



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/jpeg 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/jpeg format) should not be lesser than 10 KB and more than 40 KB.



- 4) **Scanned copy of the signature of the Candidate** (jpg/jpeg 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 id : enquiry@ppsc.gov.in
Help Line Phone : 0175-5014811, 5014822

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

CANDIDATE CAN EDIT HIS/HER INFORMATION GIVEN IN THE APPLICATION FORM

ONLY IF

HAS NOT DOWNLOADED THE SYSTEM GENERATED BANK CHALLAN

STEP WISE FLOW OF PROCEDURE FOR ONLINE APPLICATION FORM.

STEP 1	Fill Online Application Form
STEP 2	Deposit the Application Fee By using the print out of system generated Bank Challan Form The Candidate should go to any branch of State Bank of India and deposit his/her Application fees as mentioned on the Challan Form <u>only after a gap of one working day from the date of submitting the Online Application Form and Challan generation.</u>
STEP 3	Print the submitted Application Form Candidate can login and access his/her submitted Application form <u>only after a gap of one working day From the date of depositing the application fee</u> in any Branch of SBI. (One day shall be utilized by Bank for fee reconciliation and updating of record.)

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

SCREEN SHOTS OF ONLINE APPLICATION FORM

1. PERSONAL DETAILS

The screenshot displays the 'PERSONAL DETAILS' section of an online application form. It features a blue header bar with the text 'Applying Post Details'. Below this, there is a dropdown menu labeled 'Post Applied For*' with the text '---Select---'. Another blue header bar is labeled 'Personal Details'. The form includes several input fields: 'Candidate Name*' (text box), 'Father's Name*' (text box), 'Mother's Name*' (text box), 'Date of Birth*' (calendar icon), 'Age as on 01/01/2015' (text box), 'Gender*' (radio buttons for 'Male' and 'Female'), 'Marital Status*' (dropdown menu with '---Select---'), and 'Email*' (text box).

2. ADDRESS DETAILS

Address Details

Mailing Address*

City*

District*

State*

Pin Code*

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

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* Indian Other

If Nationality is Other Please Select any one

Domicile* Punjab Other

3. CATEGORY DETAILS

Category Details

Category for Posts*

Category for Age Relaxation

Category for Fee*

Category Fees Amount

Physically Handicapped* Yes No

Ex Serviceman Yes No

4. QUALIFICATION DETAILS

Qualifications(All Columns are necessary to be filled)			
Matric*			
Name of Degree	Year of Passing	Name of Board	% of Marks
Matric			

Graduation*							
Select Qualification Category	Select Qualification Degree	Enter Year of Passing / Registered	Enter Name of University /Council	Enter % of Marks	Experience (if any)	Enter your Experience in Years	Action
----Select----					<input type="radio"/> Yes <input checked="" type="radio"/> No		Add

Added Qualification Details

Passed Punjabi Language Of Matriculation or its equivalent standard* (Passing Punjabi at matric level is mandatory)

Yes No

Are you Sikh Migrant Yes No

1. **Please Click on the ADD Button [in orange colour on extreme right] after entering the details of your Graduation degree.**
2. **Subsequently, the qualifications entered will be shown under the Label "Added Qualification Details".**
3. **The experience fields are set as "No" by default. The candidates should fill the experience details by clicking on the "Yes " if the same is required in the eligibility details mentioned in the advertisement.**

5. OTHER DETAILS

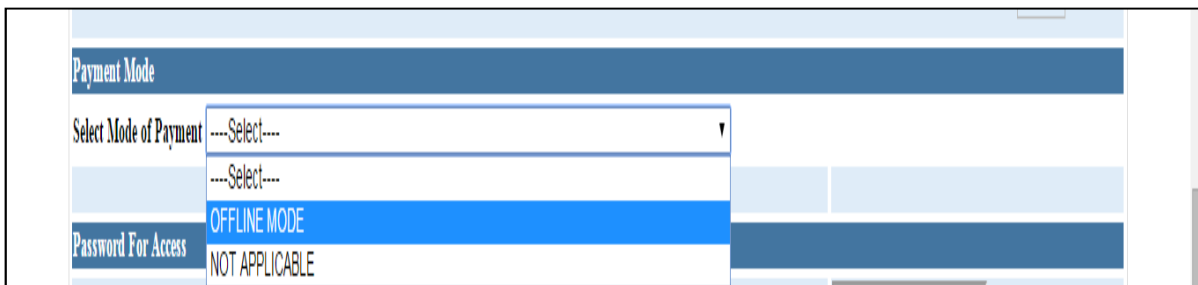
Other Details	
Are you in Government Service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
if Yes, Have your informed the Office / Department	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you ever been disqualified by Public/Union Public Service/Commission or any other State Public Service Commission? (if yes, please Specify period From,to and Reason)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you been convicted by Criminal Court?(if yes,please Specify Type of case,Date of Coviction and nature of case)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether any Criminal Case was ever registered against you?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you posses requisite qualification as per Advertisement?	<input checked="" type="radio"/> Yes <input type="radio"/> No

