



FEDERAL PUBLIC SERVICE COMMISSION

GENERAL INSTRUCTIONS

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

1. **SUBMISSION OF APPLICATION**

- I) All applications for general recruitment in BS-16 and above must be submitted online through FPSC website www.fpsc.gov.pk. However, those applicants who do not have access to internet facility, are allowed to submit their applications by the closing date addressed to Secretary FPSC on plain paper giving detailed particulars in the light of prescribed conditions for the post applied for, intimating difficulties in submission of online applications. Such applications will be accepted subject to approval of the Commission.
- II) For online submission of application, comprehensive procedure is available on FPSC website (at link: APPLYING ONLINE). In case of any difficulty in online accessibility, candidates may contact FPSC Help Line on Phone No. 051-111-000-248 or by e-mail on fpsc@fpsc.gov.pk. The candidates are advised to apply online at the earliest without waiting for the closing date.

III) **Procedure to be followed after applying online:**

- i) No hardcopy of online application is required from the applicants.
- ii) Candidates may edit on-line applications only once within the closing date in order to rectify any error/ omission etc.
- iii) Information claimed in on-line application form will be treated as final.
- iv) Subsequent claims of experience, earlier not given in on-line application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted, if these are from a private organization.
- v) Admission Certificates for Screening (MCQ)/ Written (**Descriptive**) Tests for General Recruitment cases will be placed on the website of FPSC i.e. www.fpsc.gov.pk As such candidates are advised to frequently visit this website. They will also be intimated through SMS. However, no information in this regard shall be sent through mail.
- vi) It will be mandatory for the candidates to produce original CNIC, Original Treasury Receipt of fee **paid** for the post applied for and downloaded copy of Admission Certificate to the Supervisory Staff of the FPSC at the time of Screening/ Written Test. A candidate, who does not have any of these documents, shall not be permitted to appear in the test in any case.
- vii) Only Original Treasury Receipt would be accepted, no other document such as photocopy/ scanned copy/ Bank Scroll/ Bank or Treasury Office Certificate would be acceptable. Candidates are, therefore, advised to preserve their Original Treasury Receipts and handover to staff at the Examination Hall and do not send the same to FPSC office in advance so as to avoid any inconvenience at the time of test.

IV) **Bio-data Form and allied documents to determine eligibility for Interview:**

- i) Prior to shortlist the candidates for interview, candidates on top merit in the respective quotas would be asked to furnish Bio-data Form alongwith attested copies of all relevant documents and Experience Certificates to FPSC within the period stipulated in the notice issued by FPSC.
- ii) While filling Bio-data Form, it may be ensured that it has the same entries as in Online Application Form. Any entry in variation of Online Application Form shall not be accepted.
- iii) Attested copies of following documents may be furnished alongwith Bio-data Form:-
 - a) Matric/Intermediate Certificates, Bachelor's, Master's, M.Phil. Ph.D. Degrees with Result Card/ DMCs etc.
 - b) Computerized National Identity Card Number.
 - c) Two photographs.
 - d) Experience Certificates (on prescribed format available on FPSC's website) 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/ Admn)/ Manager (HR) of the Firm/ Organization concerned with his CNIC No., address & Phone No.).

- e) Domicile Certificate, Departmental Permission Certificate (in case of Govt. Servants), copy/ detail of publications/ research papers where required.
 - f) Original TR (in non-test cases) etc. within 15 days of Notice from FPSC are to be furnished alongwith Bio-data Form.
- iv) Issuance of notice for submission of Bio-data Form and allied documents does not confer any right upon the candidate to be shortlisted for interview till detailed scrutiny of his/ her documents by the Commission.
 - v) The candidates who fail to furnish the requisite Bio-data Form and documents within stipulated time or furnish incorrect/ incomplete information, their candidature shall be liable to rejection. Therefore, they are advised to get their documents ready for submission to FPSC by the due date.
 - vi) The candidates called for interview must bring their original documents etc. on the day of their interview.

