PUNJAB PUBLIC SERVICE COMMISSION
BARADARI GARDENS, PATIALA-147001
WEBSITE : http://ppsc.gov.in Fax: 0175-5014831

GUIDELINES FOR APPLYING ONLINE

These instructions are intended to guide the Candidates in filling up their Online Application Forms correctly so that they do not make mistakes, which may result in rejection of their candidature. The Candidates must read these instructions and the "General Information for the Candidates" thoroughly before filling up Online Application Form.

It is recommended that the Candidates may take print out of these Instructions as well as "General Information for the Candidates" before filling the Online Application Form and retain the same for their reference. Request for change/correction in any particulars in the Online Application Form shall not be entertained under any circumstances. **The Commission will not be responsible for any consequences arising out of incorrect filling up of Online Application Form.**

Each Candidate shall fill only one Online Application Form.

Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.

Note:- Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on Web server on account of heavy load on internet/website.

The Candidate must have the following before attempting to fill the Online Application Form:

1) **A valid email account** which has not been used for filling Online Application Form by any other Candidate applying for this Examination. All future correspondence with the Candidate shall be made through the registered email ID. If any candidate does not give correct email ID then the failure of communication will be responsibility of the candidate.
2) **A mobile phone number**, which shall be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. Information given on that mobile number shall be deemed to have been delivered to Candidate.
3) **Scanned copy of a recent passport size photograph** (jpg format), as per specifications given below:
   a) Photograph must be a recent passport size colour photograph with light background.
   b) While taking photograph please look straight at the camera with a relaxed face.
   c) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
   d) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
   e) Size of file (jpg format) should not be lesser than 10 KB and more than 40 KB.

4) **Scanned copy of the signature of the Candidate** (jpg format), as per specification given later in these instructions.

   a) The Candidate has to sign **on white paper** with **Black/Blue Ink pen**.
   b) The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to impersonate, which may lead to rejection of the Candidate's candidature and may result in legal action against such a Candidate.
   c) The scanned image of the Candidate's signature will be used for comparison at all stages of examination and interview. If at any stage the scanned signature of the Candidate does not match with the signature on any other document, where he/she is

required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.

d) Size of file (jpg/jpeg format) should not be lesser than 10 KB and more than 40 KB.

5) **A computer system with a printer attached to it**. The computer system must have either Internet Explorer or Mozilla Firefox or Google Chrome browser and Adobe Acrobat Reader for filling and downloading the Submitted Application Form in .pdf format.

6) **For any "TECHNICAL QUERY REGARDING THE ONLINE APPLICATION FORM ", the Candidate may please contact at**

Help Line E-mail ids :

technicalhelp.ppsc@gmail.com,information@ppsc.gov.in,enquiry@ppsc.gov.in

Help Line Phone : 0175-5014811, 5014822

Email Subject: "Technical Query Regarding the Advt. No. <Write Advt. No. >"

CANDIDATE CAN NOT EDIT HIS/HER INFORMATION GIVEN IN THE APPLICATION FORM IF HE/SHE HAS PAID THE FEES

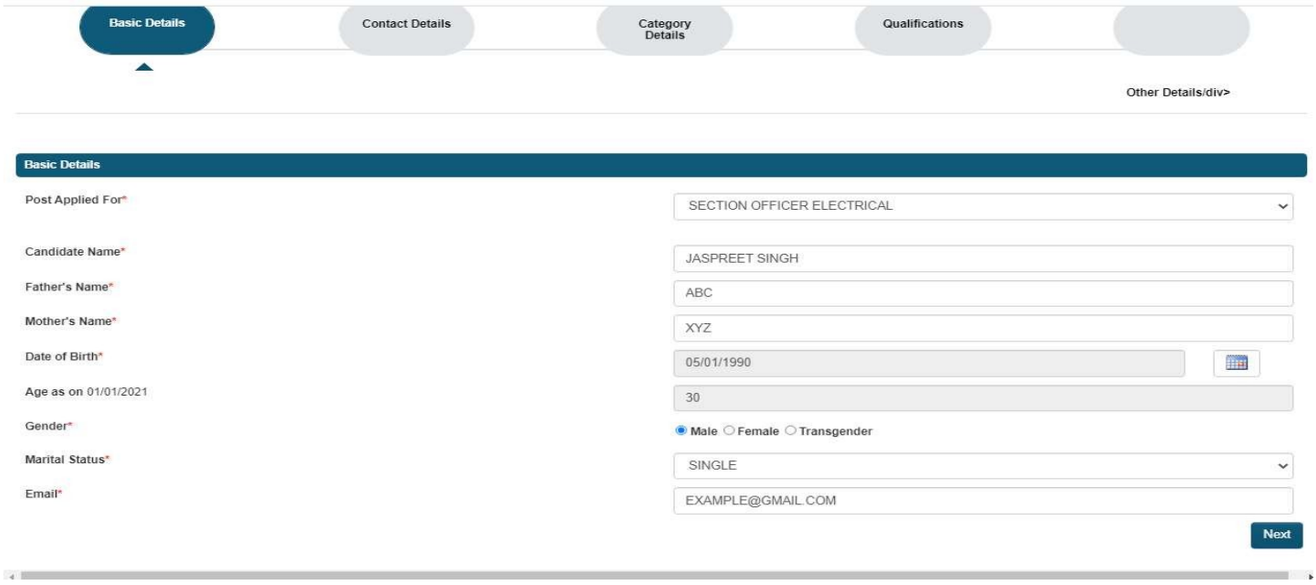
STEP WISE FLOW OF PROCEDURE FOR ONLINE APPLICATION FORM.

