

FEDERAL PUBLIC SERVICE COMMISSION, ISLAMABAD

RULES FOR COMPETITIVE EXAMINATION (CSS) 2016

Islamabad, the 18th September, 2015

“In pursuance of Section 7-A read with section 10 of the FPSC Ordinance, 1977, Chairman FPSC with the approval of the Federal Government has made, in supersession of Competitive Examination Rules, 2015, the following rules for regulating the conduct of the Competitive Examination, 2016”

No. F. 2/1/2016-CE. The **Competitive Examination, 2016** will be held by the Federal Public Service Commission, with effect from **18th February, 2016** for recruitment to posts in BS-17 for the following Groups/Services under the Federal Government:-

- (1) Commerce & Trade Group
- (2) Foreign Service of Pakistan
- (3) Information Group
- (4) Inland Revenue Service
- (5) Military Lands & Cantonments Group
- (6) Office Management Group
- (7) Pakistan Administrative Service
- (8) Pakistan Audit and Accounts Service
- (9) Pakistan Customs Service
- (10) Police Service of Pakistan
- (11) Postal Group
- (12) Railways (Commercial & Transportation) Group

(ii). The CSS-Competitive Examination-2016 shall comprise the following:-

- (a) Written Examination;
- (b) Medical Examination;
- (c) Psychological Assessment; and
- (d) Viva Voce.

(iii). **Places of examination:** The examination will be held simultaneously at Abbottabad, Bahawalpur, Dera Ghazi Khan, D.I.Khan, Faisalabad, Gilgit, Gujranwala, Hyderabad, Islamabad, Karachi, Lahore, Larkana, Multan, Muzaffarabad, Peshawar, Quetta, Rawalpindi, Sargodha, & Sukkur depending on the number of applicants for each centre.

(iv). **Places of Interviews:** The interviews will be held at Islamabad, Karachi, Lahore, Multan, Peshawar & Quetta.

(v). The Commission reserves the right to finally decide the place where the candidates would be examined or interviewed.

(vi). **Change of centre:** Examination centre once selected by the candidate shall not be changed. **The examination centre/hall once allotted to a candidate will be final and he/she will not be allowed to sit in another centre/hall at any cost.**

CUT OFF DATE FOR DETERMINING THE ELIGIBILITY

2. The cut off date for determining the eligibility of the candidate in terms of age, qualifications, domicile, etc., is **31st December, 2015.**

AGE-LIMITS

3(i). A candidate for admission to the examination must have attained the age of 21 years and not over 28 years on **31st December, 2015** (i.e. a candidate born on or before **31st December 1987** and on or after **2nd January, 1995** will not be eligible), except the candidate falling in the categories mentioned in Rule-3(ii) where any candidate born on or before **31st December, 1985** and born on or after **2nd January, 1995** will not be eligible.

AGE RELAXATION

(ii). The upper age limit will be relaxed by two years up to the age of 30 years in respect of :—

(a). The candidates belonging to the Scheduled Caste and Buddhist Community subject to production of a certificate (Annex-A of Application Form) to be issued by Political Agent/DCO/District Magistrate in support of their claim.

(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. Such candidates must attach a certificate (Annex-B of Application Form) to be issued by

Political Agent/ DCO/District Magistrate in support of their claim:—

1. Baluchistan
 2. Tribal Areas of D.I.Khan and Peshawar Divisions (including former Frontier States of Dir, Swat, Chitral and Amb).
 3. Former excluded (Baluch) area forming part of the Dera Ghazi Khan and Rajanpur Districts.
 4. Former Tribal Areas of Mardan and Hazara Divisions.
 5. Upper Tanawal Area of Hazara Division.
- (c) The candidates who are permanent residents of Azad Kashmir Territory, subject to submission of a certificate (Annex-C of Application Form) to be issued by Kashmir Affairs Division, Government of Pakistan, Islamabad.
- (d) The candidates who are permanent residents of Gilgit-Baltistan including Gilgit, Diamir, Baltistan, Ghizar and Ghanche, subject to submission of a certificate (Annex-B of Application Form) to be issued by the Political Agent/DCO/District Magistrate.
- (e) The candidates who are disabled namely, physically impaired, hearing/speech impaired (deaf & dumb) and visually impaired (blind), subject to submission of certificate of disability issued by the competent authority designated for the purpose by the Federal/Provincial Government.
- (f) In Service Government Servants, Armed Forces Personnel, Contract Employees, including the Government servants of AJ&K, who possess a minimum of two years continuous Government service as on **31st December, 2015**, subject to submission of Departmental Permission Certificate (Annex-E) from the competent authority. Employees of Nationalised Banks, State Bank of Pakistan, WAPDA, Regulatory Authorities, Autonomous bodies and other semi autonomous bodies are not entitled to age relaxation.

