

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	Submission of Department(s)/Post(s) Details
STEP 4	Online Payment
<p>Print the submitted Application Form after the fee is paid.</p> <p>Candidate can login and download his/her submitted Application form once the fee is paid successfully.</p>	

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

SCREEN SHOTS OF FILLING THE ONLINE APPLICATION FORM AND SUBMITTING THE ONLINE FEE.

STEP-1 (FILL 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 HOUSE NO XYZ

City* PATIALA

District* PATIALA

State* PUNJAB

Pin Code* 147001

Mobile No. (SMS Will be Sent to this Number)* +91 7777777777

Select if Permanent Address is Same as Mailing Address

Permanent Address

City - Permanent Address* HOUSE NO XYZ

City - Permanent Address* PATIALA

District - Permanent Address* PATIALA

State - Permanent Address* PUNJAB

Pin Code - Permanent Address* 147001

Mobile No.* 7777777777

Landline(with STD Code)

Nationality* Indian Other

If Nationality is Other Please Select any one* ---Select---

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3. **AGE CATEGORY DETAILS**

Basic Details — Contact Details — **Category Details** — Qualifications — Other Details

Category Details

Domicile: Punjab Other

Category for Age Relaxation:

Persons with Disability*: Yes No

Ex Serviceman*: Yes No

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*	<input type="text" value="2005"/>
Total Marks of the examination*	<input type="text" value="700"/>
Marks Secured by the candidate out of Total Marks*	<input type="text" value="600"/>
Enter Percentage Obtained by candidate based on Marks Secured [Down To two Decimal Places]*	<input type="text" value="85.71"/>
Name of Board*	<input type="text" value="PSEB"/>

Graduation

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

Select Degree / Certificate*	<input type="text" value="GRADUATION"/>
Select Name / Details fo Degree / Certificate*	<input type="text" value="DEGREE IN ELECTRICAL ENGINEERING"/>
Enter Year of Passing the examination by the candidate	<input type="text" value="2010"/>
Total Marks of the examination	<input type="text" value="700"/>
Marks Secured by the candidate out of the Total Marks	<input type="text" value="600"/>
Enter Percentage Obtained by candidate based on Marks Secured [Down To two Decimal Places]	<input type="text" value="85.71"/>
Degree Completed	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enter Name of University /Council	<input type="text"/>
Experience if any	<input type="radio"/> Yes <input type="radio"/> No
Enter your Experience in Year(s)	<input type="text"/>

(Experience is not mandatory for this qualification)

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	500	55.71	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 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

[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) 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


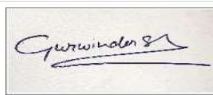

Password For Access
Enter Password*:
Confirm Password*:
Captcha Code
Enter code here*: H8Q7V2

[Previous](#) [Submit](#) [Update](#) [Cancel](#)

About Us	Back	Edit Photo and Signature	OPEN ADVERTISEMENT
Regulations	Instructions		CLOSED ADVERTISEMENT
Other Service Commission Links	<ol style="list-style-type: none"> 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. 		APPLY FOR THE POST
Punjab Civil Service Executive Branch Class 1 Rules 1976	<p>Mr/Miss JASPREET SINGH You have been successfully Registered / Updated your first step. Please Upload Photo and Singtore 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.</p>		UPLOAD PHOTO SIGNATURE
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	Registration Number	<input type="text" value="202140289233"/>	EDIT APPLICATION
Nodal Officer For The Implementation Of Hrms Project	Password	<input type="password"/>	RESET YOUR PASSWORD
Punjab Public Service Commission Conferred With Best E-Governance Project Award	Enter the code shown	<input type="text" value="Y8W3U8"/>  Change Image	PRINT BANK CHALLAN
Punjab Civil Service Rules 2009 With Amendments	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		PRINT APPLICATION
INFORMATION ACT			DOWNLOAD ADMIT CARD
LATEST RESULTS			CHECK YOUR RESULT
ANNOUNCEMENT			
LATEST NOTIFICATION			
GENERAL NOTICES			

STEP-2 (UPLOAD THE PHOTO AND SIGNATURE)

Once the candidate submits the basic details as per the STEP-1, then the candidate has to upload the photo and signature as per the STEP-2.

