

Government of Pakistan
Cabinet Secretariat
Establishment Division
Federal Public Service Commission

Islamabad, the 27th November, 2018.

NOTIFICATION

S.R.O. No. 1452(I)/2018.– In exercise of the powers conferred by sections 7A and 10 of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), the Chairman of the Federal Public Service Commission, with the approval of the Federal Government, is pleased to make the following rules, namely:-

1. Short title and commencement.– (1) These rules shall be called the CSS-Competitive Examination Rules, 2019.

(2) These rules shall come into force at once for competitive examination for the years 2019 and onwards.

2. Definitions.– Unless there is anything repugnant in the subject or context,–

- (a) “Act” means the Civil Servant’s Act 1973(LXXI of 1973);
- (b) “Annexure” means an annexure to these rules;
- (c) “Appendix” means an appendix to these rules;
- (d) “candidate” means a person who opts by making application in soft or written form, as the case may be, to appear for competitive examination under these rules;
- (e) “competitive examination” means the competitive examination conducted under these rules in respect of the occupational groups and services;
- (f) “Occupational Groups or Services” means the Occupational Groups and Services as specified in the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990; and
- (g) “Ordinance” means the Federal Public Service Commission Ordinance, 1977 (XLV of 1977);

3. Competitive examination.– (1) The competitive examination shall be conducted by the Commission in respect of the Occupational Groups and Services consisting of–

- (a) Commerce and Trade Group;
- (b) Foreign Service of Pakistan;
- (c) Information Group;
- (d) Inland Revenue Service;
- (e) Military Lands and Cantonments Group;
- (f) Office Management Group;
- (g) Pakistan Administrative Service;
- (h) Pakistan Audit and Accounts Service;
- (i) Pakistan Customs Service;
- (j) Police Service of Pakistan;
- (k) Postal Group; and
- (l) Railways (Commercial and Transportation) Group.

(2) The competitive examination shall comprise the following, namely:-

- (a) written examination;
- (b) medical examination;
- (c) psychological assessment; and
- (d) viva voce.

(3) Written examination shall be conducted annually by the Commission simultaneously at Abbottabad, Bahawalpur, Dera Ghazi Khan, Dera Ismail Khan, Faisalabad, Gilgit, Gujranwala, Hyderabad, Islamabad, Karachi, Lahore, Larkana, Multan, Muzaffarabad, Peshawar, Quetta, Rawalpindi, Sargodha and Sukkur and any other place as the Commission may determine depending on the number of applicants for each centre.

(4) Written examination under sub-rule (2) shall be held after schedule thereof is advertised by the Commission in leading newspapers and uploaded at its website.

(5) Depending on the number of applicants, the *viva voce* shall be held at Islamabad, Karachi, Lahore, Multan, Peshawar, Quetta and such other place as the Commission may determine.

4. Change of centre.– Written examination's centre once selected by the candidate shall not be changed, unless allowed by the Commission or a committee thereof on an application made in this behalf by the candidate.

5. Cut-off date for determination of eligibility.– The cutoff date for determining the eligibility of the candidate in terms of age, qualifications, domicile shall be the 31st day of December of the year preceding the year of competitive examination.

Explanation.– For competitive examination 2019 the cut-off date thereof shall be the 31st day of December, 2018.

6. Age-limits.– (1) No candidate shall be eligible for admission to the competitive examination unless he is neither below the age of twenty-one years nor above the age of thirty years on the cut-off date.

Explanation.– A candidate born on or before the 31st day of December, 1988 and on or after the 2nd day of January, 1998 shall not be eligible for the competitive examination of the year 2019.

(2) Two years relaxation in upper-age limit of a candidate shall be admissible in respect of the following categories, namely:—

- (a) the candidates belonging to the scheduled caste and Buddhist community subject to production of a certificate, in support of their claim, as set out in the application form prescribed by the Commission from time to time and issued by Deputy Commissioner, District Magistrate or such other person by whatever name called and authorized in this behalf;
- (b) the candidates belonging to the recognized Tribes who are permanent residents of the areas mentioned-below and whose families have been living in these areas, subject to production of a certificate, in support of their claim, as set out in the application form prescribed by the Commission from time to time and issued by Deputy Commissioner, District Magistrate or such other person by whatever name called and authorized in this behalf:—
 - (i) Baluchistan;
 - (ii) Tribal Areas of D.I.Khan and Peshawar Divisions (including former Frontier States of Dir, Swat, Chitral and Amb);
 - (iii) former excluded (Baloch) area forming part of the Dera Ghazi Khan and Rajanpur Districts;
 - (iv) former Tribal Areas of Mardan and Hazara Divisions; and
 - (v) Upper Tanawal Area of Hazara Division;
- (c) the candidates who are permanent residents of Azad Kashmir Territory, subject to production of a certificate in support of their claim, as set out in the application form prescribed by the Commission from time to time and issued by the Division to which business of Azad Jammu and Kashmir stands allocated;
- (d) the candidates who are permanent residents of Gilgit-Baltistan including Gilgit, Diamir, Baltistan, Ghizer and Guanche, subject to production of a certificate in support of their claim, as set out in the application form prescribed by the Commission from time to time and issued by the Deputy Commissioner, District Magistrate or such other person by whatever name called and authorized in this behalf;
- (e) the special candidates, namely, physically impaired, hearing or speech impaired and visually impaired, subject to production of certificate of disability in support of their claim issued by an officer of the Federal Government or, as the case may be, Provincial Government duly authorized in this behalf;
- (f) in-service Government servants, armed forces personnel, contract employees, including the Government servants of Azad Jammu and Kashmir, who possess a minimum of two years continuous Government service as on the cut-off date subject to production of departmental permission certificate from the competent authority as set out by the Commission from time to time. Employees of nationalized banks, State Bank of Pakistan, Water and Power Development Authority, regulatory authorities, autonomous bodies and other semi-autonomous bodies are not entitled to the age-relaxation under these rules:

Provided that period of extraordinary leave (EOL) shall not be considered as period spent on duty under Fundamental Rule-9(6) for grant of age-relaxation under these rules.