(iii) The relaxation in upper limits prescribed in paragraph 3 (ii) above shall be permitted up to the maximum period of an individual concession and not by the total period of the concessions taken together, if admissible in any case.

(iv) Subject to the relaxations in upper age limit prescribed in paragraph 3(ii) and 3(iii) above, no further relaxation in age limit under any other rule for the time being in force, or on any other ground shall be provided by any authority.

DATE OF BIRTH

4(i). The date of birth accepted by the Commission is that entered in the following documents:

- (a) Matriculation Certificate;
- (b) Secondary or Higher Secondary School Leaving Certificate;
- (c) Certificate of birth from the Principal/Headmaster of the School from where a candidate has passed his/her GEC, '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

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

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

EDUCATION

5.(i). A candidate 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 Higher Education Commission, Islamabad.

Note: In case the candidate does not hold the required degree on or before the cut off date, he/she 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/had cleared/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.

(ii). *A candidate who has obtained a Third Division (or 'D' grade) in his/her Bachelor's Degree will be eligible for the Examination in cases where he/she has obtained a higher Division in Master's Degree.*

(iii). The matter as to which foreign degree is comparable and equivalent to corresponding Pakistani degree shall be decided by HEC. Therefore, an equivalence certificate issued by HEC may be attached with application form.

NATIONALITY

6(i). Candidates for the examination 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 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.

DOMICILE

(iii) (a). Seats earmarked for prescribed provincial/regional quotas shall be allocated to candidates on the basis of the domicile certificate issued by the competent authority in accordance with the law and the rules.

(b). A candidate who has acquired the citizenship of Pakistan by registration under the Pakistan Citizenship Act and the Rules made thereunder should attach to the application an attested copy of the certificate of citizen-ship. A candidate who has not been registered as a citizen of Pakistan but claims that he/she should be deemed to be citizen of Pakistan under the Pakistan Citizenship Act should submit proof to the effect that he/she fulfills the conditions on the basis of which he/she claims to be deemed as a citizen of Pakistan. A candidate who derives his/her nationality from the State of Jammu and Kashmir should attach to the application a certificate issued by the Kashmir Affairs Division duly signed by the Deputy Secretary (Admn) in support of his/her claim.

(c). Only those candidates shall be considered for vacancies reserved for Azad Jammu and Kashmir whose application forms for the Competitive Examination are accompanied by domicile certificate alongwith Permanent Residence Certificate, issued by the Kashmir Affairs Division duly signed by the Deputy Secretary (Admn) of that territory. No such certificates shall be accepted at any later stage.

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

(e). Domicile claimed by a candidate and accepted by the Government (Federal/Provincial/Regional/Local as the case may be) at the time of first entry into Government service shall be treated as final **for the purpose of candidature and allocation** and no subsequent change in his/ her domicile will be accepted.

SUBMISSION OF APPLICATION AND ADMISSION TO THE EXAMINATION

7(i). **All applications for CSS Competitive Examination must be submitted on line through FPSC website www.fpsc.gov.pk.**

a) The closing date for submission of online Application Form to the Federal Public Service Commission, Islamabad is **31st October, 2015.**

b) **Print out of the** duly filled Online Form (i.e. Hardcopy) may be obtained and after signing it, copies of all documents/

certificates as mentioned in para 27 of the Form alongwith original Treasury Receipt may be attached with it and furnished to FPSC so as to reach the FPSC (Headquarters) within 10 days of the closing date. Preferably, the hardcopies may be dispatched or furnished before the closing date so that delay in transit may be avoided. Onus of proof of dispatch of hardcopy of online form and documents, before the closing date, shall solely lie on the candidate.