About Us	Back	Upload Photograph and Signature	OPEN ADVERTISEMENT
Regulations	Upload Photograph and Signature(Allowed Signature Size - 10KB to 40KB)		CLOSED ADVERTISEMENT
Other Service Commission Links	Photo of the candidate*	<input type="button" value="Choose File"/> No file chosen 	APPLY FOR THE POST
Punjab Civil Service Executive Branch Class 1 Rules 1976	<input type="button" value="Upload"/>		UPLOAD PHOTO SIGNATURE
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	Signature of the candidate*	<input type="button" value="Choose File"/> No file chosen 	EDIT APPLICATION
Nodal Officer For The Implementation Of Hrms Project	<input type="button" value="Upload"/>		RESET YOUR PASSWORD
Punjab Public Service Commission Conferred With Best E-Governance Project Award	Enter the code shown	<input type="text" value="T8R3M2"/>  Change Image	PRINT BANK CHALLAN
Punjab Civil Service Rules 2009 With Amendments	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		PRINT APPLICATION
INFORMATION ACT			DOWNLOAD ADMIT CARD
LATEST RESULTS			
ANNOUNCEMENTS			
LATEST NOTIFICATION			

Once the candidate clicks on the “**Submit**” button after uploading the photo and signature, below screen as per the step-3 will be shown.

STEP-3 (SUBMISSION OF DEPARTMENT(S)/POST(S) DETAILS)

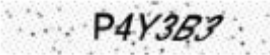
- **Candidate has to submit each department(s)/post(s) separately by entering the details and clicking on the “ADD” button each time as per the screenshots given below.**
- **Candidate can update the department(s)/post(s), if required, by clicking on the “Delete “button and re-submit the correct details.**
- **Candidate is advised to add department(s)/post(s) and categories carefully as no change will be allowed once the online payment is done.**
- **The order of submitting of the department(s)/post(s) by the candidate will not be considered as order of preference for the said post**

Candidate Details

Registration Number	2023133162	Candidate Name	[REDACTED]
Advertisement Number	202313	Father Name	[REDACTED]
Domicile	Punjab	Post Name	SUB DIVISIONAL OFFICER(CIVIL/PUBLIC HEALTH)/ SUB DIVISIONAL ENGINEER CIVIL
DOB	[REDACTED]		

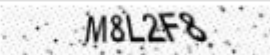
Note : Please submit the department(s) and categories carefully as NO CHANGE will be allowed once the payment is done.

Department Section

Select Department(Post Name)*	----Select----	
Select Post Category*		
Select Fee Category*		
Enter the code shown*	<input type="text"/>	 Change Image
Add		

Note : Please submit the department(s) and categories carefully as NO CHANGE will be allowed once the payment is done.

Department Section

Select Department(Post Name)*	----Select----	
Select Post Category*		
Select Fee Category*		
Enter the code shown*	<input type="text"/>	 Change Image
Add		

Registration Number	Advertisement Number	Department Name	Category Name	Fee Category Name	Action
2023133162	202313	AGRICULTURE AND FARMERS WELFARE(SDO-CIVIL)	GENERAL	GENERAL	Delete
2023133162	202313	WATER SUPPLY AND SANITATION (SD ENGINEER-CIVIL)	ESM, PUNJAB	ESM, PUNJAB STATE ONLY	Delete

Go to Payment Page

STEP-4 (ONLINE PAYMENT)

Upon clicking on the “**Go to Payment Page**” button shown on the above screenshot, following screen will be shown.