(3) The relaxation in upper age-limits prescribed in these rules shall be permitted upto the maximum period of an individual concession and not by the total period of the concessions taken together, if admissible in any case.

(4) Except as provided in these rules, a candidate shall not be entitled to further relaxation in age-limit under any other rule for the time being in force or on any other ground.

7. Date of birth.– (1) The date of birth entered in the following documents shall be accepted by the Commission:–

- (a) matriculation certificate;
- (b) secondary or higher secondary school leaving certificate;
- (c) certificate of birth from the principal or headmaster of the school from where a candidate has passed his general certificate of education (GCE), ‘O’ level or equivalent examination, showing the date of birth in the school admission register;
- (d) in case of Christian candidates, Baptismal or birth registration certificate.

(2) The decision as to which certificate may be accepted for the purpose of date of birth rests with the Commission.

(3) Once a date of birth has been claimed by a candidate and accepted by the Commission for the purpose of admission to a competitive examination, no change shall be allowed at a subsequent examination or selection.

8. Educational qualifications.– (1) A candidate for competitive examination must hold at least a second division or grade “C” bachelor’s degree in any faculty of one of the Pakistani universities or an equivalent degree or comparable educational qualifications of a foreign university recognized by the Higher Education Commission (HEC), subject to production of equivalence certificate issued by HEC.

(2) Where a candidate does not hold the required degree on or before the cut-off date, he shall be required to produce a certificate from the duly authorized officer of the concerned degree awarding institution, to the effect that the candidate has fulfilled all the requirements of the said degree and has cleared and passed the examination for the said degree on or before the cut-off date. The candidate however would be required to produce the said degree before the final result is declared by the Commission.

(3) A candidate who has obtained a third division or ‘D’ grade in his bachelor’s degree shall be eligible for the competitive examination in cases where he has obtained a higher division or grade in master’s degree.

9. Nationality.– (1) Candidates for competitive examination must be a citizen of Pakistan or a person deriving his nationality from the State of Jammu and Kashmir.

(2) 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 a foreign national of any country recognized by Federal Government with the prior permission of Government may be regarded as eligible for appointment.

10. Domicile.– (1) Seats in respect of the Occupational Groups and Services shall be allocated in accordance with the policy as may be prescribed by the Federal Government before finalizing the appointments and for that purpose the candidates shall produce domicile certificate issued by the competent authority in accordance with the law and the rules.

(2) A candidate who has acquired the citizenship of Pakistan by registration under the Pakistan Citizenship Act, 1951 (II of 1951) and the rules made thereunder shall produce along with the application an attested copy of the certificate of citizenship. A candidate who has not been registered as a citizen of Pakistan but claims that he should be deemed to be citizen of Pakistan under the Pakistan Citizenship Act, 1951 (II of 1951) shall produce proof to the effect that he fulfills the conditions on the basis of which he claims to be deemed as a citizen of Pakistan. A candidate who derives his nationality from the State of Jammu and Kashmir shall produce along with the application a certificate issued by the Division to which business of the Azad Jammu and Kashmir stands allocated duly signed by an officer not below the rank of Deputy Secretary in support of his claim.

(3) Candidates of Azad Jammu and Kashmir shall produce domicile certificate alongwith permanent residence certificate along with the application forms issued by the Division to which business of the Azad Jammu and Kashmir stands allocated duly signed by an officer not below the rank of Deputy Secretary in support of his claim. No such certificates shall be accepted at any later stage.

(4) Domicile once claimed by a candidate and accepted by the Commission for the purpose of admission to competitive examination shall be final. No change will be allowed at a subsequent examination or selection.

(5) Domicile claimed by a candidate and accepted at the time of his first entry into Government service shall be treated as final for the purpose of candidature and allocation and no subsequent change in his domicile shall be accepted.

11. Application for and admission to the competitive examination.– (1) All applications for the competitive examination must be made online through the Commission’s website www.fpsc.gov.pk.

(2) Online applications under sub-rule (1) must be made on or before the closing date as advertised by the Commission.

(3) Printed copy of duly filled online application form (i.e. hardcopy) may be obtained and after signing it, copies of all documents and certificates as mentioned in application form alongwith original treasury receipt may be attached with it and dispatched to the Secretary of the Commission, so as to reach the Commission’s headquarters within ten days of the closing date.

(4) An online application received incomplete, wrongly filled in or its hardcopy not accompanied with any one of the documents mentioned in the application form, shall be rejected.

(5) Hardcopy of the online application, if reached to the Commission after the stipulated period of ten days from the closing date, it shall not be accepted and online form already submitted to the Commission shall stand rejected.

(6) Any correction in the printed hard copy of online form may be made by hand and initialled before dispatch or submission to the Commission, whereafter no request for change in any entry of online application or its hard copy shall be accepted.

(7) No plea that hardcopy of online application form or any document attached therewith has been lost or delayed in the post shall be entertained.