STEP 1	***Fill Online Application Form***
STEP 2	***Upload the photo and signature***
STEP 3	***You will be redirected to FEE PAYMENT DETAILS page. You can either pay the fees at same time or opt to pay the fee later.***
STEP 4	***Print the submitted Application Form after the fee is paid.*** ***Candidate can login and access his/her submitted Application form once the fee is paid successfully.***

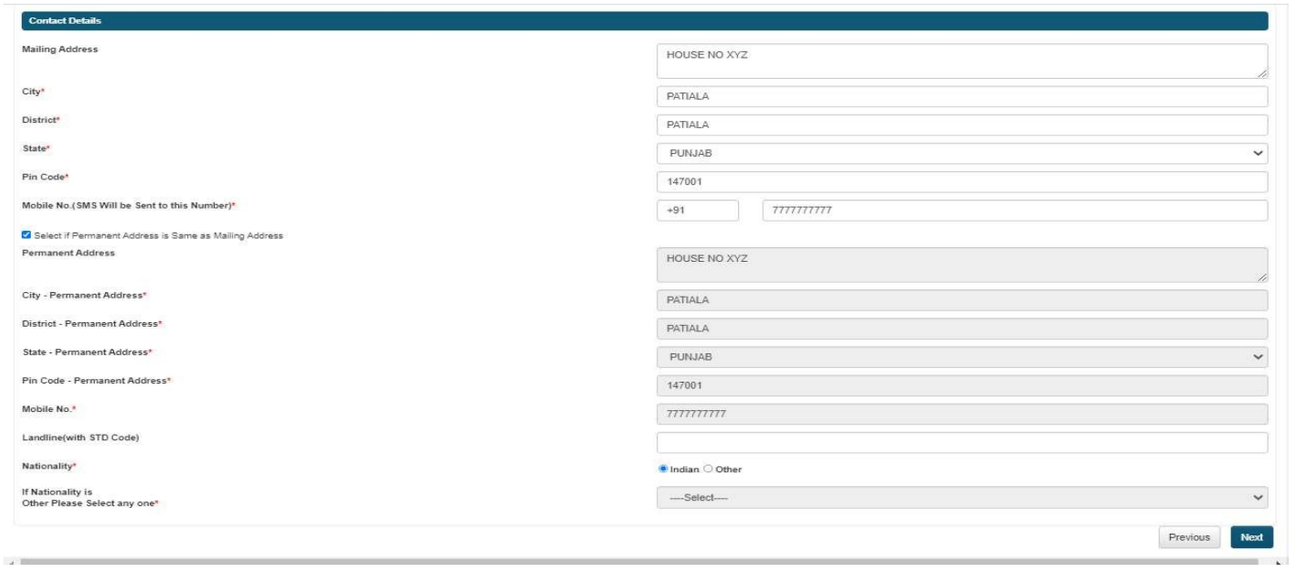
Please refer to the detailed advertisement for information regarding the last dates of the above mentioned steps.

