



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	<i>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.</i>
STEP 4	<i>Print the submitted Application Form after the fee is paid.</i> <i>Candidate can login and access his/her submitted Application form once the fee is paid successfully.</i>

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

Basic Details

Contact Details

Category Details

Qualifications

Other Details/div>

Basic Details

Post Applied For*

SECTION OFFICER ELECTRICAL

Candidate Name*

JASPREET SINGH

Father's Name*

ABC

Mother's Name*

XYZ

Date of Birth*

05/01/1990

Age as on 01/01/2021

30

Gender*

Male

Female

Transgender

Marital Status*

SINGLE

Email*

EXAMPLE@GMAIL.COM

Next

2. CONTACT DETAILS

Contact Details

Mailing Address

City*

District*

State*

Pin Code*

Mobile No. (SMS Will be Sent to this Number)*

Select if Permanent Address is Same as Mailing Address

Permanent Address

City - Permanent Address*

District - Permanent Address*

State - Permanent Address*

Pin Code - Permanent Address*

Mobile No.*

Landline(with STD Code)

Nationality*

If Nationality is Other Please Select any one*

HOUSE NO XYZ

PATIALA

PATIALA

PUNJAB

147001

+91

7777777777

HOUSE NO XYZ

PATIALA

PATIALA

PUNJAB

147001

7777777777

Indian

Other

----Select----

Previous

Next

3. **CATEGORY DETAILS**

Basic Details

Contact Details

Category Details

Qualifications

Other Details/div>

Category Details

Domicile

☒ Punjab ☐ Other

Category for Posts*

GENERAL

Category for Age Relaxation

----Select----

Category for Fee*

GENERAL

Category Fees Amount*

500

Persons with Disability*

☐ Yes ☒ No

Ex Serviceman*

☐ Yes ☒ No

Previous

Next

4. **QUALIFICATIONS**

Basic Details

Contact Details

Category Details

Qualifications

Other Details/div>

Qualification Details

Matric

Degree / Certificate

Matric

Name / Details of Degree / Certificate

10th Standard

Year of Passing the examination by the candidate*

2005

Total Marks of the examination*

700

Marks Secured by the candidate out of Total Marks*

600

Enter Percentage Obtained by candidate based on Marks Secured
[Down To two Decimal Places]*

85.71

Name of Board*

PSEB

Graduation

After Filling Qualification Details, Click on **ADD** Button in the Action Header

Select Degree / Certificate*

GRADUATION

Select Name / Details fo Degree / Certificate*

DEGREE IN ELECTRICAL ENGINEERING

Enter Year of Passing the examination by the candidate

2010

Total Marks of the examination

700

Marks Secured by the candidate out of the Total Marks

600

Enter Percentage Obtained by candidate based on Marks Secured
[Down To two Decimal Places]

85.71

Degree Completed

☒ Yes ☐ No

Enter Name of University /Council

Experience if any

☐ Yes ☐ No

Enter your Experience in Year(s)

(Experience is not mandatory for this qualification)

Add

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

4

GUIDELINES FOR FILLING ONLINE APPLICATION FORM

(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)

Are you Sikh Migrant

☒ Yes ☐ No

☐ 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 you 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

Enter code here*

.....

.....

H8Q7V2 Change Image

H8Q7V2

Previous

Submit

Update

Cancel

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)

Have you been convicted by Criminal Court?(if yes,please Specify Type of case,Date of Coviction and nature of case)

Whether any Criminal Case was ever registered against you?

Do you posses requisite qualification as per Advertisement?

Payment Mode

Select Mode of Payment

Password For Access

Enter Password *

Confirm Password*

Captcha Code

Enter code here*

Please check mobile number and email before final submission.

OK

Cancel

☒ Yes ☐ No

OFFLINE MODE

.....

.....

H8Q7V2 Change Image

H8Q7V2

Previous

Submit

Update

Cancel

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Edit Photo and Signature

Instructions

1

Enter Your Registration Number.

2

Enter your Corresponding Password in Password box.

3

Password will be encrypted when you leave the box.

4

If You want to change the password, completely remove and type again.