(8) The candidate shall have to pay or deposit two hundred and fifty Rupees in the Commission’s head of account as fine, if hard copy of online application is received without signature, subject to no other deficiency in application or attached documents, otherwise his application shall stand rejected.

(9) Hardcopy of the online application must be dispatched in a separate envelope. Two or more applications in one envelope shall not be acceptable.

(10) Candidate shall pay two thousand two hundred Rupees, or such other fee as the Commission may determine from time to time, as application fee for competitive examination as per procedure prescribed in Appendix-II and deposited in the nearest Government’s treasury or in State Bank or National Bank of Pakistan under the head of account “C02101-Organs of State Exam Fee (FPSC Receipt)”. Cash, postal orders, bank drafts and cheques shall not be accepted by the Commission.

(11) Original treasury receipt for written examination must be attached with the application form to be deposited to the Commission. Without providing original treasury receipt, the application of the candidate shall be rejected.

(12) Subjects for the competitive examination shall comprise compulsory papers of 600 marks and optional papers of 600 marks as specified in Appendix-I.

(13) Optional subjects must be selected carefully, as wrong selection of subjects shall lead to rejection of candidature.

(14) Combination of optional subjects once chosen before closing date for submission of online application or corrected in hard copy of online application shall be treated as final and no request for change in subjects shall be allowed thereafter.

(15) A candidate who misses any compulsory or optional subject of written examination for medical or any other reasons shall neither be allowed to appear in the remaining subjects nor separate examination for re-appearing in that missed paper shall be allowed.

(16) No candidate shall be eligible to avail more than three chances of the competitive examination within prescribed age-limits.

Explanation.- A candidate shall be deemed to have attempted the examination and his chance stand consumed, if he actually appeared in any one or more papers of the competitive examination and even if he tendered blank answer book or sheet and even if rejected subsequently.

(17) A candidate who conceals the number of previous attempts, shall be liable to prosecution leading to his disqualification under these rules.

(18) No candidate shall be admitted to the examination hall who does not hold original Computerized National Identity Card (CNIC) and admission certificate generated or downloaded from the Commission's website i.e. www.fpsc.gov.pk as admission certificate shall not be sent through post.

(19) A candidate who arrives at examination hall or centre late, than the time mentioned in admission certificate and date sheet, he shall not be allowed to sit in the examination.

(20) Candidates shall be admitted to the examination provisionally at their own risk subject to their being found eligible in all respects. On detailed scrutiny of the applications after the announcement of result of the written examination, if any candidate is found ineligible in any respect under these rules his candidature shall be cancelled and rejected regardless of the fact whether he has appeared in the examination or qualified therein.

(21) To avoid inconvenience, candidates shall ensure before appearing at the examination that they fulfill all requirements of the rules, relating to the examination.

12. Qualifying marks in written examination.- (1) A candidate who fails to secure at least 40% marks in any of the compulsory subjects, 33% marks in any of the optional subjects and 50% marks in the aggregate shall be considered to have failed in written examination and shall not be eligible for medical examination, psychological assessment and *viva voce*.

(2) Only the candidates declared qualified in the written examination and found eligible shall be called for subsequent medical examination, psychological assessment and *viva voce*.

13. Medical examination.- (1) All candidates must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of their duties. The candidates who after such medical examination which the Commission and the appointing authority may prescribe are found not to satisfy these requirements shall not be appointed except special candidates as mentioned in sub-rule (2).

(2) Special candidates in the categories of physically impaired, hearing or speech impaired and visually impaired shall be eligible to compete for competitive examination against all Occupational Groups and Services according to his choice.

(3) Special candidates who are visually impaired or physically impaired shall be provided helper (writer), if they have been, by any Federal or a Provincial Council for Rehabilitation of Disabled Persons, declared permanently incapacitated with respect to writing and a disability certificate in that regard has been attached by them with application form and also requested for provision of helper in their application form. The Commission shall arrange the helper from within the available staff of the Commission deputed at the examination centre. The role of the helper would merely be to reproduce in writing the words so uttered by the special candidate. No intellectual contribution by the helper shall be permissible. The educational level of the helper would be graduation, intermediate or matriculation as per availability at the examination centre. No request for helper of choice or venue of the examination shall be entertained. The special candidate alongwith helper shall remain within the examination hall till conclusion of the paper.

(4) Extra time of 15 minutes per hour shall only be allowed to visually impaired candidates. The other categories of special candidates shall not be allowed extra time.

(5) The special candidate referred to in sub-rules (3) and (4) may attempt the question paper on computer, as the case may be, for which facility shall only be provided at the Commission's headquarters and its provincial offices, however, no TA/DA shall be admissible. Such computer literate candidates shall fill the relevant entries in the online application form, else they shall not be allowed to attempt the paper on computer.

(6) No application or medical certificate regarding claim for disability or request for provision of helper or computer on medical grounds or sudden accident, shall be accepted after the closing date, except where the claim has been made in the application form before the closing date and certificate of disability as aforesaid attached as an evidence.

(7) Candidates who qualify the written examination shall be medically examined by the medical board constituted for the purpose. If any candidate remains absent twice in his medical examination, his candidature shall automatically stand rejected and no appeal in this regard shall be entertained and his chance shall be considered as consumed.

(8) In order to prevent disappointment, candidates may get themselves examined by a Government's medical officer of the standing of a civil surgeon before applying for admission to the examination, however, they shall abide by the instructions set out in Annex-A.