SCREEN SHOTS OF ONLINE APPLICATION FORM

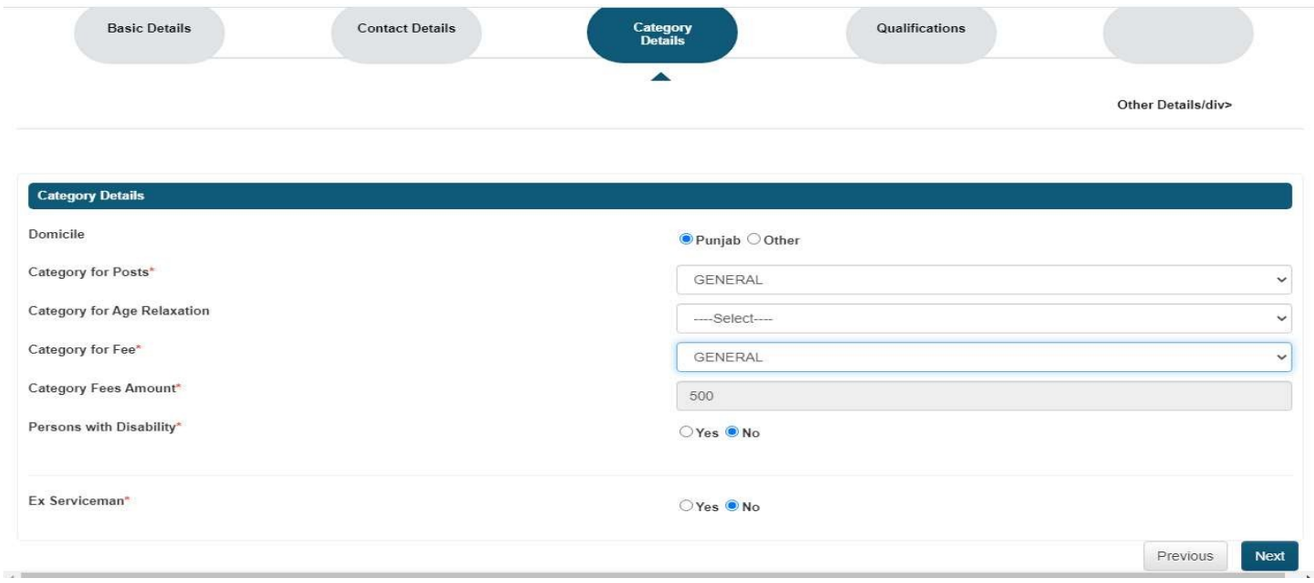
1. BASIC DETAILS



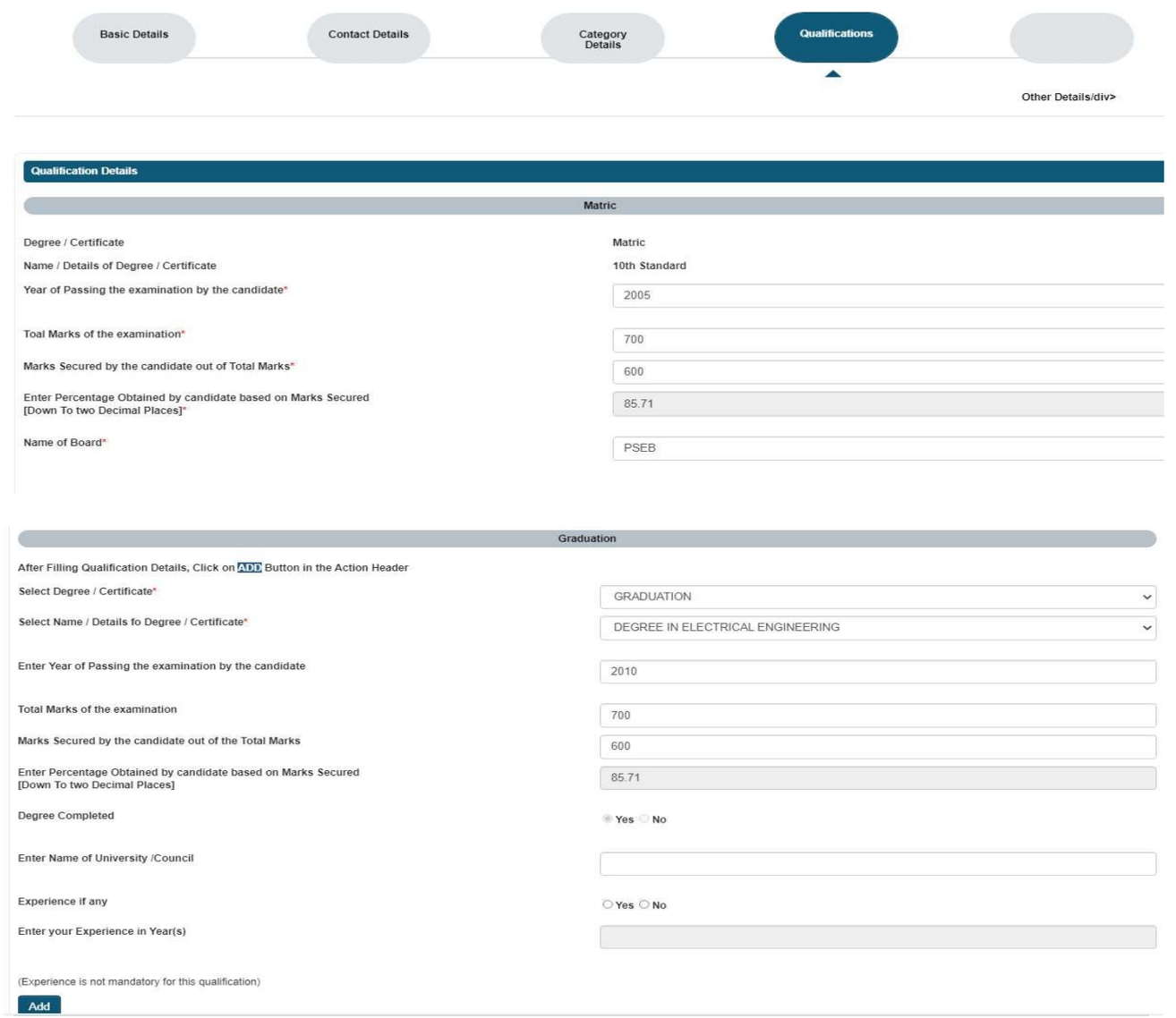
2. CONTACT DETAILS



3. CATEGORY DETAILS



4. QUALIFICATIONS



Please click on the ADD Button [in BLUE color] after entering the details of your Graduation degree.

(Experience is not mandatory for this qualification)

Add

Degree / Certificate	Name / Details of Degree / Certificate	Year of Passing the examination by the candidate	Total Marks of the examination	Marks Secured by the Candidate out of the total Marks	Percentage Obtained by the candidate based on Marks Secured	Course Complete	University / Board	Experience	Experience in Years/Months	Action
GRADUATION	DEGREE IN ELECTRICAL ENGINEERING	2010	700	600	85.71	YES	PTU	NO		DELETE

Passed Punjabi Language Of Matriculation or its equivalent standard*
(Passing Punjabi at matric level is mandatory) ◉ Yes ○ No

Are you Sikh Migrant ○ Yes ◉ No

Previous Next

5. OTHER DETAILS

Basic Details | Contact Details | Category Details | Qualifications | Other Details/div>

Other Details

Are you in Government Service?	○ Yes ◉ No
if Yes, Have your informed the Office / Department	◉ Yes ○ No
Have you ever been disqualified by Public/Union Public Service/Commission or any other State Public Service Commission? (if yes, please Specify period From,to and Reason)	○ Yes ◉ No
Have you been convicted by Criminal Court?(if yes,please Specify Type of case,Date of Coviction and nature of case)	○ Yes ◉ No
Whether any Criminal Case was ever registered against you?	○ Yes ◉ No
Do you posses requisite qualification as per Advertisement?	◉ Yes ○ No
Payment Mode	
Select Mode of Payment	OFFLINE MODE

