

## 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. <u>The Commission will not be responsible for any consequences arising out of incorrect filling up of Online Application Form.</u>

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 "<u>TECHNICAL QUERY REGARDING THE ONLINE APPLICATION FORM</u> ", 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	<i>Print the submitted Application Form after the fee is paid.</i> 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

Basic Details	Contact Details	Category Details	Qualifications	
•				Other Details/div>
Basic Details				
Post Applied For*		SECTION OFFIC	CER ELECTRICAL	~
Candidate Name*		JASPREET SINC	SH	
Father's Name*		ABC		
Mother's Name*		XYZ		
Date of Birth*		05/01/1990		
Age as on 01/01/2021		30		
Gender*		Male O Female	○ Transgender	
Marital Status*		SINGLE		~
Email*		EXAMPLE@GM	AIL.COM	

## 1. BASIC DETAILS

## 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	HOUSE NO XYZ
City - Permanent Address*	PATIALA
District - Permanent Address*	PATIALA
State - Permanent Address*	PUNJAB
Pin Code - Permanent Address*	147001
Mobile No.*	זוזוזוזוז
Landline(with STD Code)	
Nationality*	
If Nationality is Other Please Select any one*	Select V
	Previous. Next

## 3. CATEGORY DETAILS

	Details	Other Details/dire
		Other Details/div>
Category Details		
lomicile	Punjab O Other	
ategory for Posts*	GENERAL	
ategory for Age Relaxation	Select	
ategory for Fee*	GENERAL	
ategory Fees Amount*	500	
ersons with Disability*	⊖Yes ●No	
x Serviceman*	⊖Yes ●No	
		Previous
Qualification Details	~	Other Details/div>
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# Please click on the ADD Button [in BLUE color] after entering the details of your Graduation degree.

Add

(Experience is not mandatory for this qualification)

egree / Name / Details of Degree / Year of Passing the Total Marks of the Marks Secured by th ertificate Certificate caamination by the candidate caamination out of the total Mark RADUATIO DEGREE IN ELECTRICAL Joint 2010	e Candidate Percentage Obtained by the candidate s based on Marks Secured	Course Universit Complete Board	y / Experience Yes	perience in ars/Months
ENGINEERING 2010 700 000	85./1	YES PIU	NO	
assed Punjabi Language Of Matriculation or its equivalent standard* assing Punjabi at matric level is mandatory)	● Yes ○ No			
re you Sikh Migrant	○ Yes ● No			
				Previous
Papie Detaile Contact Detaile	Catogony Qual	fications		
Basic Details Contact Details C	Details	nications	Q.	
			0	har Datails/diva
Other Details				
re you in Government Service?	🔿 Yes 🖲 No			
res, Have your informed the Office / Department	⊯Yes ◯ No			
ave you ever been disqualified by Public/Union Public Service/Commission or any other State Public ervice Commission? (if yes, please Specify period From,to and Reason)	🔾 Yes 🖲 No			
ave you been convicted by Criminal Court?(if yes,please Specify Type of case,Date of Coviction and ature of case)	🔿 Yes 🖲 No			
hether any Criminal Case was ever registered against you?	🔿 Yes 🖲 No			
o you posses requisite qualification as per Advertisement?	🖲 Yes 🔿 No			
ayment Mode				
elect Mode of Payment	OFFLINE MODE			
ssword For Access				
iter Password *				
onfirm Password*				
aptcha Code	H8Q7V2 Change Image			
nter code here*	H8Q7V2			
		Previo	ous Submit	Update
ave you ever been disqualified by Poblic/Union Public Service/Comm Please check mobile numburrer Commission? (If yes, blease Specify period From.to and Read	and email			
ave you been convicted by Criminal Court?(d yes,please Specify Type				
hether any Criminal Case was over registered against you?	OK Califi			
o you posses requisite qualification as per Advertisement?	● Yes ◯ No			
Share wood	OFFLINE MODE			
alect Mode of Paymant				
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About Us	Back Edit Photo and Signature	
Regulations	Instructions	
Other Service Commission Links		
Punjab Civil Service Executive Branch Class	1 Enter Your Registration Number.	
1 Rules 1976	2 Enter your Corresponding Password in Password box.	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	3. Password will be encrypted when you leave the box.	APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project	4. If You want to change the password, comlpetely remove and type again.	
Punjab Public Service Commission Conferred	5. Captcha needs to be entered as shown in figure and is not Case Sensitive.	UPLOAD PHOTO SIGNATURE
Punjab Civil Service Rules 2009 With Amendments	6 Dont Refresh or Press Back Button.	EDIT APPLICATION
INFORMATION ACT	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	RESET YOUR PASSWORD
LATEST RESULTS	28/08/2021.	PRINT BANK CHALLAN
	202140289233	- CARREN -
ANNOUNCEMENT	Password	
LATE ST NOTIFICATION	Enter the code shown YBW/3U8 Change Image	
GENERAL NOTICES	Submit Cancel	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).

