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.

upto 120 pixels

upto 206 pixels

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 _only after a gap of one working day from the date of submitting_ the Online Application Form and Challan generation.
STEP 3	*Print the submitted Application Form* 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.)

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

Applying Post Details

Post Applied For*   ----Select----

Personal Details

Candidate Name*

Father's Name*

Mother's Name*

Date of Birth*

Age as on 01/01/2015

Gender*   ○ Male   ○ Female

Marital Status*   ----Select----

Email*

2. ADDRESS DETAILS

Address Details

Mailing Address*

City*

District*

State* ----Select----

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* ----Select----

Pin Code - Permanent Address*

Mobile No.*

Landline(with STD Code):

Nationality* ● Indian ○ Other

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

Domicile* ● Punjab ○ Other

3. CATEGORY DETAILS

Category Details

Category for Posts* ----Select----

Category for Age Relaxation ----Select----

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 Catgeory	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---- ▼	▼				○ ⦿ Yes 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.**
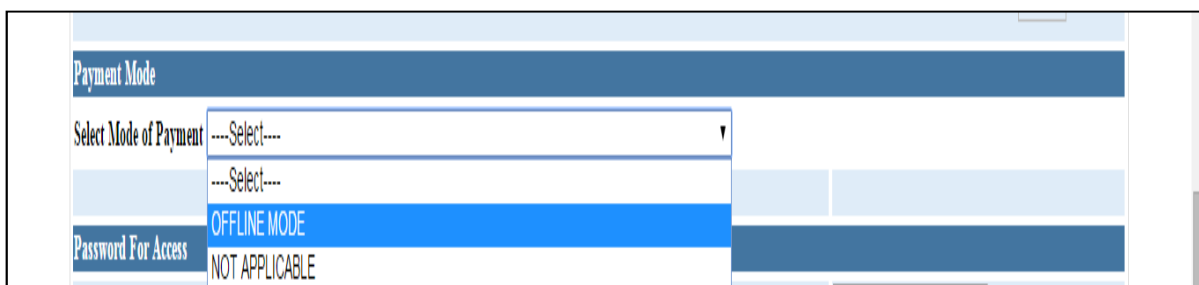
5.   OTHER DETAILS

Other Details

Are you in Government Service?   ○ 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

6.   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]

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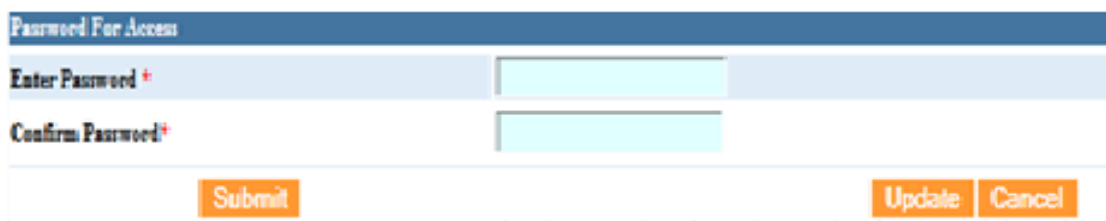
7. APPLICATION FEE PAYMENT DETAILS

Payment Mode		
Select Mode of Payment	----Select---- ▼	
	----Select----	
	OFFLINE MODE	
Password For Access	NOT APPLICABLE	

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.)**

Bank Copy **State Bank of India** 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)	Punjab Public Service Commission Copy **State Bank of India** 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)	Applicant's Copy **State Bank of India** 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)
Screen No.8888 **Fee type 5047**	**Screen No.8888** **Fee type 5047**	**Screen No. 8888** **Fee type 5047**

NAME OF POST	NAME OF POST	NAME OF POST
Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation: 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: Signature of the Signature of the remitter authorized official with Branch Seal	Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation: 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: Signature of the Signature of the remitter authorized official with Branch Seal	Head 0051-105-01-00 Registration No./Ref. No.: _____ Registration Date: _____ Email: _____ Name: _____ Date of Birth: _____ Mobile No: _____ Category for Fee Calculation: 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: Signature of the Signature of the remitter authorized official with Branch Seal

IMPORTANT INSTRUCTION TO SBI BRANCHES	**IMPORTANT INSTRUCTION TO SBI BRANCHES**	**IMPORTANT INSTRUCTION TO SBI BRANCHES**
1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan. 2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702 3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan 4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan 5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used. 6 Last Date for deposit of fee at state Bank of India Branches is -------- during Banking Hours. Please note to write the journal number in all the candidates	1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan. 2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702 3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan 4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan 5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used. 6 Last Date for deposit of fee at state Bank of India Branches is -------- during Banking Hours. Please note to write the journal number in all the candidates	1 The fees can be submitted in any branch of SBI (State Bank of India) and branches should not refuse to accept the Challan. 2 In case of any problem branch should immediately contact Host Branch Chhoti Baradari, Patiala (Br Code-1637) on contact number 0175-5030700, 5030702 3 Under no circumstances the branches should issue Draft/OI/banker cheque against the challan 4 In case data is not displayed in screen no 8888 branches should run Host data Sync Update (Complete) and then post the challan 5 Use screen No 8888 Fee Type 5047 only for fee collection No others CBS screen to be used. 6 Last Date for deposit of fee at state Bank of India Branches is -------- during Banking Hours. Please note to write the journal number in all the candidates

SAMPLE SYSTEM GENERATED BANK CHALLAN FORM

8. PASSWORD DETAILS

Password For Access	
Enter Password *	
Confirm Password *	
Submit	Update Cancel

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.
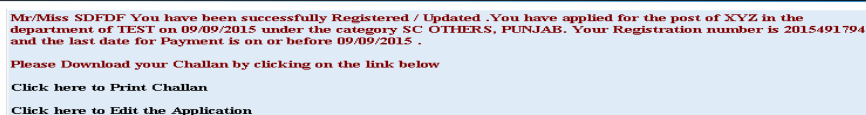- It must have at least one special characters eg.12qw!@QW

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.

> Mr/Miss SDFDF You have been successfully Registered / Updated .You have applied for the post of XYZ in the department of TEST on 09/09/2015 under the category SC OTHERS, PUNJAB. Your Registration number is 2015491794 and the last date for Payment is on or before 09/09/2015 .
>
> Please Download your Challan by clicking on the link below
>
> Click here to Print Challan
> Click here to Edit the Application

    (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 :

i. **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.**

ii. **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 forgotton 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.

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

GUIDELINES FOR FILLING ONLINE APPLICATION FORM