14. Psychological assessment.- (1) All candidates called for *viva voce* shall be required to undergo psychological assessment, comprising written tests and group tasks, designed to assess abilities, attitude and personality characteristics of the candidates with special regard to their aptitude for the civil services. Separate marks are not awarded for the psychological assessment. However, 300 marks assigned to *viva voce* also reflect the performance on psychological assessment. Candidates must bring their CNIC and two recent photographs when summoned for psychological assessment. If a candidate remains absent in the psychological assessment, he shall not be allowed to appear for *viva voce*.

15. Viva voce.- (1) A candidate who is declared qualified in written examination shall be interviewed by a board who shall have before them a record of his career, both academic and extramural and he shall be asked questions on matters of general interest. The object of the interview is to assess his suitability for the services for which he is entered and in framing their assessment the board shall attach particular importance to the moral and ethical qualities of the candidates, his intelligence and alertness of mind, his vigour and strength of character and his potential qualities of leadership. The board shall take into consideration his extramural activities such as sports, debates, hobbies, etc., and their effect on his physique and character, in assessing his merit.

(2) All candidates are expected to have basic knowledge regarding Islam and Pakistan. Questions may be asked in the *viva voce* on these subjects. Persons securing less than pass marks in these subjects shall not be considered for appointment, irrespective of their proficiency in other fields. However, the non-Muslim candidates shall not be asked any question regarding Islam.

(3) *Viva voce* shall be of 300 marks. A candidate who fails to secure at least 100 marks in *viva voce* shall be considered to have failed and shall not be eligible for appointment.

(4) The result of *viva voce* shall be intimated to all candidates in due course of time.

16 General provisions regarding competitive examination.- (1) A candidate must satisfy the Commission that he is suitable in all respects for employment under the Government.

(2) The candidates who pass the written examination shall be intimated individually as well as through website but the candidates who fail in written examination shall not be informed individually, they may download detailed marks sheet from website.

(3) Decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall, subject to the provisions of the Ordinance and rules made there under, be final.

(4) A candidate who knowingly furnishes 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 candidature by improper means or deliberately submits forged certificates or tampers with the entries in his age, educational and other certificates or misbehaves in the examination hall or uses unfair means including possession of cellular phone or other electronic device for use or attempted use for copying or is found guilty of misconduct during examination or medical or *viva voce* tests and uses filthy and unethical language in the answer book during written examination, shall be liable to disqualification for this and subsequent examinations or selections held by the Commission including debarring him from employment under the Federal Government and shall, however, not absolve him from prosecution for a criminal offence if any in accordance with the law in force.

(5) If during the conduct of examination at an examination centre or hall, any candidate is found in possession of cellular phone or likewise devices, he shall be disqualified for the instant examination.

(6) The result of any candidate whose candidature is rejected on any ground shall not be declared, irrespective whether he failed or passed the examination.

(7) A candidate who even after his appointment is found to have knowingly furnished particulars which are false or to have suppressed material information shall be liable to dismissal from government service.

(8) Certificates of age and educational qualifications in which any entry is overwritten, altered, erased, mutilated or tampered with in any way or the genuineness of which is otherwise doubted shall be liable to be impounded till such time as the Commission considers it necessary.

(9) All communication to the Commission should be addressed to the Secretary thereof by each candidate separately quoting his roll number and CNIC number. If roll number has not yet been allotted, serial number of the application may be quoted. Candidates must make their own arrangements for communications addressed to them at the addresses stated in their applications to be redirected to their new addresses, when necessary. However, any change of address should be communicated at once to the Secretary of the Commission. Candidates should not write their postal addresses care of post box number etc. as postal authorities do not accept registered letters at such address.

(10) As provided in Article 260 (3)(b) of the Constitution of the Islamic Republic of Pakistan, non-Muslim means a person who is not Muslim and includes a person belonging to the Christian, Hindu, Sikh, Buddhist or Parsi community, a person of the Qadiani group or the Lahori group (who call themselves "Ahmadis" or by any other name), or a Bahai and a person belonging to any of the scheduled castes. Only those candidates shall be considered for vacancies reserved for non-Muslims whose application forms for the competitive examination are accompanied by certificate to this effect issued by the Deputy Commissioner or District Magistrate. No such certificate shall be accepted at any later stage.

(11) Subject to the maximum three chances under these rules, applications of Government servants shall be governed by the Government Servants (Application for Services and Posts) Rules, 1966.

(12) Government servants who fulfill conditions laid down in these rules shall be eligible for admission to the examination if permitted by the competent authority in their departments or offices. However, an advance copy of the application may be submitted before the closing date to avoid rejection. Candidates who join Government service after submitting their applications for admission to the examination shall submit the departmental permission certificate immediately thereafter.

(13) Armed forces' candidates should route their applications through proper channel. Applications not routed through proper channel shall be rejected. Released or retired personnel should produce a clearance certificate from Military Secretary Branch for employment in civil services of Pakistan. However, an advance copy of the application may be submitted before the closing date to avoid rejection.

(14) A candidate who after submitting such departmental permission, joins Civil Services Academy or is transferred to another department, should obtain the permission of that department and submit it to the Commission as soon as possible.

(15) A candidate who has left Government service should submit with his application an attested copy of his discharge or service certificate. A candidate who has been dismissed from Government or semi Government service shall not be eligible for admission to the examination.