About Us	Back Edit Photo and Signature	OPEN ADVERTISEMENT
Regulations	Instructions	
Other Service Commission Links	4 Enter Your Desistration Number	
Punjab Civil Service Executive Branch Class 1 Rules 1976	Enter Your Registration Number.     Enter your Corresponding Password in Password box.	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	3. Password will be encrypted when you leave the box.	APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project	4. If You want to change the password, comlpetely remove and type again.	
Punjab Public Service Commission Conferred With Best E-Governance Project Award	Captcha needs to be entered as shown in figure and is not Case Sensitive.	UPLOAD PHOTO SIGNATURE
Punjab Civil Service Rules 2009 With Amendments		EDIT APPLICATION
INFORMATION ACT	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	RESET-YOUR PASSWORD
LATEST RESULTS	28/08/2021. Registration Number 202140289233	PRINT BANK CHALLAN
ANNOUNCEMENT	Password	
LATEST NOTIFICATION	Enter the code shown Y8W3U8 Y8W3U8 Change Image	
GENERAL NOTICES	Submit Cancel	CHECK YOUR RESULT
HISTORY	CONSTITUTION OF THE COMMISSION RESULTS	
About Us Regulations	Back Upload Photograph and Signature Upload Photograph and Signature Size - 10KB to 40KB)	
Other Service Commission Links		
Punjab Civil Service Executive Branch Class 1 Rules 1976	Upload	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	Signature of the candidate* Choose File No file chosen	APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project	Upload	UPLOAD PHOTO SIGNATURE
Punjab Public Service Commission Conferred With Best E-Governance Project Award	Change Image	
Punjab Civil Service Rules 2009 With Amendments	Submit Cancel	
INFORMATION ACT		RESET YOUR PASSWORD
LATEST RESULTS		PRINT BANK CHALLAN

## **GUIDELINES TO PAY FEE ONLINE**

#### STEP-1: UPON SUCCESSFUL REGISTRATION FOLLOWING PAGE WILL BE SHOWN.

About Us	Back Edit Photo and Signature	OPEN ADVERTISEMENT
Regulations	Instructions	
Other Service Commission Links		
Punjab Civil Service Executive Branch Class	1 Enter Your Registration Number.	GLOSED ADVENTISMENT
Rules 1976	2 Enter your Corresponding Password in Password box.	
<sup>3</sup> unjab Civil Service Executive Branch Class I Rules 1976 Amendments	3. Password will be encrypted when you leave the box.	APPLY FOR THE POST
Nodal Officer For The Implementation Of	4. If You want to change the password, competely remove and type again.	
Amis Project	5. Captcha needs to be entered as shown in figure and is not Case Sensitive.	UPLOAD PHOTO SIGNATURE
With Best E-Governance Project Award	6 Dont Refresh or Press Back Button.	
Punjab Civil Service Rules 2009 With Amendments		
INFORMATION ACT	Mr/Miss RAHUL You have been successfully Registered / Updated your first step. Please Upload Photo and Signature on or before the 16/07/2022 for final Submission of your application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 update the applications (EMERAL). Vary Besignering any other applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 December (EMERAL). Vary Besignering any other application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 December (EMERAL). Vary Besignering any other application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 December (EMERAL). Vary Besignering any other application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 December (EMERAL). Vary Besignering any other application for the post of the post of EXCISE AND TAXATION OFFICER on 16/07/2022 December (EMERAL). Vary Besignering and the post of the post	BESET YOUR PASSWORD
LATEST RESULTS	PPSC,	PRINT BANK CHALLAN
ANNOUNCEMENTS	Password	PRINT APPLICATION
LATEST NOTIFICATION	Enter the code shown #3F7H6 Change Image	
GENERAL NOTICES	Submit Cancel	DOWNLOAD ADMIT CARD