- c) Candidates are cautioned that if an online application is received incomplete or wrongly filled in or its hardcopy not accompanied with any one of the documents mentioned in para-27 of application form, it will be rejected.
- d) Hardcopy of the online application, if reached to FPSC after the stipulated period of 10 days from the closing date, it shall not be accepted and online form already submitted to FPSC shall stand rejected.
- e) The hard copy of the online form should have the same entries as made in the online form submitted to FPSC, and any variation shall cause rejection of candidature.
- f) No plea that **hardcopy of online application form** or any document attached with it has been lost or delayed in the post will be entertained.
- g) The candidate shall have to pay/deposit Rs.250/- in the FPSC head of account as **fine**, if hard copy of online application is received without signature subject to no other deficiency in application/attached documents is involved", otherwise, his/her application shall stand rejected

(ii). Candidate must pay Rs.2200/- as Application fee for examination, as per procedure prescribed in Appendix-II, deposited in the nearest Government Treasury or in State Bank/National Bank of Pakistan, under the account head "C02101- Organs of State Exam Fee(FPSC Receipt)". Cash, postal orders, bank drafts and cheques will not be accepted by the Federal Public Service Commission. Original treasury receipt for written examination must be attached with the application form to be deposited to the Commission. Without providing original treasury receipt as prescribed above, the application of the candidate shall be rejected.

(iii). Subjects for the Competitive Examination will comprise compulsory papers of 600 marks and optional papers of 600 marks as given in Appendix-I.

(iv). Optional Subjects must be selected carefully. Candidates are cautioned that wrong selection of subjects will lead to rejection under para 7(i)(c) above and para 1(ix) of Appendix-I.

(v). **Combination of optional subjects once chosen at the time of submission of online application shall not be allowed to change subsequently.** Change of optional subjects in hard copy of online form is also not allowed.

(vi). For whatsoever reasons, a candidate who misses any compulsory or optional subject of written examination for medical or any other reasons shall not be allowed to appear in the remaining subjects.

(vii). If a candidate misses a paper for any reason, no separate examination in that paper shall be arranged for him/her.

(viii). **Number of Attempts:** A candidate may attempt/avail **three chances** of the examination within prescribed age limits.

Explanation:—

"A candidate shall be deemed to have attempted the examination and his chance shall stand consumed, if he/she actually appeared in any one or more papers of the examination and even if he/she tendered blank Answer Book/Sheet and even if rejected subsequently"

(ix). A candidate who conceal the number of previous attempts, will be prosecuted leading to his/her disqualification in accordance with clause 12(v) of CE-rules.

(x). No candidate will be admitted to the examination hall who does not hold a certificate of admission from the Commission and Original CNIC. **An admission certificate generated or down loaded from FPSC website shall be accepted.** Intimation about examination centre and Roll No. may be down loaded from FPSC website, if not received through post.

(xi). **A candidate who arrives at examination hall/centre late, than the time mentioned in Admission Certificate & date sheet, he/she will not be allowed to sit in the examination.**

(xii). Candidates will 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 part of the examination, if any candidate is found ineligible in any respect under rules for the examination, his/her candidature will be cancelled/ rejected regardless of the fact whether he/she has appeared in the examination or qualified therein.

Note: To avoid "INCONVENIENCE", candidates are advised in their own interest to make sure before appearing at the examination that they fulfill all requirements of the rules, relating to the examination.

QUALIFYING MARKS IN WRITTEN EXAMINATION

8. (i). A candidate who fails to secure at least 40% marks in any of the compulsory subjects, 33% marks in any of the optional subjects, 50% marks in the Aggregate will be considered to have failed in written examination and will not be eligible for medical examination, Psychological Assessment and Viva Voce.

(ii). Only the candidates declared qualified for written examination and found eligible will be called for next stage i.e. Medical Examination, Psychological Assessment and *Viva Voce*.