(16) If marks of a candidate are less than 40% in any of the compulsory subjects, less than 33% marks in any of the optional subjects and less than 100 marks out of 300 in *viva voce*, these shall not be counted and credited in the total marks.

(17) The marking of answers shall be in order of consecutive answers and over attempted question shall not be evaluated and credited.

(18) Writing on question paper shall be considered as cheating and delinquent candidate shall be prosecuted under these rules.

(19) If any candidate writes his roll number, except in the space provided for this purpose on the cover of the answer book, or writes his name or makes any distinguishing mark at any place in his answer book or additional answer book he shall be awarded zero marks in that paper, besides any other punishment which the Commission may decide to award.

(20) A candidate who rips the pages or does not cross out empty pages of answer book or additional answer book or does not hand over his answer books or additional answer book to the supervisory staff, he shall be proceeded against for disciplinary action under these rules as the Commission may deem appropriate.

(21) A candidate who has received and read the question paper shall not be allowed to leave his seat or examination hall without marking his attendance and until half the time is over. However, the candidate will not be allowed to take question paper with him until conclusion of the examination in that paper.

(22) Use of calculators shall only be allowed in applied mathematics, pure mathematics, accountancy, statistics, business administration, physics and chemistry. Use of calculator shall not be allowed in the paper of general science and ability.

(23) Paper containing multiple choice questions (MCQs) shall be attempted on optical mark reader (OMR) sheet provided separately for the purpose. Both MCQs paper and OMR sheet shall be collected back after the allotted time. The number of MCQs in each paper may be attempted in the same sequence at the space reserved on OMR sheet. Any answer given beyond the reserved space or not corresponding with question number of MCQ paper shall not be marked or taken into account.

(24) The question papers in Urdu or other Pakistani regional languages (Punjabi, Sindhi, Pushto and Balochi), Persian and Arabic should be answered in the respective languages. However, question relating with translation from respective language into English or *vice versa*, may be answered as directed in the question paper.

(25) The question paper in Islamic studies or comparative study of major religions is to be answered in English or Urdu only.

(26) The non-Muslim candidates shall have the option either to take Islamic studies or comparative study of major religions.

(27) Candidates must use blue or black ink only in their answer books otherwise zero marks may be awarded.

(28) Answer books in all subjects of examination are confidential documents and cannot, therefore, be permitted to be seen by candidates or their representatives nor re-examination of answer books and scripts shall be allowed under any circumstances. A candidate desirous of getting his marks, awarded by the examiners, re-counted may submit his request for the purpose, within one month from the date of issue of result card or marks sheet alongwith a treasury challan of five hundred Rupees per paper as fee for re-counting of marks only. Thereafter, no such request shall be entertained.

(29) Re-evaluation of marks awarded by the *viva voce* board shall not be allowed under any circumstances.

(30) Grace marks shall not be allowed.

(31) Answer books of candidates shall be retained in the office of the Commission for one year only and thereafter destroyed. Any query relating to answer books should be made within the specified period, thereafter, no request in this regard shall be entertained.

(32) No claim for refund of any fee shall be entertained nor can the fees paid be held in reserve for another examination or selection.

(33) If a candidate who appeared in previous competitive examination, wishes to apply in the next competitive examination, he must submit an application by the prescribed date without waiting for the result of the previous competitive examination. If subsequently it is not necessary for him to appear in the next examination, his examination fee shall not be refunded.

(34) The Commission reserves the right to change the schedule of the examination as well as to cancel any paper or papers or the entire competitive examination without assigning any reason.

17. Representation and review petition.- (1) A candidate aggrieved by any decision of the Commission shall be entitled to make a representation or, as the case may be, a review petition in accordance with the provisions of the Ordinance and the rules made thereunder and no such representation or review petition shall be entertained unless accompanied with an original treasury receipt evidencing payment of fee of five hundred Rupees or such other fee as the Commission may determine from time to time.

18. Determination of final merit and announcement of result.- (1) The candidates who qualify in written examination and *viva voce*, their final merit shall be determined by adding marks obtained in the written examination and *viva voce*.

(2) When total marks of written examination and *viva voce* of more than one candidate are equal, the one who gets more marks in *viva voce* shall be treated as higher in merit. If marks in *viva voce* are also equal, the one who gets more marks in compulsory subjects shall be treated as higher in merit. If marks in compulsory subjects are also equal the one who is older in age shall be treated as higher in merit.

(3) No authority, except the Commission shall be authorized to announce the result.

19. Vacancies.- Actual number of vacancies in BS-17 to be filled on the results of competitive examination shall be announced with the approval of the Establishment Division.

20. Appointments.- (1) Subject to Rule 10 (1), candidates securing the highest places on the combined results of the written examination, psychological assessment and *viva voce* and eligible for appointment shall be recommended by the Commission in order of merit up to the number of vacancies available. However, appointments shall be made by the respective appointing authorities. No candidate shall be considered for appointment to any of the Occupational Groups and Services for which he has been declared not suitable by the Commission at the time of *viva voce*.

(2) Success in the examination confers no right to appointment. Appointments shall be made only after the appointing authority is satisfied, after such enquiry as may be necessary, that the candidate is suitable in all respects for appointment to the public service and subject to the availability of vacancies.

(3) Candidates shall be considered for those Occupational Groups and Services only which they indicate in the application form. No candidate shall be considered for the Occupational Groups and Services which he will not mention in the form. Candidates shall be given a chance to revise their choice of Occupational Groups and Services at the time of the *viva voce*. Preferences so revised at the time of *viva-voce* shall be treated as final and no subsequent change shall be allowed under any circumstances. Candidates may opt for an Occupational Group and Service irrespective of the fact whether there is a vacancy therein or not.