5

Captcha needs to be entered as shown in figure and is not Case Sensitive.

6

Dont Refresh or Press Back Button.

Mr/Miss JASPREET SINGH You have been successfully Registered / Updated your first step. Please Upload Photo and Singture for final Submission your form. You have applied for the post of SECTION OFFICER ELECTRICAL on 27/08/2021 under the category GENERAL. Your Registration number is 202140289233 and the last date for Payment is on or before 28/08/2021.

Registration Number

202140289233

Password

Enter the code shown

Y8W3U8

Change Image

Submit

Cancel

OPEN ADVERTISEMENT

CLOSED ADVERTISEMENT

APPLY FOR THE POST

UPLOAD PHOTO SIGNATURE

EDIT APPLICATION

RESET YOUR PASSWORD

PRINT BANK CHALLAN

PRINT APPLICATION

DOWNLOAD ADMIT CARD

CHECK YOUR RESULT

Note: 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).

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Registration Number

202140289233

Password

Enter the code shown

Y8W3U8

Y8W3U8

Change Image

Submit

Cancel

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APPLY FOR THE POST

UPLOAD PHOTO SIGNATURE

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RESET YOUR PASSWORD

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CHECK YOUR RESULT

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Upload Photograph and Signature

Upload Photograph and Signature(Allowed Signature Size - 10KB to 40KB)

Photo of the candidate*

Choose File

No file chosen

Upload

Signature of the candidate*

Choose File

No file chosen

Upload

Enter the code shown

N6F3N8

Change Image

Submit

Cancel

OPEN ADVERTISEMENT

CLOSED ADVERTISEMENT

APPLY FOR THE POST

UPLOAD PHOTO SIGNATURE

EDIT APPLICATION

RESET YOUR PASSWORD

PRINT BANK CHALLAN

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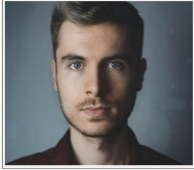
Upload Photograph and Signature

Upload Photograph and Signature(Allowed Signature Size - 10KB to 40KB)

Photo of the candidate*

Choose FileNo file chosen

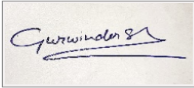
Upload



Signature of the candidate*


Choose FileNo file chosen

Upload



Enter the code shown

T8R3mZ



Change Image

Submit

Cancel

OPEN ADVERTISEMENT

CLOSED ADVERTISEMENT

APPLY FOR THE POST

UPLOAD PHOTO SIGNATURE

EDIT APPLICATION

RESET YOUR PASSWORD

PRINT BANK CHALLAN

PRINT APPLICATION

DOWNLOAD ADMIT CARD

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

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Fee Payment Details

Registration No :

Fee Amonunt

Advertisement Number

Advertisement Name

Post Name

Candidate Name

Date of Birth

Post Category Name

Fee Category Name

Online application form submission date

1500

Recruitment for 10 posts

EXCISE AND TAXATION OFFICER

RAHUL

01/01/1990

GENERAL

GENERAL

15/07/2022

Pay Now

Pay Later

OPEN ADVERTISEMENT

CLOSED ADVERTISEMENT

APPLY FOR THE POST

UPLOAD PHOTO SIGNATURE

EDIT APPLICATION

RESET YOUR PASSWORD

PRINT BANK CHALLAN

PRINT APPLICATION

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

Back

Choose a payment option

PAYMENT OPTIONS

English

Cards (Credit/Debit)

Pay using any credit or debit card

Net Banking

Pay using any of 48 supported banks

UPI

Pay with any UPI app like Phonepe, Paytm, Google Pay and more

NEFT/RTGS

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.


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.

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Reset Password Using OTP(One Time Password)

We have sent OTP Password to your Registered mobile number (*****) and email

Enter OTP-ID8576

Enter OTP-Password

OK

OPEN ADVERTISEMENT

CLOSED ADVERTISEMENT


APPLY FOR THE POST


UPLOAD PHOTO SIGNATURE


EDIT APPLICATION


RESET YOUR PASSWORD


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

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Forgot Password

Enter New Password *

Enter Confirm Password*

Submit

Cancel