Password For Access

Enter Password *

Confirm Password*

Captcha Code H8Q7V2 Change Image

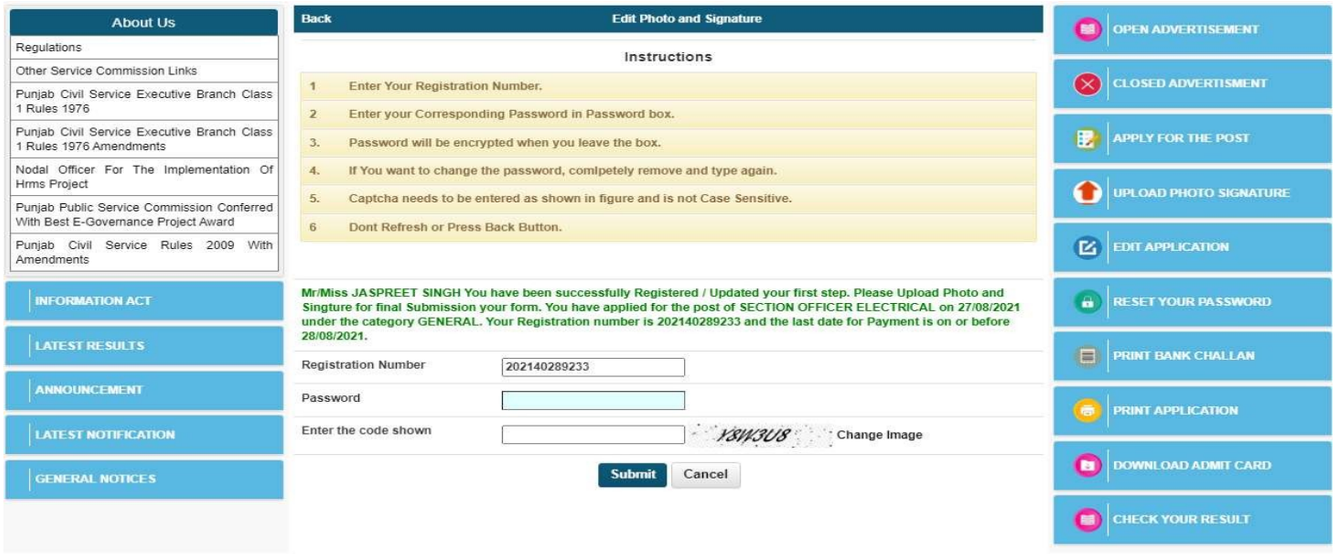
Enter code here* H8Q7V2

Previous Submit Update Cancel

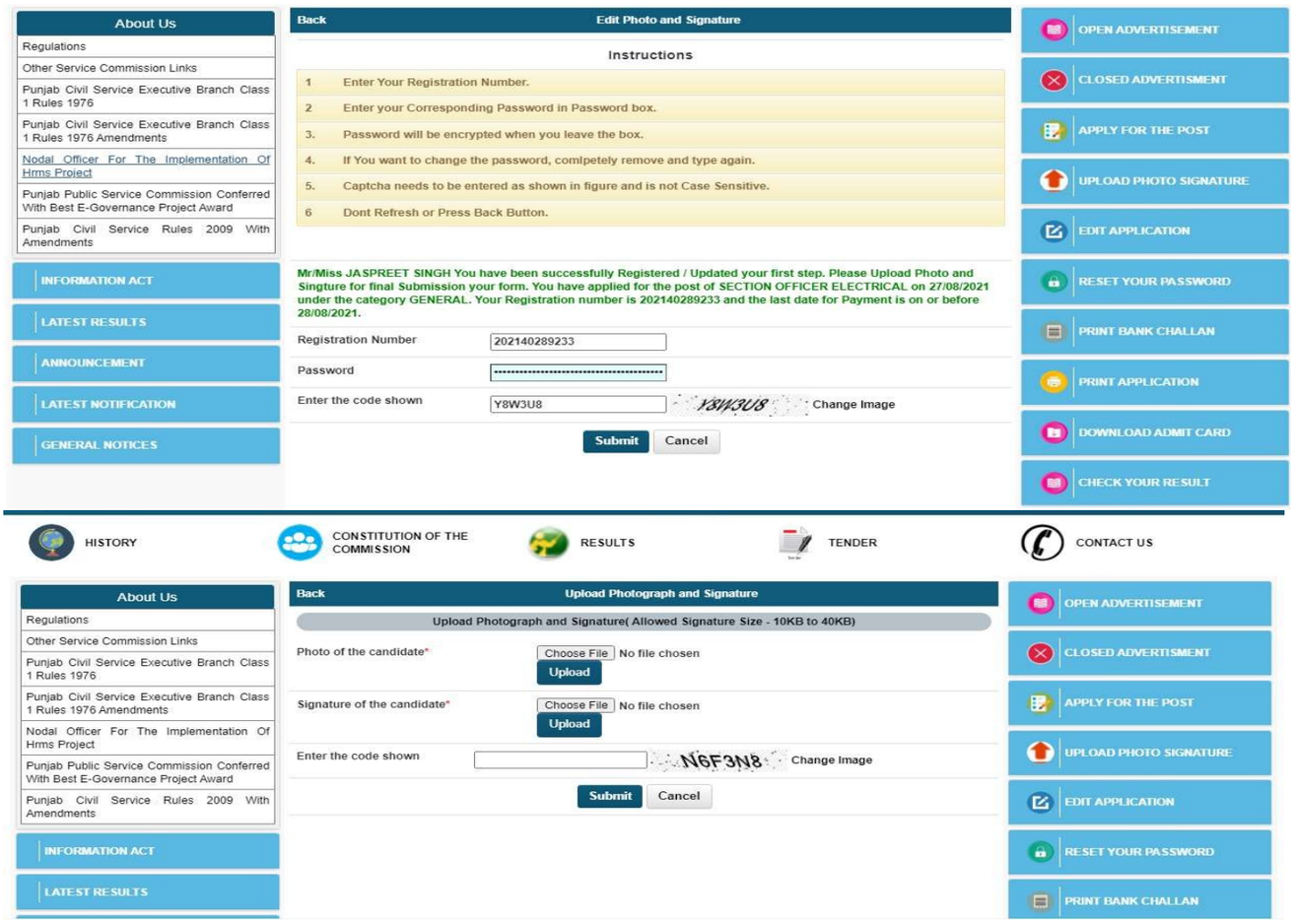
Please check mobile numb… …nd email … before final submission.