#### **STEP-2: UPLOAD PHOTO AND SIGNATURE**

#### It is mandatory to upload the photo and signature after registering online as per

About Us	Duon	oproud i notographi and orginatare	OPEN ADVERTISEMENT
Regulations	Upl	oad Photograph and Signature( Allowed Signature Size - 10KB to 40KB)	
Other Service Commission Links	Dhoto of the condidate <sup>®</sup>		
Punjab Civil Service Executive Branch Class 1 Rules 1976	Photo of the candidate	Choose File No file chosen	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments			APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project			UPLOAD PHOTO SIGNATURE
Punjab Public Service Commission Conferred With Best E-Governance Project Award			
Punjab Civil Service Rules 2009 With Amendments			
INFORMATION ACT	Signature of the candidate*	Choose File No file chosen	RESET YOUR PASSWORD
LATEST RESULTS		Upload	
ANNOUNCEMENTS	Enter the code shown	T8R3M2 Change Image	
LATEST NOTIFICATION		Submit Cancel	DOWNLOAD ADMIT CARD

Once the candidate clicks on the "Submit "button after uploading the photo and signature, below screenis shown

#### **STEP-3: CANDIDATE FEE DETAIL PAGE**

About Us		po Baymont Datails	OPEN ADVERTISEMENT
Regulations		ee Fayment Details	
Other Service Commission Links	Registration No :		
Punjab Civil Service Executive Branch Class <u>1 Rules 1976</u>	Fee Amonunt	1500	
Punjab Civil Service Executive Branch Class	Advertisement Number		APPLY FOR THE POST
1 Rules 1976 Amendments	Advertisement Name	Recruitment for 10 posts	Section 201
Nodal Officer For The Implementation Of Hrms Project	Post Name	EXCISE AND TAXATION OFFICER	UPLOAD PHOTO SIGNATURE
Punjab Public Service Commission Conferred	Candidate Name	RAHUL	
With Best E-Governance Project Award	Date of Birth	01/01/1990	FOIT APPLICATION
Amendments	Post Category Name	GENERAL	G
INFORMATION ACT	Fee Category Name	GENERAL	RESET YOUR PASSWORD
	Online application form submission date	15/07/2022	
LATEST RESULTS			PRINT BANK CHALLAN
ANNOUNCEMENTS	Pay Now	Pay Later	

Clicking on "Pay Now "link will show the next screen as per STEP-4.

#### **STEP-4: PAYMENT MODES**

Candidate can pay the fee using any of the payment modes as shown below

1

← Back	PAYM	ENT OPTIONS	🖪 English 🕶
Choose a payment option	8	Cards (Credit/Debit) Pay using any credit or debit card	>
	₫	Net Banking Pay using any of 48 supported banks	>
	*	<b>UPI</b> Pay with any UPI app like Phonepe, Paytm, Google Pay and more	>
	Ţœ	NEFT/RTGS	>

#### **STEP-5:- OTP SCREEN**

OTP will be received by the candidate on his/her mobile numberregistered with thepayment bank.