6. UPLOAD PHOTOGRAPH AND SIGNATURE

Upload Photograph and Signature(Allowed Signature Size - 10KB to 40KB)	
Photo of the candidate* <input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
Signature of the candidate* <input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

Please read the instrcutions given on Page No. 1 and 2 for information about the specifications of the scanned images for Photograph and Signature.

7. APPLICATION FEE PAYMENT DETAILS



The screenshot shows a web form with a dropdown menu for 'Payment Mode'. The dropdown is open, showing two options: 'OFFLINE MODE' (highlighted in blue) and 'NOT APPLICABLE'. The form fields visible include 'Payment Mode', 'Select Mode of Payment', and 'Password For Access'.

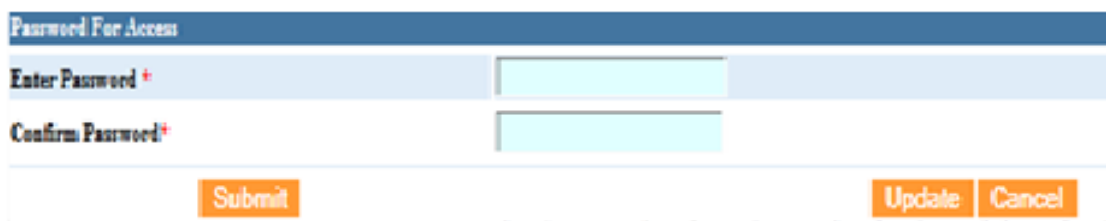
Select Payment through "**OFFLINE MODE**"

- (i) **After selecting this mode**, a fee payment Challan will be generated by the system. A sample Bank challan form is placed on the page below.
- (ii) Candidate should take a printout of the system generated fee payment Challan. Application fee must be submitted through any Branch of State Bank of India.
- (iii) **The Candidate should go to any branch of State Bank of India and deposit his/her Application fees as mentioned on the Challan Form only after a gap of one working day from the date of submitting the Online Application Form and Challan generation.**
- (iv) Candidate can login and access his/her submitted Application form **only after a gap of one working day From the date of depositing the application fee** in any Branch of SBI. (One day shall be utilized by Bank for fee reconciliation and updating of record.)

<p align="center">Bank Copy State Bank of India</p> <p align="center">Challan for remittance of fee for PUNJAB PUBLIC SERVICE COMMISSION A/C Name: SBI Branch at state Bank of India, Chhoti Baradari, Patiala (Code 1637)</p> <p>Screen No.8888 Fee type 5047</p>	<p align="center">Punjab Public Service Commission Copy State Bank of India</p> <p align="center">Challan for remittance of fee for PUNJAB PUBLIC SERVICE COMMISSION A/C Name: SBI Branch at state Bank of India, Chhoti Baradari, Patiala (Code 1637)</p> <p>Screen No.8888 Fee type 5047</p>	<p align="center">Applicant's Copy State Bank of India</p> <p align="center">Challan for remittance of fee for PUNJAB PUBLIC SERVICE COMMISSION A/C Name: SBI Branch at state Bank of India, Chhoti Baradari, Patiala (Code 1637)</p> <p>Screen No. 8888 Fee type 5047</p>
<p><u>NAME OF POST</u> Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation:</p> <p>Use CBS Screen No.8888 Fee Particulars Application/Processing Fees Bank Charges NIL Total Amount in words To be Filled By Branch Branch Name Branch Code Journal No Date of Deposit:</p> <p>Signature of the Signature of the remitter authorized official with Branch Seal</p>	<p><u>NAME OF POST</u> Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation:</p> <p>Use CBS Screen No.8888 Fee Particulars Application/Processing Fees Bank Charges NIL Total Amount in words To be Filled By Branch Branch Name Branch Code Journal No Date of Deposit:</p> <p>Signature of the Signature of the remitter authorized official with Branch Seal</p>	<p><u>NAME OF POST</u> Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation:</p> <p>Use CBS Screen No.8888 Fee Particulars Application/Processing Fees Bank Charges NIL Total Amount in words To be Filled By Branch Branch Name Branch Code Journal No Date of Deposit:</p> <p>Signature of the Signature of the remitter authorized official with Branch Seal</p>
<p>IMPORTANT INSTRUCTION TO SBI BRANCHES</p> <p>1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan.</p> <p>2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702</p> <p>3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan</p> <p>4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan</p> <p>5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used.</p> <p>6 Last Date for deposit of fee at state Bank of India Branches is ----- during Banking Hours.</p> <p>Please note to write the journal number in all the candidates</p>	<p>IMPORTANT INSTRUCTION TO SBI BRANCHES</p> <p>1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan.</p> <p>2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702</p> <p>3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan</p> <p>4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan</p> <p>5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used.</p> <p>6 Last Date for deposit of fee at state Bank of India Branches is ----- during Banking Hours.</p> <p>Please note to write the journal number in all the candidates</p>	<p>IMPORTANT INSTRUCTION TO SBI BRANCHES</p> <p>1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan.</p> <p>2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702</p> <p>3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan</p> <p>4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan</p> <p>5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used.</p> <p>6 Last Date for deposit of fee at state Bank of India Branches is ----- during Banking Hours.</p> <p>Please note to write the journal number in all the candidates</p>