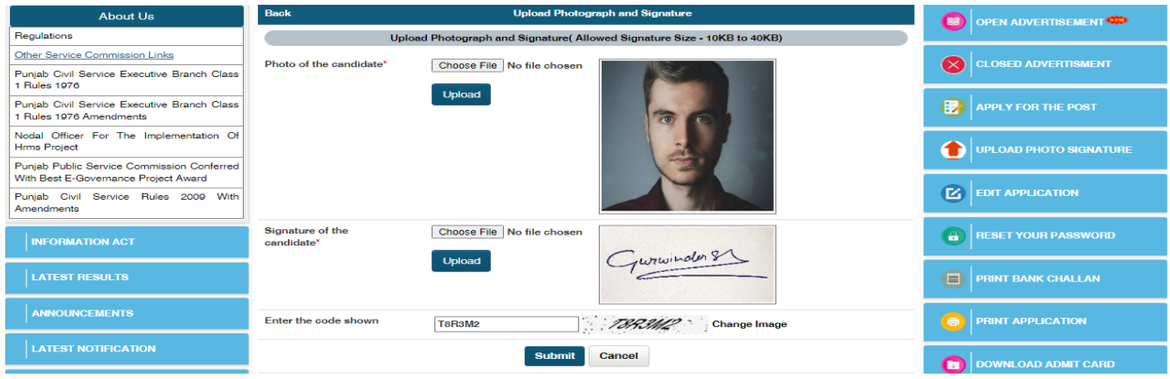
OK Cancel

Have you ever been disqualified by Public/Union Public Service/Comm… Service Commission? (if yes, please Specify period From,to and Reaso…
Have you been convicted by Criminal Court?(if yes,please Specify Type… nature of case)
Whether any Criminal Case was ever registered against you?
Do you posses requisite qualification as per Advertisement? ◉ Yes ○ No
Payment Mode
Select Mode of Payment OFFLINE MODE
Password For Access
Enter Password *
Confirm Password*
Captcha Code H8Q7V2 Change Image
Enter code here* H8Q7V2
Previous Submit Update Cancel

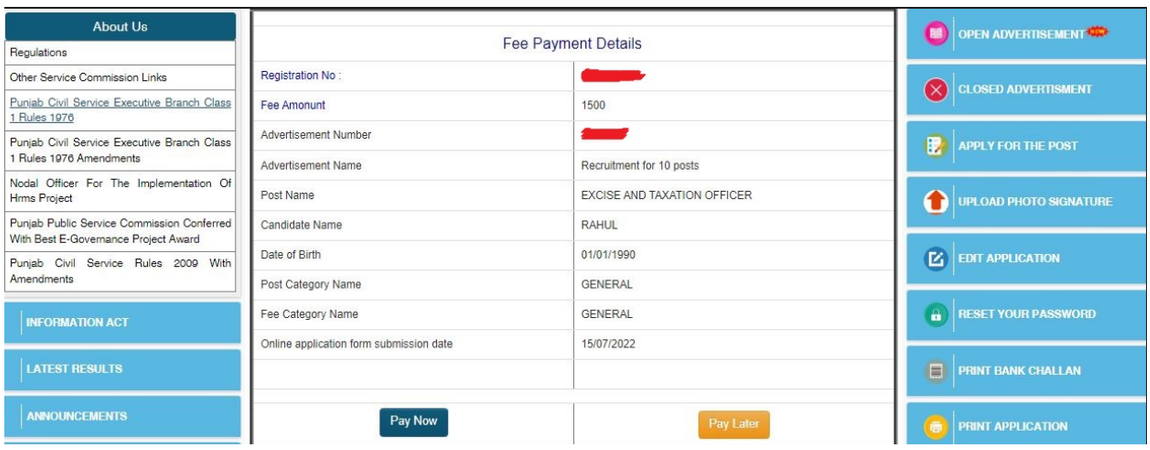


<u>Note:</u> Please be noted that once the candidate submits the online application form (STEP-1), then he will need to login using his registration number and password to upload (as per the screenshot below) the photo and signature (STEP-2).

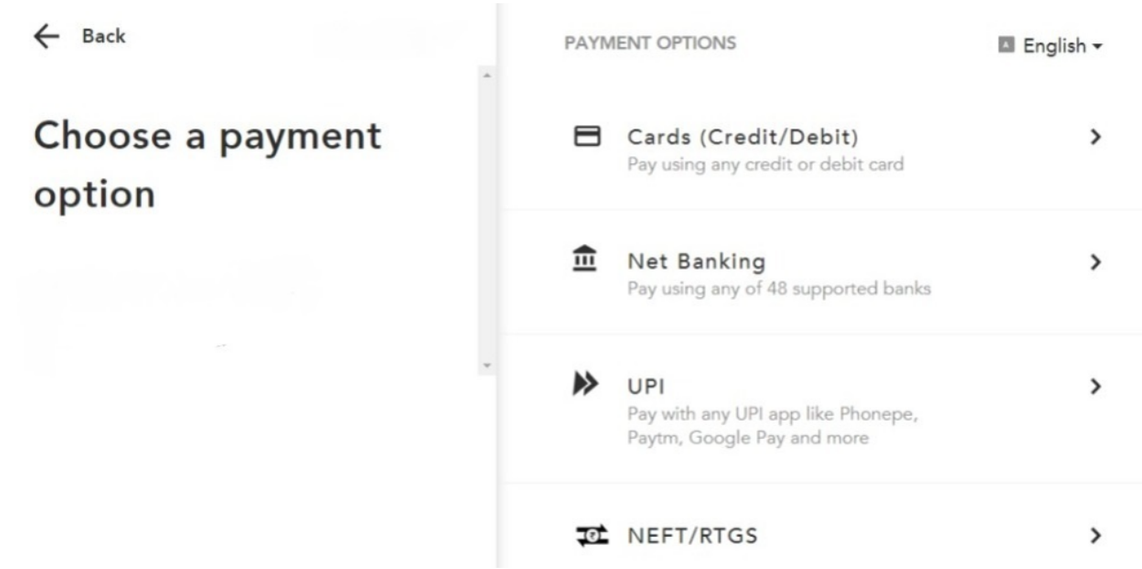




Once the candidate clicks on the **"Submit"** button after uploading the photo and signature, below screen is shown.