V) Eligibility of the candidates in all respects shall be reckoned upto the closing date.

2. 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. Applications of candidates, whose result is 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 alongwith the requisite documents.
- II) The eligibility of a candidate is governed by the Recruitment Rules of a post. Candidates who claim equivalence of a foreign/ domestic degree with the prescribed educational qualifications of post, must at the time of submission of requisite documents, enclose certificate/proof of such equivalence of degrees/diplomas/certificates issued by the competent authority e.g. Higher Education Commission/Pakistan Engineering Council/Pakistan Council of Architects & Town Planners /Pakistan Nursing Council/Pakistan Medical and Dental Council/Inter Board Committee, alongwith their translation in Urdu/English. Otherwise their applications will be liable to rejection, and no subsequent claim on this account will be accepted by the Commission.
- III) „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. 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.
- IV) 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.
- V) Any experience overlapping with another period of post qualification experience will also not be admissible.
- VI) Subsequent changes in post qualification experience in the form of additional certificates supplied later will not be admissible (unless asked for by the FPSC).
- VII) The decision as to which foreign or Pakistani qualification is equivalent to corresponding Pakistani degree rests solely with the Commission
- VIII) The period spent by a candidate in obtaining degree of M.Phil./ Ph.D. in the relevant field shall be treated as practical experience upto a maximum period of two and four years, respectively, for the purpose of initial appointment, provided that:-
 - i) 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
 - ii) this concession shall not be available for the posts for which the prescribed qualification is M.Phil./ Ph.D.

3. ELIGIBILITY

A candidate must satisfy the Commission on his/her eligibility in all respects in terms of the recruitment rules governing the post applied for. The decision of the Commission in this behalf and as regards a candidate's eligibility in terms of advertisement for a post or category of posts shall be final.

4. EVIDENCE OF DATE OF BIRTH

- I) Matriculation Certificate which clearly states the Date of Birth.
- II) In case a candidate who possesses GCE „O“ level or equivalent certificate which does not contain the Date of Birth, the School Leaving Certificate alongwith Birth Certificate issued by the Hospital/Municipal Committee as an authentic proof of Date of Birth will be accepted.

5. CALCULATION OF AGE

The cutoff date for calculation of age is the **closing date** for submission of applications as given in the advertisement.

6. RELAXATION IN UPPER AGE LIMIT

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:-

- (1)
 - (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** upto 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 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.
- (2) **5 years general age relaxation** over and above any one of the above age relaxations.

7. CITIZENSHIP/DOMICILE/REGIONAL RESERVED 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.) A candidate who has acquired the citizenship of Pakistan by registration under the Pakistan Citizenship Act and the rules made there under should produce a certificate (attested copy thereof) of citizenship alongwith the **requisite** documents.
- III.) Seats earmarked for prescribed provincial/regional quotas should be allocated to candidates on the basis of the domicile certificate issued by the competent authority in accordance with the law and the rules.
- IV.) Only those candidates shall be considered for vacancies reserved for Azad Jammu and Kashmir who hold the domicile certificate of this region issued by the competent authority in accordance with the Law & Rules.
- V.) The domicile claimed by a candidate and accepted by the Government at the time of first entry into Government service shall be treated as final throughout his/her service career and no subsequent change in his/her domicile will be recognized for the purpose of terms & conditions of his/her service including his/her allocation and liability to transfer.
- VI.) The domicile once claimed and accepted by the Commission for the purpose of admission to an examination/ selection shall be treated final and, no change will be allowed at a subsequent examination/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.) The provincial/regional quota as advertised will be observed strictly. Therefore, candidates possessing the required domicile will only be considered for appointment. All candidates must attach with **requisite documents**, attested

copies of self domicile certificates. Applications of candidates who do not possess prescribed domicile for a post shall be rejected.