SAMPLE SYSTEM GENERATED BANK CHALLAN FORM

8. 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

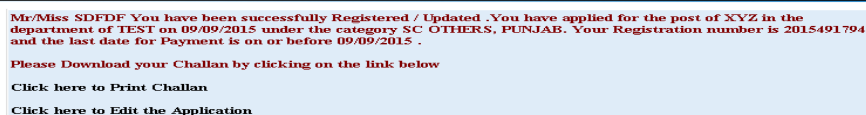
9. SUBMIT OR UPDATE

[Please read the complete instructions 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 the ibid posts shall click on the "Submit Button".

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



(ii) **If the candidate is sure** that the particulars fed by him/her are **correct and he/she does not want to "Edit"** his/her Application Form any further then **the candidate should click on the link "Click here to Print Challan"** given on the screen as shown above.

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 **"Click here to Edit the 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 last date of Online Registration as per the Advertisement provided the candidate has not clicked on the link "Click here to Print Challan" as mentioned at point "A(ii)" above.**

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 :

- The access to the submitted Application Form for taking print out will be provided only to those candidates whose Application Fees has been confirmed/reconciled by the SBI.
- If, the candidate is not able to get the access of the submitted Application Form then the Application Fee has either not been received by SBI or not confirmed/reconciled by SBI. In such an eventuality, the candidate is advised to wait for the confirmation/reconciliation of the Application Fee by the SBI.

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 Password and Click on "Ok" Button.

The screenshot shows the Punjab Public Service Commission website. The main heading is "Punjab Public Service Commission". The page is titled "Reset Password Using OTP(One Time Password)". The form contains the following fields and elements:

- Enter Registration Number***: A text input field containing "201540643".
- Image Verification**: A CAPTCHA image showing the code "L7V7T2".
- Enter the code shown***: A text input field containing "L7V7T2".
- Change Image**: A button to refresh the CAPTCHA image.
- Submit**: An orange button to submit the registration number and code.
- Message**: A green text message stating "We have send OTP Password to your mobile number *****265".
- Enter OTP-ID**: A text input field containing "2887".
- Enter OTP-Password**: A password input field with four dots and an eye icon to toggle visibility.
- OK**: An orange button to confirm the OTP password.

The left sidebar contains navigation menus for "About Us", "Registration", and "Advertisement". The right sidebar contains a list of links: Home, Information Act, COURT JUDGEMENTS, Results, Contact Us, Admit Card, Tenders, and Latest Results.

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

The screenshot shows the Punjab Public Service Commission website. The main heading is "Punjab Public Service Commission". The page is titled "Forgot Password". The form contains the following fields and elements:

- Enter New Password ***: A text input field for the new password.
- Enter Confirm Password***: A text input field for the confirm password.
- Submit**: An orange button to submit the new password.
- Cancel**: An orange button to cancel the password reset process.

The left sidebar contains navigation menus for "About Us", "Registration", and "Advertisement". The right sidebar contains a list of links: Home, Information Act, COURT JUDGEMENTS, Results, Contact Us, Admit Card, Tenders, and Latest Results.