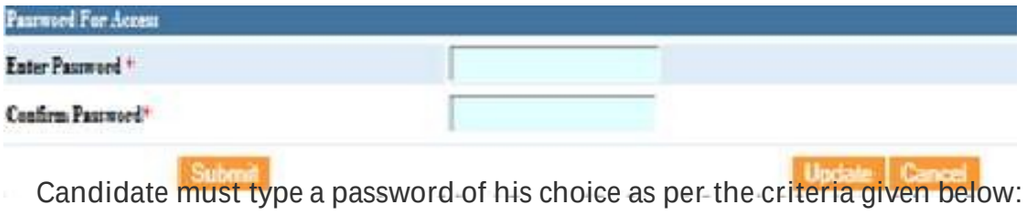


After clicking on "**Pay Now**" link, the candidate can pay the fee using any of the available payment modes as shown below:



Note: Other general guidelines and Screenshots for reference of candidates are given below

PASSWORD DETAILS



Candidate must type a password of his choice as per the criteria given below:

- The Password must be 8 to 20 characters long.
- It must have at least one Upper case alphabet.
- It must have at least one Lower case alphabet.
- It must have at least one numeric value.
- It must have at least one special characters eg.12qw!@QW

SUBMIT OR UPDATE

[Please read the complete instructions as given above carefully before going ahead]

After the candidate has set the password as per instructions given above, then he/she should do the following:

A. Click on Submit: All candidates who are registering themselves for ibid posts shall click on the "**Submit Button**".

(1) Thereafter, if the Registration is successful, the system will display a web page showing the status of your Online Application Form (STEP-1).

(2) Once the candidate submits the online application form (STEP-1), then he will need to login using his registration number and password to upload the photo and signature (STEP-2). Once the step-2 is completed, the candidate will be redirected to Fee Payment Details to pay the fees online.

(3) If the candidate is sure that the particulars fed by him/her are correct and he/she do not want to "Edit" his/her Application Form any further then the candidate should click on the link "Pay Now" button to pay the fees.

B. Click on Update: If the candidate is not sure and wants to edit the Online Application Form submitted by him/her then the candidate should first click on the link "Pay Later" button and the go to Edit Application and do the editing wherever is required.

(i) After doing the editing, the candidate should click on Update Button to save his/her already registered online Application Form.

C. The editing of Application Form can be done till the candidate has not paid the fees online. Once the candidate has paid the fees he/she cannot edit his/her application form.

D. If the registration is successful, then an automated SMS will be sent to the mobile number fed by the candidate in his/her Online Application Form instantly.

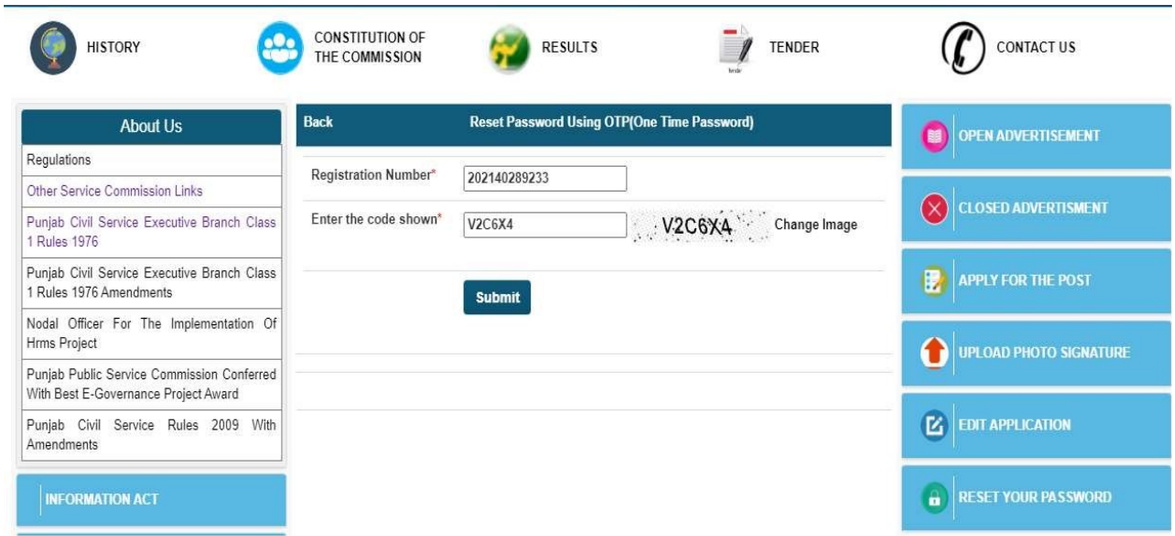
Important Note :

i. The access to the submitted Application Form for taking print out will be provided only after the fees is paid by the candidate.

