PHASES OF PPSC ONLINE APPLICATION SUBMISSION

1 Personal Profile	2 Fee Payment	3 Images Uploading	4 Qualification Details	5 Service Details	6 Application Submission

ONLINE APPLICATION PROCEDURE

1) Visit the official PPSC website https://www.ppsc.gop.pk/ and click the "Apply Online" button.

2) Select the post for which you want to apply and click the "Proceed" button after viewing all the information pertaining to the post / eligibility.

3) Read the "Important Instructions" and "EPay User Manual", select the undertaking checkbox and click the "Apply Online" button.

4) Enter your CNIC Number and click the "Proceed" Button.

1 - PERSONAL PROFILE

5) Enter Email Address, Mobile Number, click the "Proceed" Button and Verify your Email Address and Mobile Number at the next page.

6) Enter your details i.e. Date of Birth, Gender, Employment Type, Disability Status, Armed Person Status etc. and click the "Proceed" button.

7) Enter all the details in the Personal Information Section and click the "Save Information" button. Click the "Proceed" button to proceed your application.

2 - FEE PAYMENT

8) Your Payment System Identifier Number (PSID) will be generated by the system. Pay the requisite fee for the post as per instructions given in the "EPay User Manual" (as mentioned in Step # 3).

3 - IMAGES UPLOADING

9) Upload your latest photograph and CNIC (Front) Image. Please note that maximum size of the image should be less than 25KB size.

4 - QUALIFICATIONS

10) Add your qualification details and click the "Save Information" button.

5 - SERVICE RECORD (IF APPLICABLE)

11) Add your service record (If applicable) and click the "Save Information" button.

6 - FINAL SUBMISSION

12) If you have provided all the required information, "Submit Application" button will be enabled. Click the button to go to the Application Submission Page. At the Application Submission Page, read the undertaking, select the undertaking checkbox and click "Submit Application" button.

13) Finally, you'll get an Application Number, which shows that you have successfully submitted the application. You will also get intimation of Application Submission and Token Number (For Editing / Printing of your application) through Email and SMS.

HOW TO CONTINUE / SUBMIT THE INCOMPLETE APPLICATION ?

In case, you have left the PPSC website before the submission of online application, the next time, you start the online application process, system will resume from where you had left out last time i.e. you will have to provide information only for the remaining steps. Already provided information will not be required again. You may continue your application by the following procedure:

1) *Visit the PPSC Website and click the 'Apply Online' button from the home page.*
2) *Select your post, read the instructions and enter your CNIC Number.*
3) *Fill out the remaining information as required by the system and submit your application.*

STEP-BY-STEP ILLUSTRATION FOR ONLINE APPLICATION SUBMISSION

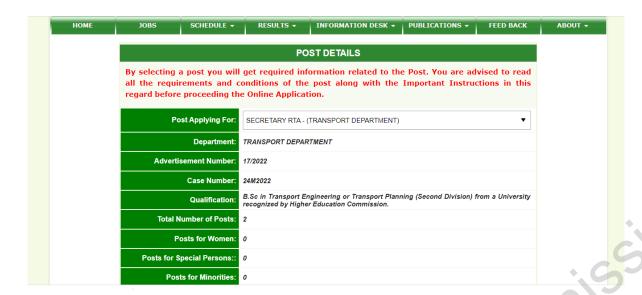The step-by-step illustration for the applying online procedure is as under:

1) Visit the official PPSC Website https://www.ppsc.gop.pk/ and click the "Apply Online" button.

2) Select the post for which you want to apply.

3) Click the "Proceed" button after viewing all the information pertaining to the post / eligibility. Read the "Important Instructions" and "EPay User Manual", select the undertaking checkbox and click the "Apply Online" button.

4) Enter your CNIC Number and click the "Proceed" Button.
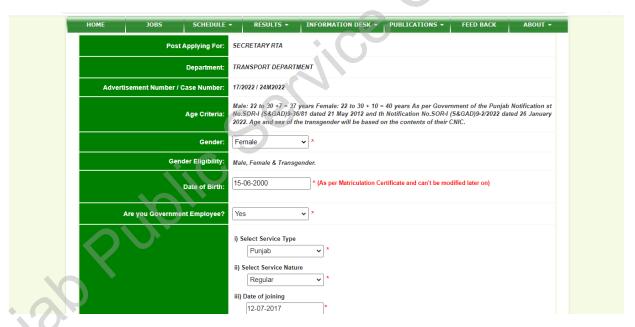

1 - PERSONAL PROFILE

5) Enter Email Address & Mobile Number and click the "Proceed" Button after which contacts verification page will open. Review your contact details.