MEDICAL EXAMINATION

9. (i). 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 Government or the appointing authority, may prescribe) are found not to satisfy these requirements, will not be appointed except disabled candidates as mentioned in sub rule (ii) below:-

(ii). Disabled candidates in the categories of physically impaired, hearing/speech impaired (deaf & dumb) and visually impaired (blind) are allowed to compete for Competitive Examination against four Occupational Groups/Services viz: (a) Commerce & Trade Group (b) Pakistan Audit & Accounts Service (c) Information Group & (d) Postal Group. Disabled candidates securing a position against prescribed 7.5% merit quota on all Pakistan basis may be considered for allocation to Foreign Service of Pakistan on the basis of his/her choice.

(iii) (a): Disabled candidates viz visually impaired (Blind) and physically impaired will be provided helper (writer), if they have been declared permanently incapacitated w.r.t. writing by the Federal/Provincial Council for Rehabilitation of Disabled Persons, and a certificate in this regard has been attached by them with application form and also requested for provision of helper in their application form. FPSC shall arrange the helper from within the available staff of FPSC deputed at the examination centre. The role of the helper would merely be to reproduce in writing the words so uttered by the disabled candidate. No intellectual contribution by the helper is permissible. The educational level of the helper would be Graduate/Intermediate/ matriculate as per availability at the exam centre. No request for choicest helper or venue of the exam shall be entertained. The disabled candidate alongwith helper shall remain within the examination hall till conclusion of the paper.

(b): Extra time viz 15 minutes per hour will only be allowed to visually impaired (Blind) candidates. The other categories of disabled candidates would not be allowed extra time.

(c): The disabled candidate referred to above (vide Sub-Rule (a) and (b)) may attempt the question paper on computer for which facility shall only be provided at FPSC HQs and **FPSC's Provincial Offices**, however, no TA/DA will be admissible. Such Computer literate candidates should fill the relevant entries in the online Application Form, else they will not be allowed to attempt the paper on computer.

(d): No application or medical certificate regarding claim for disability or request for provision of helper/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 attached as an evidence.

(iv). Candidates who qualify the written examination will be medically examined by the Medical Boards constituted for the purpose. If any candidate remains absent twice in his/her Medical

Examination, his/her candidature will automatically stand rejected and no appeal in this regard will be entertained. However, his/her chance will be considered as consumed.

(v). In order to prevent disappointment, candidates are advised to have themselves examined by a Government Medical Officer of the standing of a Civil Surgeon before applying for admission to the Examination. Particulars of the nature of the medical test to which candidates will be subjected before appointment and of the standards required are attached with the Rules as **Annex "A"**.

PSYCHOLOGICAL ASSESSMENT

10. All candidates called for *Viva Voce* will be required to undergo Psychological Assessment, comprising written tests and group tasks. Such tests are 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 National Identity Cards and two copies of recent photographs when summoned for Psychological Assessment. If a candidate remains absent in the Psychological Assessment, he/she will not be allowed to appear for *Viva Voce*.

VIVA VOCE

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

(ii). All candidates are expected to have basic knowledge regarding Islam and Pakistan. Questions may be asked in the Interview on these subjects. Persons securing less than pass marks in these subjects will not be considered for appointment to Government jobs, irrespective of their proficiency in other fields. However, the Non-Muslim candidates will not be asked any question regarding Islam.

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

(iv). The result of *Viva Voce* shall be intimated to all candidates in due course of time.

GENERAL PROVISIONS REGARDING COMPETITIVE EXAMINATION.

12(i). A candidate must satisfy the Federal Public Service Commission that he/she is suitable in all respects for employment under the Government.

(ii). 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 detail mark sheets from website.

(iii). Decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

(iv). Maximum number of candidates to be admitted to this examination may, at the discretion of Government, be limited to such number as Government may decide. If a limit is imposed and the number of candidates exceeds that limit, the Commission shall select from amongst the applicants those who shall be admitted to the examination, and, in doing so, shall have regard to the suitability of the applicants and to adequate representation of the Provinces/Areas of Pakistan as well as of the various age concessions.