- IX.) Posts reserved to be filled on merit shall be opened to all applicants irrespective of their domicile.
- X.) A 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.) Federally Administered Tribal Areas include:-
 - i.) Tribal Areas adjoining Peshawar, Bannu, D.I. Khan and Kohat Districts; and
 - ii.) Bajor, Mohmand, Orakzai, Khyber, Kurram, North Waziristan and South Waziristan Agencies.
- XII.) A candidate belonging to the Federal or Provincial Tribal Areas should produce alongwith requisite documents a certificate issued and signed by the Political Agent of the area in the prescribed form available on FPSC website.
- XIII.) A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment provided that a person who marries an Indian national with the prior permission of the Government may be regarded as being eligible for appointment.

8. DEPARTMENTAL PERMISSION CERTIFICATE

- I.) A candidate already in Government service must provide the Departmental Permission Certificate alongwith the requisite documents otherwise he/she will not be interviewed nor would he/she be paid any traveling allowance even if the call letter says so. A departmental candidate should approach his/her Ministry/ Division/ Department to expedite the Departmental Permission Certificate as indicated in the prescribed form.
- II.) Officer/Personnel of the Armed Forces including those on L.P.R. should produce the permission from Services Headquarters, Ministry of Defence concerned alongwith 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 alongwith requisite documents.
- IV.) Candidate who enters into Government service after submitting the online application must inform the Commission immediately and also produce the Departmental Permission Certificate alongwith requisite documents. If the job of a candidate is changed after submitting the online application, the Commission may be informed and a fresh Departmental Permission Certificate should be produced from the present employer alongwith requisite documents.

9. APPLICATION FEE

- I.) Rate of application fee is **Rs.300/-** for BS-16 and 17, **Rs.750/-** for BS-18, **Rs.1200/-** for BS-19 and **Rs.1500/-** for BS-20 and above.
 - i.) The amount should be deposited **on or before the closing date** 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)".
 - ii.) Cash, Postal Orders, Cheques, Money Orders or Bank Drafts will not be accepted.
 - iii.) Fee once paid will not be refunded nor will it be held in reserve for any other or subsequent examination/selection.
- II.) In case of short payment of required fee, on or before the closing date, the application will be entertained only on making double payment of less fee paid amount and submission of original Treasury Receipt alongwith the requisite documents.
- III.) The candidate's name with CNIC number, case number, name of the post and the treasury at which the fee is deposited should be clearly entered in the treasury receipt. Blank copies of the treasury Challan can be downloaded from the website of FPSC.
- IV.) Candidates from outside Pakistan are allowed to produce Original TR of fee payment made in Pakistan at the time of appearing in the test and in non-test cases at the time of interview, as the case may be.

10. POSTAL ADDRESS

Postal address including the postal code must be written in Capital letters. Change 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/letter received undelivered.

11. CORRESPONDENCE WITH THE COMMISSION

All correspondence must be addressed to the Secretary, Federal Public Service Commission, Islamabad, by designation and not by name. No application or letter addressed to Chairman/Member/or an officer other than the Secretary of the Commission will be entertained.

12. REJECTION OF APPLICATION

An application will be rejected on any of the following grounds:-

1. Application **not** received **on or before** the closing date.
2. Fee not paid on or before the closing date.
3. Non submission of original Treasury Receipt of application fee deposited on or before the closing date at the time of written test / alongwith requisite documents (for non-test cases)
4. Under age/Overage.
5. No proof of age.
6. Do not possess required/advertised domicile.
7. No proof of Educational Qualification.
8. Lack of Educational criteria on the closing date as the result was not declared/announced upto the closing date.
9. Educational Qualification is not relevant.
10. Post qualification experience is short.
11. No proof of experience.
12. Do not possess required/advertised experience.
13. Relevant/countable experience is short.
14. Departmental Permission Certificate has been refused.
15. Some relevant column of the online Application left blank.
16. In case of non-submission of attested copies of the certificates within stipulated time of FPSC Notice as proof in support of the Prescribed Qualification/ Experience/ Domicile etc., his/ her candidature shall stand rejected.