(4). The Commission reserves the right to allocate a candidate against any Occupational Group and Service irrespective of his preferences, in the public interest and decision of the Commission in this respect shall be final.

21. Unfilled vacancies and waiting merit list.- (1) Once the process of allocation has been accomplished, the vacancies remained unfilled due to non-availability of qualified candidates shall be carried over to next competitive examination in accordance with the quota policy as may be prescribed by the Federal Government.

(2) The Commission shall maintain the waiting merit list till commencement of Common Training Programme (CTP). Therefore, if any nominee of the Commission does not join and intimation in this regard reaches to the Commission through Establishment Division prior to commencement of CTP, the Commission shall nominate the next candidate on merit against an Occupational Group or Service according to his merit position, preferred choice and in accordance with the quota policy as may be prescribed by the Federal Government.

(3) The vacancies of non-joiner, reported to the Commission after commencement of CTP shall be carried over to next competitive examination.

(4) Once the process of allocation or re-allocation according to time lines given in these rules is over, the waiting merit list shall no longer be valid and the process of that competitive examination shall stand completed and closed.

APPENDIX-I
[see rules 2(c) and 11(12)]

SUBJECTS FOR WRITTEN EXAMINATION (1200 MARKS)

1. The examination will include the following subjects and each subject will carry the marks shown against it.
2. There will be two papers of 100 marks each of the subjects which carry 200 marks. In other subjects there will be one paper. Each paper will be of 3 hours duration.
3. The candidates should expect some objective type questions (MCQs) in compulsory and optional papers except in the papers of essay, applied mathematics and pure mathematics.
4. A Guideline of the syllabus of the subjects in alphabetical order is given in **Annex B** to these rules.
5. The three papers of general knowledge (GK-I, GK-II and GK-III) are to be passed collectively by scoring 120 marks out of 300.
6. **Compulsory subjects (600marks) are-**

(1)	Essay	100
(2)	English (Precis and Composition)	100
(3)	General Knowledge:-	
	(a) Paper-I General Science and Ability	100
	(General Science: (MCQs = 20 marks, subjective = 40 marks) Ability: subjective = 40 marks)	300
	(b) Paper-II Current Affairs	100
	(c) Paper-III Pakistan Affairs	100
(4)	Islamic Studies or Comparative Study of Major Religions (for non-Muslims)	100
Total		600

Note:- MCQs are to be attempted on computerized OMR Answer Sheet, whereas subjective questions are to be attempted on Answer Book.

7. Optional subjects (600 marks)

The minimum standard of optional subjects will be that of an honour's degree of a university in Pakistan. The candidates are required to select optional subjects carrying a total of 600 marks from the following groups as per rules given in column-1 below:—

Rules	Code No.	Subject	Marks
Group-I (One subject carrying 200 marks from code No. 11-15 can be opted)	11	Accountancy & Auditing	200
	12	Economics	200
	13	Computer Science	200
	14	Political Science	200
	15	International Relations	200
Group-II (One subject carrying 200 marks from code 16-17 OR two subjects carrying 100 marks each from code 18-21 can be opted)	16	Physics	200
	17	Chemistry	200
	18	Applied Mathematics	100
	19	Pure Mathematics	100
	20	Statistics	100
	21	Geology	100
Group-III (One subject carrying 100 marks from code 22-25 can be opted)	22	Business Administration	100
	23	Public Administration	100
	24	Governance & Public Policies	100
	25	Town Planning & Urban Management	100
Group-IV (One subject carrying 100 marks from code 26-30 can be opted)	26	History of Pakistan & India	100
	27	Islamic History & Culture	100
	28	British History	100
	29	European History	100
	30	History of USA	100
Group-V (One subject carrying 100 marks from code 31-37 can be opted)	31	Gender Studies	100
	32	Environmental Sciences	100
	33	Agriculture & Forestry	100
	34	Botany	100
	35	Zoology	100
	36	English Literature	100
	37	Urdu Literature	100
Group-VI (One subject carrying 100 marks from code 38-44 can be opted)	38	Law	100
	39	Constitutional Law	100
	40	International Law	100
	41	Muslim Law & Jurisprudence	100
	42	Mercantile Law	100
	43	Criminology	100
	44	Philosophy	100
Group-VII (One subject carrying 100 marks from code 45-55 can be opted)	45	Journalism & Mass Communication	100
	46	Psychology	100
	47	Geography	100
	48	Sociology	100
	49	Anthropology	100
	50	Punjabi	100
	51	Sindhi	100
	52	Pashto	100
	53	Balochi	100
	54	Persian	100
	55	Arabic	100

COMPETITIVE EXAMINATION (CSS)

RATE OF FEES

1. The following fees must be paid by the candidates :—

(A) To the Federal Public Service Commission:—

- (i) **Rs.2200** for written competitive examination (Application fee)
- (ii) **Rs.500** for each representation or review petition which a candidate wants to submit against any decision of the Commission.
- (iii) **Rs.500** per paper as fee for re-counting of marks.