(v). **Caution:**—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/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 including use or attempted use of mobile phone or other electronic device for copying, or is found guilty of misconduct during examination/medical, *Viva Voce* Tests and uses filthy and

unethical language in the Answer Book(s) during written examination, may be disqualified for this and/or subsequent examinations/selections held by the Commission and/or criminally prosecuted and debarred from **future and/or removal from existing** employment under Government.

(vi) **If during the conduct of Examination at a centre/hall, any candidate is found in possession of mobile phone or likewise devices, he/she will be prosecuted under the rule-12(v).**

(vii). The result of any candidate, whose candidature is rejected on any ground, will not be declared, irrespective whether he/she, failed/passed the examination

(viii). A candidate who, even after his/her appointment, is found to have knowingly furnished particulars which are false, or to have suppressed material information will be liable to dismissal from Service.

(ix). 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 will be liable to be impounded till such time as the Commission considers it necessary.

(x). All communication to the Commission should be addressed to Secretary FPSC by each candidate separately quoting his/her Roll No. and CNIC number. If Roll No. 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, Federal Public Service Commission. Candidates should not write their postal addresses care of Post Box Number etc. as postal authorities do not accept registered letters at such an address.

(xi). **Non Muslims (Minorities):** As provided in article 260 (3)(b) of the constitution of Pakistan 1973, non Muslim means a person who is not Muslim and includes a person belonging to the Christian, Hindu, Sikh, Buddhist or Parci community, a person of the Quadiani group or the Lahori group (who call themselves Ahmadis' or by any of the scheduled castes". Only those candidates shall be considered for vacancies reserved for Minorities (Non-Muslims) whose application forms for the Competitive Examination are accompanied by certificate (Annex-D) issued by the DCO/District Magistrate/Political Agent. No such certificate shall be accepted at any later stage.

(xii). **Applications of Government Servants** will also be governed by the Government Servants (Application for Services and Posts) Rules, 1966 except that three chances will be allowed irrespective of the provisions of the Government Servants (Application for Services and Posts) Rules, 1966.

(xiii). Government servants who fulfill conditions laid down in these rules are 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 should also submit the Departmental permission immediately thereafter.

(xiv). Armed Forces candidates should route their applications through proper channel of their Services. Applications not routed through proper channel will be rejected. Similarly released/ 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.

(xv). A candidate who after submitting such Departmental permission, joins Civil Service Academy or is transferred to another Department, should also obtain the permission of that Department and submit it to the Commission as soon as possible.

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

(xvii). 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 will not be counted/credited in the total marks.

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

(xix). **Writing on Question paper shall be considered as cheating and delinquent candidate shall be prosecuted under Rule 12(v).**

(xx). If any candidate writes his/her Roll No. (except in the space provided for this purpose on the cover of the answer book) or writes his/her name or makes any distinguishing mark at any place in his/her answer book and/or additional Answer Books he/she shall be awarded Zero mark in that paper, besides any other punishment which the Commission may decide to award.

(xxi). A candidate **who rips the pages or does not cross out empty pages of answer book/additional answer book, or does not hand over his/her answer books/additional answer book to the supervisory staff**, he/she shall be proceeded against for disciplinary action under Rule 12(v) as may deem appropriate by the Commission.

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

(xxiii). **Use of calculators will only be allowed in Applied Mathematics, Pure Mathematics, Accountancy, Statistics, Business Administration, Physics & Chemistry. Use of calculator will not be allowed in the paper of General Science and Ability.**

(xxiv). **MCQs paper shall be attempted on OMR Sheet provided separately for the purpose. Both (MCQs paper + 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/taken into account.**

(xxv). **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.**

(xxvi). **The Question paper in Islamic Studies or Comparative Study of Major Religion is to be answered in English or Urdu only.**

(xxvii). **The Non-Muslim candidates have the option either to take Islamic Studies or Comparative Study of Major Religions.**

(xxviii). *Candidates must use blue or black ink only in their Answer Books otherwise Zero marks may be awarded.*

RE-COUNTING OF MARKS

(xxix). 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/scripts is allowed under any circumstances. A candidate desirous of getting his/her marks, awarded by the examiners, re-counted may submit his/her request for the purpose, within one month from the date of issue of result card/marks sheet alongwith a Treasury Challan of **Rs. 500/-** per paper as fee for re-counting of marks only. Thereafter, no such request will be entertained.