13. REPRESENTATION AND REVIEW PETITION

- a) A candidate aggrieved by any decision of the Federal Public Service Commission may, within thirty days of communication of decision, make a representation to the Commission and the Commission shall decide the representation within fifteen days after giving the candidate a reasonable opportunity of hearing.
- b) A candidate aggrieved by the decision of the Commission made under paragraph (a) may, within fifteen days of communication of decision, submit a review petition to the Commission and the Commission shall decide the review petition within thirty days under intimation to the petitioner. The decision of the Commission on review petition shall be final.
- c) 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.
- d) Any candidate aggrieved by a decision of the Commission under paragraph (b) may, within thirty days of the decision, prefer an appeal to the High Court.

Note: - Each representation and review petition will be entertained only if accompanied with original Treasury Receipts of Rs.100/- in each case.

14. EXAMINATIONS/TESTS

- a) The applicant may be required to appear in an examination/a test/screening test or a professional test.
- b) Eligibility of the candidates in terms of Recruitment Rules and the advertised conditions shall be determined after the conduct of screening/professional test/ descriptive examination. 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.
- c) The Commission may place on its website the syllabi prior to the conduct of the screening (MCQ) test/ written (descriptive) examination. The candidate may therefore frequently visit FPSC website to make sure that he/she has studied the Syllabus and taken print out of Admission Certificate for test of the post he has applied for.
- d) The medium of the examination/test will be English except where specified otherwise.
- e) If a candidate fails to appear in the MCQ test/ descriptive examination on scheduled date & time for any reason, the test/ examination will not be conducted again for him/her separately.

- f) The Commission will determine the number of candidates to be interviewed according to the merit drawn on the basis of examination/test.
- g) The OMR Answer Sheets/ Answer Books of the candidates will be retained in the office of the FPSC for one year only and thereafter the same will be destroyed.
- h) No request for re-checking/re-counting of marks will be entertained.
- i) Disabled candidates viz visually impaired (Blind), physically impaired, hearing/speech impaired (Deaf & Dumb) will be provided helper such as writer if so requested by them in their Application Form.
- j) Extra time of 15 minutes per hour will be allowed to the visually impaired (Blind) candidates.
- k) The disabled candidates seeking assistance to attempt the examination **on computer** will appear at Islamabad Centre only.
- l) Bringing of Mobile Telephone/Likewise device in the Examination Hall is strictly prohibited. FPSC is not responsible for its Security or Loss.
- m) Change of centre will be allowed with the condition that on-line request for change of centre from the candidate must reach FPSC at least 30 days prior to the conduct of exam/ test mentioned in the advertisement. No change of centre will be allowed after cutoff date.
- n) In emergency cases especially for female and Persons with Disability, change of centre will be allowed 15 days before the commencement of examination with proof of disabilities. The candidates in such hardship cases should send written request for this special dispensation.

15. EXAMINATION/TEST CENTERS

- a) Besides Islamabad, the FPSC holds Examinations/Tests at Provincial Headquarters i.e. Lahore, Karachi, Peshawar and Quetta and Regional Offices at Multan, Sukkur, D.I. Khan and Gilgit in addition to above at Skardu, if there are sufficient number of candidates for these places. If not, candidates will be required to appear at other centres at the discretion of the Commission. The Commission does not pay any traveling or daily allowance or any other expenditure incurred by a candidate.
- b) Appearance in the screening (MCQ) test/ written (descriptive) test and in the interview(s) as and when fixed, as specified under Para-16 below, shall be mandatory for all candidates including those who applied with foreign addresses against all BS-16 and above/ equivalent posts advertised by the FPSC.

16. SHORTLISTING CRITERIA

A.) FOR BS-16 AND BS-17 POSTS.