Note.- The procedure for payment of fee is as under: -

- (a) The amount should be deposited in the National Bank of Pakistan, or in the nearest Government Treasury or in State Bank of Pakistan under the Head of account “C02101 Organs of State – Exam Fee (FPSC Receipts)”. Cash, postal orders, bank drafts and cheques will not be accepted by the Federal Public Service Commission;
- (b) The name of the bank/treasury office at which the fee has been deposited should be clearly entered in the treasury receipt. The treasury receipt should be on the form prescribed for the Federal Government transactions and should be obtained from the treasury at which the fee is deposited; and
- (c) Candidates outside Pakistan may submit their applications without paying the prescribed examination fee. They must, however, arrange to pay the fees and send the receipt before the date of the examination.

(B) To the Medical Board:—

- (i) **Rs.100** to be deposited by all the candidates in the Government Treasury or State Bank of Pakistan under Head of Accounts “C—02839-Health Fee for Medical Examination.” The original copy of the Treasury *Challan* should be handed over to the President of the Central Medical Board at the time of Medical Examination;
- (ii) **Rs. 1400** before examination by a Medical Board in the case of candidates who qualify in the written examination. Payment of this fee will be required to be made in cash to the Medical Board concerned at the time of physical examination of the candidates. Candidates will present their National Identity Cards & Admission Certificates to the Medical Authorities concerned; and
- (iii) A Candidate who is medically deferred will have to make the full payment again to the Medical Board at the time of re-examination.

2. Candidates must see the rules and must decide definitely before depositing the fee in the Treasury or Bank that they are eligible in all respects to apply for the examination. Fee once deposited in the Treasury or Bank will not be refunded nor will it be held in reserve for any other examination or selection under any circumstances.

**FEDERAL PUBLIC SERVICE COMMISSION
INSTRUCTIONS FOR PHYSICAL EXAMINATION
OF THE COMPETITIVE EXAMINATION**

1. These instructions are published for the convenience of candidates enabling them to ascertain the probability of their coming up to the required physical standards. However, Government of Pakistan reserve to themselves an absolute discretion to reject as unfit any candidate whom they may consider, on the report of the Medical Board, to be physically disqualified for the Services and that their discretion is in no respect limited by these regulations.
2. If any change is made in these instructions including standards of physical fitness, an announcement will be made accordingly.
3. Special candidates in the categories of physically impaired, hearing or speech impaired and visually impaired will be considered eligible to compete for all Occupational Groups and Services.
4. For appointment a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment. Candidates whose height is less than 1524 millimeters will not be considered physically fit for appointment to any of the BS 17 post under the Federal Government. In the case of female candidates, this standard will be reduced to 1473 millimeters for posts which are completely sedentary provided the weight of such candidates is not less than 43.5 kilograms except special candidates.
5. (a) In the matter of the correlation of age, height and chest-girth of candidates, it is left to the Medical Board to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates except for the Police.
(b) For the Police, the correlation of age, height and chest-girth will not be less than that given in the following Table:—

PHYSICAL EQUIVALENTS

Height Without Shoes	<u>Chest</u>	
<i>Millimeters</i>	Breath when full expanded	Range of expansion not less than
<i>Millimeters</i>	<i>Millimeters</i>	<i>Millimeters</i>
1626 and under 1651	851	51
1651 and under 1727	864	51
1727 and under 1778	876	51
1778 and under 1829	890	51
1829 and upwards	902	51

6. The candidate's height will be measured as follows:—
He will remove his shoes and be placed against the standard with his feet together and the weight thrown on the heels and not on the toes or outer sides of the feet. He will stand erect without rigidity and with the heels, calves, buttocks and shoulders touching the standard, the chin will be depressed to bring the vertex of the head level under the horizontal bar and the height will be recorded in millimeters.

7. The candidate's chest will be measured as follows:—
He will be made to stand erect with his feet together and to raise his arms over his head. The tape will be so adjusted round the chest that its upper edge touches the interior angles of the shoulder blades behind and lies in the same horizontal plane when the tape is taken round the chest. The arms will then be lowered to hang loosely by the side and care will be taken that the shoulders are not thrown upward or backwards so as to displace the tape. The candidate will then be directed to take a deep aspiration several times and the maximum expansion of the chest will be carefully noted and the minimum and maximum will then be recorded in millimeters 838—890, 864—927, etc. In recording the measurements fractions of less than 13 millimeters should not be noted.
8. The candidate will also be weighed and his weight recorded in kilograms. Fractions of a kilogram should not be noted.
9. The candidate's eye sight except special candidates i.e. visually impaired will be tested in accordance with the following rules. Result of each test will be recorded:—
 - (i) *General*—The candidate's eyes will be submitted to a general examination directed to the detection of any disease of abnormality. The candidate will be rejected if he suffers from any squint or morbid conditions of eyes, eye lids or contiguous structures, or such a sort as to render, or to be likely at a future date to render him/her unfit for service.
 - (ii) *Visual Acuity*.— The examination for determining the acuteness of vision includes two tests—one for distant, the other for near vision. Each eye will be examined separately.

I. POLICE

10. The Army test types will be used for the test for distant vision without glasses at a distance of 6096 millimeters and *for* the test for near vision, without glasses, at any distance selected by the candidate.
11. No candidate will be considered fit for the service whose Visual Acuity falls below the following standards:—

Standard I

Right eye	Left eye
Distant Vision V. 6/6	V. 6/6
Near Vision—0.6.....	Reads 0.6

Standard II

Better eye	Worse eye
Distant Vision, V. 6/6	V, without glasses, not below 6/60 and after correction with glasses not below 6/24.
Near Vision—0.6.....	Reads 1.
 Better eye	 Worse eye
Distant vision—V, without glasses:—not below 6/60 and after correction with glasses— not below 6/6.	V, without glasses, not below 6/60 and after correction with glasses— not below 6/24.
Near Vision—Reads 0.8	Reads 1.