Registration Number	2023133162	Candidate Name	[REDACTED]
Advertisement Number	202313	Father Name	[REDACTED]
Domicile	Punjab	Post Name	SUB DIVISIONAL OFFICER(CIVIL/PUBLIC HEALTH)/ SUB DIVISIONAL ENGINEER CIVIL
DOB	[REDACTED]		

Dear Candidate, please note that you have applied for below single/multiple department(s)/post(s) for which the Commission will conduct a Joint competitive examination.

Registration Number	Department Name	Category Name	Fee Category Name
2023133162	WATER SUPPLY AND SANITATION(SD ENGINEER-CIVIL)	ESM, PUNJAB	ESM, PUNJAB STATE ONLY
2023133162	AGRICULTURE AND FARMERS WELFARE(SDO-CIVIL)	GENERAL	GENERAL

Total Fee to be Paid: 500

Note:

1. Total fee mentioned above is the one-time minimum examination fee based on the fee category chosen by the candidate while applying in different Department(s)/Post(s) and one-time application fee of Rs.500.
2. Once the payment is done, your candidature will be considered for all the above mentioned department(s)/post(s).

Make Payment

Edit Department

Pay Later

As per the buttons shown on the above screen, candidate can still update the department(s)/Post(s)/Categories if required or can go ahead for making the online payment. Clicking on the “**Make Payment**” page, following screen will be shown.

Fee Payment Details

Registration No :	2023133162
Fee Amonunt	500
Advertisement Number	202313
Advertisement Name	RECRUITMENT TO 28 POSTS OF SUB DIVISIONAL ENGINEER(CIVIL) IN DEPARTMENT OF WATER SUPPLY AND SANITATION AND 10 POSTS OF SUB DIVISIONAL OFFICER (CIVIL) AND 1 POST OF SUB DIVISIONAL OFFICER(PUBLIC HEALTH) IN THE AGRICULTURE AND FARMERS WELFARE, GOVERNMENT OF PUNJAB
Post Name	SUB DIVISIONAL OFFICER(CIVIL/PUBLIC HEALTH)/ SUB DIVISIONAL ENGINEER CIVIL
Candidate Name	[REDACTED]
Date of Birth	[REDACTED]
Online application form submission date	[REDACTED]
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px;">Pay Now</div> <div style="border: 1px solid black; background-color: #e69d00; color: white; padding: 5px 15px; border-radius: 5px;">Pay Later</div> </div>	

Upon clicking “Pay Now” button, following screen will be shown.

GRN : 1600580 **Dept Ref No : 207**

ClientId :	PPSC01	Address Line 1 :	Patiala
Challan Date :	2022-11-02T09:20:41	Company Name :	PPSC
District Name :	Patiala	Tehsil Name :	Patiala
Total Amount :	750 /-		

Payment.

#	Treasury Name	DDO Code	Head	Amount
1	PTL00	0516	0051-00-105-01-00	750 /-
Total Amount:				750 /-

Payee Info.

Address Line 2 :	PATIALA	Add Line 3 :	GURGAON
Address Pincode :	122001	Email-Id :	[REDACTED]
Telephone Number :	[REDACTED]	Mobile Number :	[REDACTED]
Payer Name :	AMANDEEP SINGH		

PNB Aggregate ▼





Continue

After clicking on “**Continue**” button, the following screen will be shown and candidate can pay the fee using any of the available online 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 need to submit the department(s)/Post(s)/category as per the **(STEP-3)**. After that candidate has to submit the online fee **(STEP-4)**

(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**

The screenshot shows the 'Reset Password Using OTP(One Time Password)' form. The navigation bar is the same as in the previous image. The main content area is divided into three columns. The left column contains 'About Us' and 'INFORMATION ACT'. The middle column contains the form with the following fields: 'Registration Number*' with the value '202140289233', and 'Enter the code shown*' with the value 'V2C6X4' and a 'Change Image' link. A 'Submit' button is located below the form. The right column contains the same vertical menu of buttons as in the previous image.

- 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.**

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