(xxx). Reevaluation of marks awarded by the Viva Voce Board is not allowed under any circumstances.

(xxxi). Grace marks are not allowed.

(xxxii). Answer books of Candidates will be retained in the office of the Federal Public Service Commission for one year only and thereafter these will be destroyed. Candidates are, therefore, cautioned that any query relating to their Answer books should be made within the specified period, thereafter, no request in this regard will be entertained.

(xxxiii). **Refund of Fee:** No claim for refund of any fee will be entertained nor can the fees paid be held in reserve for another examination or selection.

(xxxiv). **Reappearance in examination:** If a candidate who took the Competitive Examination 2015 wishes to apply for admission to CE 2016, he/she must submit an application by the prescribed date without waiting for the result of CE-2015. If subsequently it is not necessary for him/her to take the CE-2016 written examination, his/her examination fee will not be refunded.

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

REPRESENTATION AND REVIEW PETITION: -

13(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 "FPSC ORDINANCE, 1977", no order made or proceeding taken under "FPSC ORDINANCE, 1977", 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, "FPSC ORDINANCE, 1977".

(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.

(e). Each representation and review petition **duly signed** will be entertained only if accompanied with Original Treasury Receipt of Rs.500/- in each case.

DETERMINATION OF FINAL MERIT & ANNOUNCEMENT OF RESULT

14(i). 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.

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

(iii). **Only FPSC is authorized to announce the result.**

VACANCIES

15. Actual number of vacancies in BS-17 to be filled on the results of this examination will be announced with the approval of **the Government**. The Government, however, reserves the right to fill a smaller or larger number of vacancies than that announced.

APPOINTMENTS

16(i). Subject to the Recruitment policy explained in Appendix-III of these Rules, candidates securing the highest places on the combined results of the written Examination, Psychological Assessment and *Viva Voce* and eligible for appointment will be recommended by the Commission in order of merit upto the number of vacancies available in each quota. However, respective appointments shall be made by the Government. No candidate will, however, be considered for appointment to any of the Groups/Services for which he/she has been declared "not suitable" by the Commission at the time of *Viva Voce*.

(ii). Success in the examination confers no right to appointment. Appointments will be made only after the Government 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.

(iii). "Candidates will be considered for those groups/ services only which they indicate in the application form. No candidate will be considered for the groups/services which he/she will not mention in the form. Candidates will however, be given a chance to revise their choice of occupational groups 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 will be allowed under any circumstances. Candidates may opt for a group/service irrespective of the fact whether there is a vacancy therein or not".

(iv). The Government reserves the right to allocate a candidate against any Group/Service irrespective of his/her preferences, in the public interest. No appeal against the decision of the Government will be entertained.

UNFILED VACANCIES AND WAITING MERIT LIST

17(i). Once the process of allocation has been accomplished; the vacancies remained unfilled due to non availability of qualified candidates under any quota shall be carried over to next examination for filling from among the same quota.

(ii). 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 a Group/Service according to his/her merit position in respective quota and preferred choice.

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

(iv). Once the process of allocation/reallocation according to time lines given above is over the waiting merit list shall no longer be valid and the process of CSS 2016 will stand completed and closed.

18. The Government reserves the right to make any changes to the above rules before finalizing appointment on the basis of this examination.

Note:—This issues with the approval of the Government.

