District of Domicile: E-mail: Mobile: Age Relaxation Claimed?: Education Record: cool/ College/ Medium	n From		TEST AD TURBAT PUNJAB ISLAMAI test@test. 0333 1111 RESIDEN Date of Result Announcement	DRESS BAD com 1111 STS OF TRIBAL AREAS	Grade/ Div/	d) Ph.Res:	Major Subjects SUBJECT A, SUBJECT B, SUBJECT C	
) ) Sch	Permanent Address: Examination Centre: Domicile: District of Domicile: E-mail: Mobile: Age Relaxation Claimed?: Education Record: ool/College/ Wersity & Location	n From		TEST AD TURBAT PUNJAB ISLAMAI test@test. 0333 1111 RESIDEN Date of Result Announcement	DRESS BAD com 1111 TTS OF TRIBAL AREAS Name of Exam Passed	Grade/ Div/ CGPA	d) Ph.Res: Board/University	SUBJECT A, SUBJECT	
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Applicants can take printout of this application form for their own record. XL.

#### (End of Document)