12. No relaxation of the standards of vision will be allowed.
 (a) Each eye will be examined separately and the lids must be kept wide open during the test.

II. RAILWAYS

13. No candidate will be accepted whose Visual Acuity falls below the following standards:—

	Better eye	Worse eye
Distant vision without glasses	6/12	6/19
Corrected with glasses	6/6	6/9
Near vision with or without glasses	0.6	0.6

Colour perception, night blindness and field vision:

14. The candidates will be examined, with the apparatus and according to the methods prescribed by the Railway Board’s Standing Advisory Committee of Medical Officers. Any defect of colour perception or in regard to field vision will be a cause for rejection of the candidate. The candidate under the condition of ordinary test for Visual Acuity having 6/6 vision with both eyes open with or without glasses, will be rejected, if, under the conditions of the Night Blindness Test his/her vision with both eyes open, with or without glasses; falls below 6/24.

III. OTHERS (EXCEPT SPECIAL CANDIDATE i.e. VISUALLY IMPAIRED)

15. Snellen’s test types will be used for the test for distant vision, without glasses at a distance of 6096 millimeters, and for the test for near vision, without glasses, at any distance selected by the candidate.
16. No candidate will be accepted whose Visual Acuity falls below the following standard:-

	Better eye	Worse eye
Distant vision without glasses	*6/24	*6/24
Corrected with glasses	6/6	6/12
Near vision with or without glasses	0.8	1

* Temporarily lowered to 6/60

17. Colour perception, night blindness and field of vision:-
 (a) Each eye will be examined separately and the lids must be kept wide open during the test.
 (b) Inability to distinguish the principal colours will not be regarded as a cause for rejection but the fact will be noted in the proceedings and the candidates will be informed.
 (c) Each eye must have full field of vision as tested by hand movements.
18. The degree of acuteness of vision of all candidates for appointment will be entered in the proceedings in the manner:-

V.P.....with glasses.....Reads
 V.L.....with glasses.....Reads

19. In cases of serious abnormality the opinion of an ophthalmic specialist should be obtained.
20. No candidate will be accepted for appointment if his/her vision doesnot come upto the requirements specified above without the use of contact glasses.(A contact glass or lens is defined as a glass shell, the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word “glasses” wherever used above is to be interpreted as not covering contact glasses.)
21. The urine (passed in the presence of the examiner) should be examined and the result recorded.
22. Following additional points should be observed:—
 - (a) that the candidate’s hearing in each ear is good except special candidates i.e. hearing/speech impaired and that there is no sign of disease of the ear ;
 - (b) that the candidate’s speech is without impediment except special candidates i.e. hearing/speech impaired;
 - (c) that the candidate’s teeth are in good order and that he/she is provided with dentures where necessary for effective mastication (well-filled teeth will be considered as sound). Candidates for the Police Service of Pakistan must have 10 sound teeth in the upper jaw, functionally opposed to 10 sound teeth in the lower jaw. Two of these teeth in each jaw must be molars. Well-filled teeth will be considered as sound;
 - (d) that the candidate’s chest is well-formed and his/her chest expansion sufficient; and that his/her heart and lungs are sound ;
 - (e) that there is no evidence of any abdominal disease ;
 - (f) that the candidate is not ruptured ;
 - (g) that the candidate does not suffer from hydrocel, a severe degree of varicocele, varicose veins or polyps. A candidate for the Police Service of Pakistan who has been successfully operated on will be accepted ;
 - (h) that the candidate’s limb, hands and feet except special candidates i.e. physically impaired are well formed and developed and that there is no shortening of any limbs and that there is free and perfect motion of all joints;
 - (i) that the candidate does not suffer from any inveterate skin disease ;
 - (j) that there is no congenital malformation or defect ;
 - (k) that the candidate does not bear traces of acute or chronic disease pointing to an impaired constitution ;
 - (l) that the candidate bears marks of efficient vaccination ; or in the case of the Police Service of Pakistan he has been vaccinated (twice unsuccessfully) within the last five years.
(In support of this the candidates will be required to produce certificate signed by a Medical Officer); and
 - (m) that the candidate is free from communicable disease.
23. When any defect is found it must be noted in the certificate and the medical examiner should state his opinion whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate if the condition is remediable by operation it should be so stated.

24. If a candidate is declared medically unfit by the Central Medical Board, he/she will be informed by the Federal Public Service Commission that he/she has been declared medically unfit. The candidate will also be informed of the particular defect or defects for which he/she has been declared medically unfit. The candidate may prefer an appeal against the decision of the Central Medical Board to the Federal Public Service Commission, Islamabad, within 14 days of the receipt of the information. The appeal must be supported by two certificates from the doctors of standing stating *inter alia* that:—
- (a) They are in full knowledge of the facts that the candidate has been examined by the Central Medical Board and declared unfit; and
 - (b) That they have read the Rules and Regulations for physical fitness required of the candidates for the Competitive Examination.
25. Commission, however, reserve the right to deal with the appeal as they deem fit and do not bind themselves to constitute a second Medical Board for the medical examination of the candidate concerned. No further appeal shall be entertained against the decision of the Appellate Board and the case shall be treated as closed.

Note: This issue with the approval of the Federal Government vide Cabinet decision in case No. 693/Rule-19/18, dated 23.11.2018

Ramiz Ahmad
Director General