HASEEB ATHAR
Secretary

PROCEDURE OF COMPETITIVE EXAMINATION (CSS), 2016**SUBJECTS FOR WRITTEN EXAMINATION (1200 MARKS)**

1. (i) The examination will include the following subjects and each subject will carry the marks shown against it.
- (ii) 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.
- (iii) The candidates should expect some objective type questions * (MCQ's) in compulsory and optional papers except in the papers of Essay, Applied Mathematics and Pure Mathematics.
- (iv) 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. The question paper in Islamic Studies or Comparative Study of Major Religions is to be answered in English or Urdu only. All other papers must be answered in English unless otherwise directed in the Question Paper. Contravention of these instructions will result in the cancellation of the papers and award of ZERO marks in the paper(s) concerned.
- (v) A Guideline of the syllabus of the subjects in alphabetical order is given in **Annex "B"** to the Rules.
- (vi) **The Non-Muslim candidates** have the option either to take **Islamic Studies or Comparative Study of Major Religions**.
- (vii) A candidate who does not appear in any compulsory/**optional subject** will not be allowed to appear in the remaining papers of the Examination in accordance with rule 7(vi) of CE Rules-2016.
- (viii) The three papers of General Knowledge (GK-I, GK-II & GK-III) are to be passed collectively by scoring 120 marks out of 300.

(ix(a)) COMPULSORY SUBJECTS (600 MARKS)

(1) Essay	100	}	300
(2) English (Precis and Composition)	100		
(3) General Knowledge :			
Paper - I General Science & Ability	100		
(General Science: (MCQs = 20 marks, subjective = 40 marks)			
Ability: subjective = 40 marks)			
Paper - II Current Affairs	100		
Paper - III Pakistan Affairs	100		
(4) Islamic Studies or Comparative Study of Major Religions (For Non Muslims)	100		

Total : 600**(ix(b)) 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:—

*MCQs are to be attempted on computerized OMR Answer sheet, whereas subjective questions are to be attempted on Answer Book.

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), 2016
RATE OF FEES**

APPENDIX-II

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

- (A) To the Federal Public Service Commission.
(i) **Rs.2200/-** for written CSS examination (Application fee)
(ii) **Rs.500/-** for each representation/review petition which a candidate wants to submit against any decision of the Commission.
(iii) **Rs.500/-** per paper as fee for recounting of marks.

The procedure for payment of fee is as under:

- (i) The amount should be deposited in a branch of 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;
(ii) 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.
(iii) 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/State Bank of Pakistan under Head of Accounts "C—02839-Health Fee for Medical Examination."
The original copy of the Treasury challan should be handedover to the President of the Central Medical Board at the time of Medical Examination.
(ii) Rs. 750/- 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.
(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 by reference to the rules and must decide definitely before depositing the fee in the Treasury/Bank that they are eligible in all respects to apply for the examination. Fee once deposited in the Treasury/Bank will not be refunded, nor will it be held in reserve for any other examination or selection under any circumstances.

APPENDIX-III

**COMPETITIVE EXAMINATION, 2016
RECRUITMENT POLICY**

1. The following merit, and provincial/regional quotas shall be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government which are filled on all Pakistan basis in pursuance of Establishment Division's O.M. No. 89/72-TRV, dated 31-08-1973 and No. 4/10/2006-R-2, dated 12-02-2007;—

Merit	7.5%
Punjab (including Federal Area of Islamabad)	50%
Sindh The share of Sindh will be further sub-allocated in the following ratio: Urban areas namely Karachi, Hyderabad and Sukkur (40% of 19% or 7.6%) Rural Areas i.e. rest of Sindh excluding Karachi, Hyderabad and Sukkur (60% of 19% or 11.4%). Provided that Sindh shall be allowed quota of 19% first and then the posts fallen to its share shall be sub-divided between Sindh (U) and Sindh (R) at the ratio of 7.6% and 11.4% respectively. (vide Establishment Division's O.M No. 4/5/87-R2, dated 12.08.1991)	19%
Khyber Pukhtoonkhwa	11.5%
Balochistan	6%
Gilgit Baltistan Federally Administered Tribal Areas	4%
AJK	2%
<p>Note:</p> <p>(i) 10% quota is reserved for women from the share of Provinces/Regions except Merit quota in terms of Establishment Division's O.M.No. 3/17/2005-R-2 dated 26-09-2006. Un-filled vacancies will be carried forward.</p> <p>(ii) 5% quota is reserved for Minorities (Non-Muslims) from the share of Provinces/Regions except Merit Quota in terms of Establishment Division's OM No.4/15/94-R-2, dated 26-5-2009. Unfilled vacancies will be carried forward.</p> <p>(iii) Disabled candidates will compete in accordance with the Government recruitment policy, as there will be no separate quota for disabled candidates.</p> <p>(iv) Provincial or regional quotas in respect of posts in a particular year shall be worked out as per policy laid down by Establishment Division vide OM No.8/9/72-TRV, dated 31.08.1973 read with OM No.9/7/80-A III, dated 23.09.1980.</p>	