- i.) In case number of applicants is maximum twenty (20) per case, the Commission reserves the right to dispense with the Screening (MCQ) Test and call the candidates for interview directly, after determination of their eligibility in terms of advertised conditions and if number of applicants is more than twenty (20) per case, Screening Test comprising MCQs (with qualifying threshold of 25% marks) will be held.
- ii.) For BS 16-17 level posts, after the screening test, if deemed necessary to further differentiate the competitors, an additional filter against a certain benchmark may be applied in the shape of descriptive test comprising written paper(s) as may be prescribed by the commission on case to case basis.
- iii.) To keep within manageable limits the cases where more than twenty thousand (20,000) applications are received, Screening (MCQ)/ Descriptive Test will be held in Batches by equally bifurcating the candidates whereupon different Papers will be set.
- iv.) Vacancies of Assistant Private Secretary (BS-16) requisitioned to FPSC by various sponsoring Ministries/ Divisions/ Departments having same recruitment rules will be clubbed together and advertised twice a year in January and July in consolidated 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.
 - (b) A combined test (typing, computer literacy and shorthand) shall be conducted and merit list shall be drawn.
 - (c) Candidates, however, will be required to cast their preference(s) for the department(s) they intend to join at the time of interview, which will be final.
- v.) The posts where 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.
- vi.) The qualifying candidates of Screening/ Descriptive Test, if eligible otherwise, shall be called for interview in the following ratio:-
 - a) 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) 03 candidates per post; for all Provincial/ Regional quota posts (if overall advertised posts per case are more than two).

- vii.) In non-test cases final merit list shall be based only on marks of interview. In test cases, where only Screening Test is held, the final merit list shall be based on Aggregate of Marks obtained in the Screening Test and interview. However, in the cases where Descriptive Test is held, final merit list shall be drawn on the basis of marks in Descriptive Test and Interview.

B.) For BS-18 and BS-19 posts.

- i.) Written (Descriptive) Test comprising two papers of 100 marks each will be held for all applicants as detailed below:-

Paper one for all posts in BS-18 and BS-19.

- I) English Essay
II) English (Composition, précis, Grammar and Translation)

Paper Two (General Management Posts)

- I) Public Administration & Office Management
II) Human Resource, Financial Management, Quality Management and Information Technology
III) 25 MCQ Questions on Part-I & Part-II

OR

Paper Two (Professional or Technical Posts)

- I) Public Administration, Human Resource and Financial Management relating to his field
II) Specialized Paper relating to the Qualification subjects and profession of the post
III) 25 MCQ Questions on Part-I & Part-II

For recruitment to posts in BS-18 and BS-19 not involving administrative experience such as Assistant or Associate Professors, Doctors Specialists such as Oncology, Nephrology, Medicines, Neuro, Teaching etc. Paper two may be of 100 marks relating to the qualification and the field for which hiring is being done.

- ii.) The qualifying threshold for the Written (Descriptive) Examination shall be 40 percent in each paper and the qualifying candidates in Written (Descriptive) Examination, if eligible otherwise, shall be called for interview in the ratio of 5 candidates per post for all merit/ regional quota posts;
iii.) Final Merit List shall be based on Aggregate of Marks obtained in the Written (Descriptive) Examination and the interview.

C.) For BS-20 and BS-21 posts.

- i.) Written Test comprising one paper of 100 marks viz; **Analysis Paper** or Case Study relating to the field of post will be held for all applicants.
ii.) The qualifying threshold for the written examination shall be 50 percent; and
iii.) Only the candidates qualifying the written test, if otherwise eligible, shall be called for interview to determine their skills and professional ability in the relevant post.
iv.) Final Merit List shall be based on Aggregate of marks obtained in the Written Test and the interview.

D.) Qualifying threshold in interview:

The qualifying threshold in interview for recruitment to all BS-16 and above/ equivalent posts 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

17. INTERVIEWS

- I) Besides Islamabad, FPSC holds Interviews at Provincial Headquarters i.e. Lahore, Karachi, Peshawar, Quetta, if there are sufficient number of candidates for these places. If not, candidates will be required to appear at other centres at the discretion of the Commission. 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.