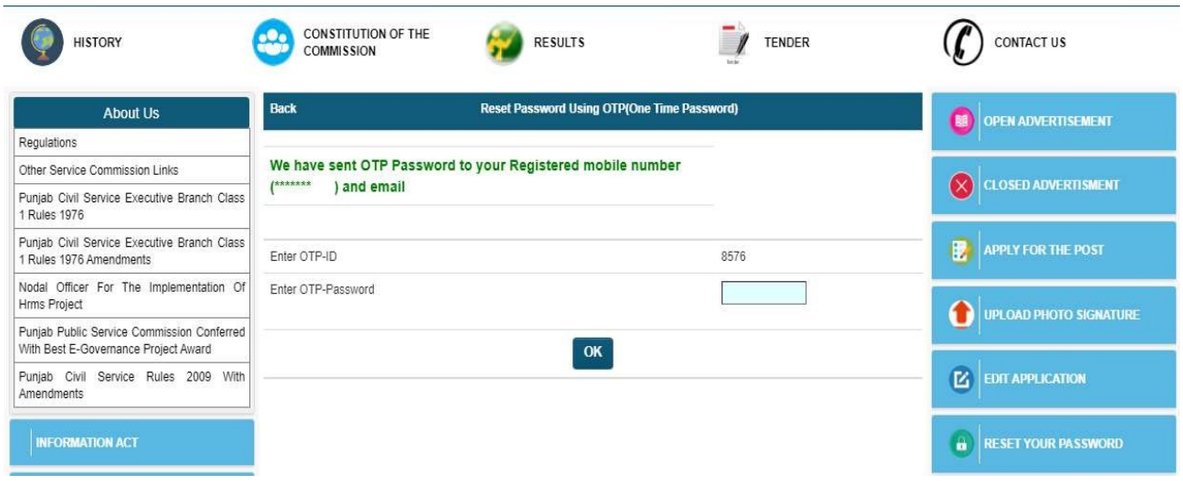
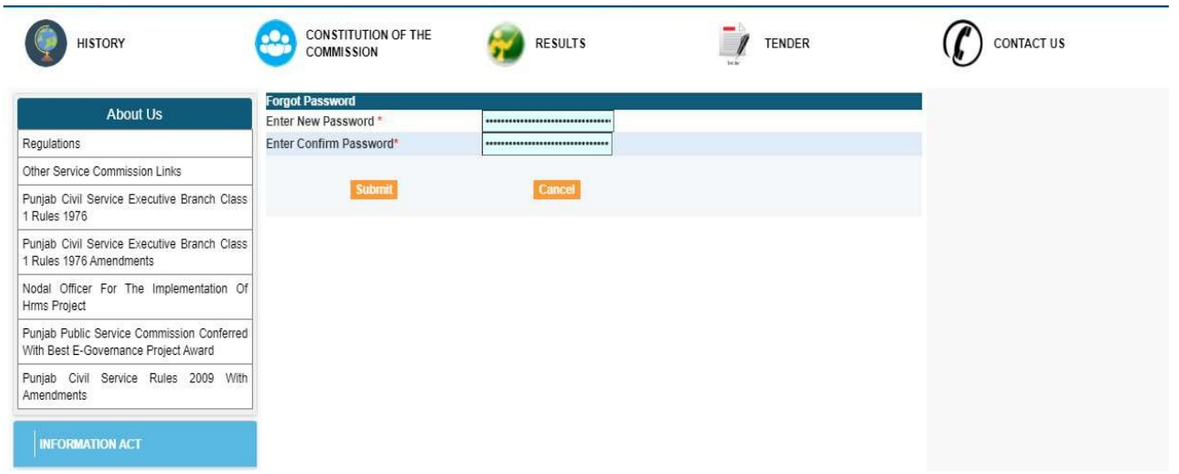
One Time Passwords [If candidate forgets the password]

A One Time Password (OTP) that is valid for only one login session as well as time dependent or temporary (one time use) pass code. If you have forgotten your password, we recommend following the below steps to regain access to your account.

1. **Enter Your Registration Number and Image Code shown in the Captcha and Click on Submit Button**



2. **An OTP Password will be sent by SMS to the mobile number which the candidate has fed in his/her Online Application Form . Enter the OTP and click OK button.**



3. **Enter the new password as per the instructions given on point no. 8 above and click on Submit Button. The password is reset.**