2. Sindh (Urban) refers only to the city areas of Karachi, Hyderabad and Sukkur. Cantonment areas are counted as part of the city. The areas under the Jurisdiction of the District Councils of these district are the rural areas.

3. "Federally Administered Tribal Areas" include:—

- | | |
|---|----------------------------------|
| (i) Tribal Areas adjoining Peshawar district; | (vii) Orakzai Agency; |
| (ii) Tribal Areas adjoining Bannu district; | (viii) Khyber Agency; |
| (iii) Tribal Areas adjoining D.I.Khan district; | (ix) Kurram Agency; |
| (iv) Tribal Areas adjoining Kohat district; | (x) North Waziristan Agency; and |
| (v) Bajour Agency; | (xi) South Waziristan Agency. |
| (vi) Mohmand Agency; | |

Note: This issues with the approval of the Government.

FEDERAL PUBLIC SERVICE COMMISSION

REGULATIONS FOR PHYSICAL EXAMINATION

COMPETITIVE EXAMINATION (CSS), 2016

1. These regulations are published for the convenience of candidates and in order to enable them to ascertain the probability of their coming up to the required physical standard. But it must be clearly understood that the 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 the standard of physical fitness, an announcement will be made accordingly before the examination.

3. Night blindness will be a cause of rejection for District Management Group, Police Service of Pakistan, Customs and Excise Group and Railways (Commercial and Transportation) Group”.

4. Disabled candidates in the categories of physically impaired, hearing/speech impaired (deaf & dumb) and visually impaired (blind) are allowed to compete for Competitive Examination against four Occupational Groups/Services viz; (a) Commerce & Trade Group (b) Pakistan Audit & Accounts Service (c) Information Group & (d) Postal Group. Disabled candidates securing a position against prescribed 7.5% merit quota on all Pakistan basis may be considered for allocation to Foreign Service of Pakistan also on the basis of his/her choice.

5. 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/her 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 disabled candidates.

6. (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.

For the Police

(b) The correlation of age, height and chest-girth will not be less than that given in the following table:—

PHYSICAL EQUIVALENTS

Height without Shoes	Chest	
	Breadth when fully 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

7. The candidate's height will be measured as follows:—

He/She will remove his/her shoes and be placed against the standard with his/her feet together and the weight thrown on the heels, and not on the toes or outer sides of the feet. He/She 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.

8. The candidate's chest will be measured as follows:—

He/She will be made to stand erect with his/her feet together and to raise his/her arms over his/her 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.

9. The candidate will also be weighed and his/her weight recorded in kilograms. Fractions of a kilogram should not be noted.

10. The candidate's eye sight except disabled i.e. visually impaired (blind) 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/she suffers from any squint or morbid conditions of eyes, eyelids 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.

1. POLICE

11. 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.

12. 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—Reads 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—Reads 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.

13. 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

14. 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:		

15. 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 DISABLED I.E. VISUALLY IMPAIRED (BLIND))

16. 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.

17. 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.

18. 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.

19. 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

20. In cases of serious abnormality the opinion of an ophthalmic specialist should be obtained.

21. No candidate will be accepted for appointment if his/her vision does not come up to 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.)

22. The urine (passed in the presence of the examiner) should be examined and the result recorded.

23. Following additional points should be observed:—

- (a) that the candidate's hearing in each ear is good except disabled i.e. hearing/speech impaired (deaf & dumb) and that there is no sign of disease of the ear ;
- (b) that the candidate's speech is without impediment except disabled i.e. hearing/speech impaired (deaf & dumb);
- (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 disabled 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.

24. 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.

25. 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.

26. Government, 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 issues with the approval of the Government.

HASEEB ATHAR
Secretary