- II) All the candidates are expected to have the knowledge of job description/duties for the post against which they have applied for.
- III) Questions relating to his experience and qualification will be asked.
- IV) Should have basic knowledge regarding Islam and Pakistan.

18. **POSTPONEMENT OF INTERVIEW**

The Government sometimes announces public holidays at short notice. The Commission's Examination/Test/Interview will not be affected by such announcements, unless a decision on postponement of the examination/test/interview is conveyed to the candidates.

19. **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.

20. **CRITERIA FOR FINAL MERIT**

Final merit list after the interviews for BS-16 & 17 posts would be prepared on the basis of interviews only in non-test cases and on the basis of aggregate marks of screening (MCQ) test and interview in test cases whereas for BS-18 and above posts, final merit list shall be based on aggregate of marks obtained in written (descriptive) test and the interview. The following criteria shall be followed for drawing final merit list:-

- a) When aggregate marks of screening (MCQ) test/ written (descriptive) test and interview in respect of more than one candidate are equal, the one who gets higher marks in interview be treated as senior in merit.
- b) When marks of interview and screening (MCQ) test/ written (descriptive) test are also equal, one who is older in age be treated as senior in merit.
- c) When marks in interview and screening (MCQ) test/ written (descriptive) test 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.
- d) In case of equivalence at (a), (b) & (c) 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.
- e) In case of equivalence at (a), (b), (c) & (d) above, the one who has acquired the minimum prescribed qualification earlier than the other candidate, may be treated as senior.

21. **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 in the discharge of his/her duties. A candidate who after such medical examination as the Government may prescribe, is found to be mentally/physically unfit, shall not be selected.

- Note: -**
- (a) Disabled candidates viz; visually impaired (Blind), physically impaired, hearing/speech impaired (Deaf & Dumb) will be provided helper such as Writer, if so requested by them in their application forms.
 - (b) Extra time viz; 15 minutes per hour will be allowed to the visually impaired (Blind) candidates. Request of Computer literate candidates for provision of computer equipment etc. to attempt question papers will be entertained. Examination for such candidates will be held at Islamabad only. No TA/DA etc. will be admissible.

- Note: -**
- (i) Disabled candidates must submit a certificate of disability issued by the competent authority designated for the purpose by the Federal/Provincial Government.
 - (ii) In case of selection for the post applied for, it shall be subject to acceptance of the sponsoring Ministry/ Division/ Department.

22. **WARNING**

- I) **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.**
- II) **Copying of question from Question-Booklet in order to take out of the Examination Hall will be treated as an offence, such candidates will be awarded Zero Marks.**
- III) **No penalty shall be imposed on a candidate unless he/she is given an opportunity of being heard in person.**

- IV) All correspondence, communications, representations, etc., shall be addressed to the Secretary, FPSC and must bear the signature of the candidate himself/herself. No representation, communication, etc., by anyone else on his/her behalf shall be entertained.
- V) 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 nomination of the ineligible candidate, as the case may be.
23. Appointments to various posts are not made by the Commission. The Government makes appointments subject to the condition that there is nothing adverse in a candidate's Performance Evaluation Report/ Annual Confidential Reports/Records/Antecedents/Character which may render him/her ineligible /unsuitable for the post applied for.
24. The Commission will endeavour to inform the successful and unsuccessful candidates of the result as soon as possible. The names of candidates recommended for appointment will be sent to the appointing authority. Enquiries need not be made about the result.
25. Application or documents once received in FPSC will not be returned in any case or reserved for any other case/recruitment.
26. No query or information will be provided other than candidates. All correspondence or query must be made by the candidate himself.
27. The Basic Pay Scales are as follows:-

BS (Effective 01-07-2017)

16.	18910-1520-64510
17.	30370-2300-76370
18.	38350-2870-95750
19.	59210-3050-120210
20.	69090-4510-132230
21.	76720-5000-146720
22.	82380-5870-164560