If rectification in the Email Address or Mobile Number is required, click "Change Email / Mobile" and If the Email Address and Mobile Number are correct, click the "Verify" button.

6) Enter your details i.e. Date of Birth, Gender, Employment Type, Disability Status, Armed Person Status etc. and click the "Proceed" button.
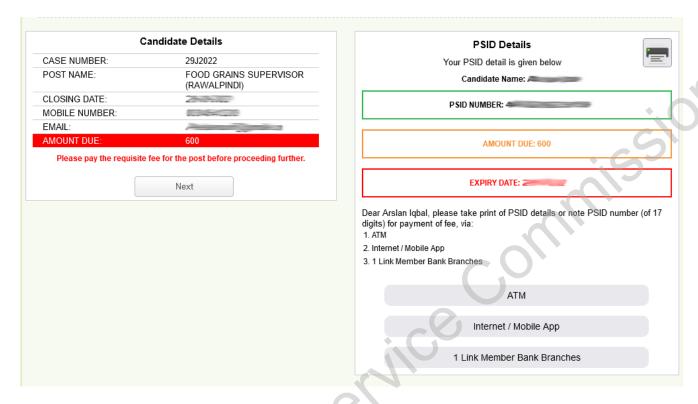

7) Enter all the details in the Personal Information Section and click the "Save Information" button after which your data will be saved and acknowledgement message will be displayed by the system. Click the "Proceed" button to proceed your application.

2 – FEE PAYMENT

8) Your Payment System Identifier Number (PSID) will be generated by the system. Pay the requisite fee for the post as per instructions given in the "EPay User Manual" (as mentioned in Step # 3) and click the "Next" Button.
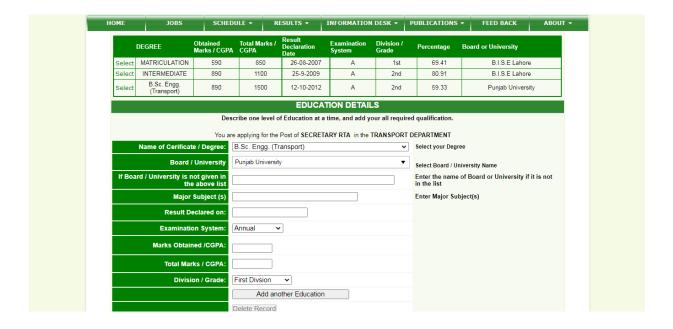

3 - IMAGE UPLOADING

9) Upload your latest photograph and CNIC (Front) Image. Please note that maximum size of the image should be less than 25KB size.
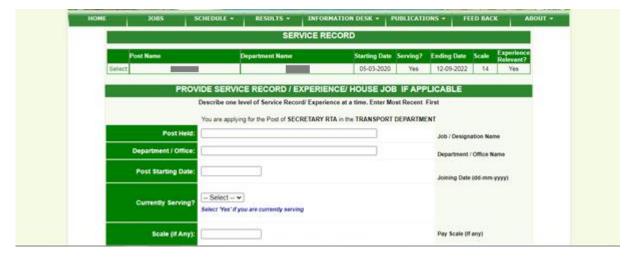
4 - QUALIFICATIONS

10) Add your qualification details and click the "Save Information" button..

5 - SERVICE RECORD

11) Add your service record (If applicable), click the save information and press next button.

6 - FINAL SUBMISSION

12) If you have provided all the required information, "Submit Application" button will be enabled. Click the button to go to the Application Submission Page. At the Application Submission Page, read the undertaking, select the undertaking checkbox and click the "Submit Application" button.

13) Finally, you'll get an Application Number, which shows that you have successfully submitted the application. You will also get intimation of Application Submission and Token Number (For Editing / Printing of your application) through Email and SMS.

IMPORTANT NOTE REGARDING EDITING OF ONLINE APPLICATION

You can only edit your application if your application has been submitted successfully (After the completion). If your application has not yet been submitted, please follow the following steps to submit your application:

1) Visit the PPSC Website and click the "Apply Online" button from the home page.
2) Select your post, read the instructions and enter your CNIC Number.
3) Fill out the remaining information as required by the system and submit your application.

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