10

М

Page will expire in 40 sec	
CANCEL	

#### **STEP-6:-PAYMENT SUBMISSION RECIPT**

Once the payment is successful, below screen will be shown and confirmation will be received by the candidate on both registered mobile number and email id. Candidate can also download the payment receipt using the link <u>Download Receipt.</u>

Punjab Public	Service Commission Skip to main content Screen Reader Site Map Theme 📲 🌇 Admin Login	Home
Kindly Do not P	ress Browser's "BACK" button or Refresh the Browser at any stage. Do not Click on the link again before your earlier request is processed. Best Viewed in Firefox 43 a Question paper and answer key are uploaded on the respective page of the advertisements under closed adverti	and above , isement lin
HISTORY 😔	CONSTITUTION OF THE COMMISSION RESULTS TENDER CONTACT US	
About Us Regulations	Dear The Application fees for the posts of for registration number has been received on 14/07/2022 16:37:35, and Bank Journal no is 726185 Now you can	
Other Service Commission Links	Print Your Application Regards PPSC Transaction Successful	
Punjab Civil Service Executive Branch Class 1 Rules 1976	Download Receipt	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	APPLY FOR THE POST	
Nodal Officer For The Implementation Of Hrms Project		JRE
Punjab Public Service Commission Conferred With Best E-Governance Project Award		_
Punjab Civil Service Rules 2009 With Amendments		1

**NOTE:** If the payment process is not completed successfully due to any of the reasons like network/system failures etc., then the candidate can re-login again using the link <u>"ONLINE</u> **PAYMENT**" available on the home page of the website. Below is the screen shot of page after re-login.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending,Click on 'Verify Status' Link. If still the payment has not been made by you,please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
-		1500	18/07/2022 14:44:46	Pending	Verify Status	>

Cancel

- If the payment is already deducted from the bank account of the candidate but the <u>transaction status</u> shown is still "<u>Pending</u>", please click on the "<u>Verify Status</u>" link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the "<u>Verify Status</u>" link, <u>failure message</u> will be shown and the candidate is required to click on the <u>Make Payment</u> link for the payment

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending,Click on 'Verify Status' Link. If still the payment has not been made by you,please proceed to make the payment.



Make payment

Cancel

1

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

PASSWORD DETAILS

Pairword For Acress	
Eater Password *	
Confirm Pastword*	
Candidate must typ	be a password of his choice as per the criteria given below:
<ul> <li>The Password</li> <li>It must have a</li> <li>It must have a</li> <li>It must have a</li> <li>It must have a</li> </ul>	l must be 8 to 20 characters long. at least one Upper case alphabet. at least one Lower case alphabet. at least one numeric value. at least one special characters eg.12qw!@QW
	SUBMIT OR UPDATE
[Please read th	e complete instructions as given above carefully
After the candidate h then he/she should d	as set the password as per instructions given above to the following:
1).             inf chimation act             lattest memory act	An Ness JASPREET SINGH You have been successfully Regnamerel i Diplated your freet strep. Please Upload Photo and Singhure for final Submission your form. You have applied for the post of SECTION DEFICER RELECTRICAL on 2776/07/27 Registration Namber 200240208223
(2) Once the cano he will need upload the pho the candidate online.	didate submits the online application form (STEP-1 to login using his registration number and passw oto and signature (STEP-2). Once the step-2 is com will be redirected to Fee Payment Details to pay th

wherever is required.(i) After doing the editing, the candidate should click on <u>Update</u> 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. <u>Enter Your Registration Number and Image Code shown in the Captcha and Click on</u> <u>Submit Button</u>

HISTORY C	CONSTITUTION OF THE COMMISSION	RESULTS	Inste	TENDER	
About Us	Back	Reset Password Using OTP(	One Time Password)		
Regulations	Desistration Number*				
Other Service Commission Links	Registration Number	202140289233			
Punjab Civil Service Executive Branch Class 1 Rules 1976	Enter the code shown*	V2C6X4	V2C6X4	Change Image	
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments		Submit			APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project					
Punjab Public Service Commission Conferred With Best E-Governance Project Award					
Punjab Civil Service Rules 2009 With Amendments					EDIT APPLICATION
INFORMATION ACT					B RESET YOUR PASSWORD

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

HISTORY	CONSTITUTION OF THE COMMISSION	s Tender	
About Us	Back Reset Password U	sing OTP(One Time Password)	
Regulations			
Other Service Commission Links	We have sent OTP Password to your Registered	l mobile number	
Punjab Civil Service Executive Branch Class 1 Rules 1976	(******* ) and email		
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	Enter OTP-ID	8576	APPLY FOR THE POST
Nodal Officer For The Implementation Of Hrms Project	Enter OTP-Password		
Punjab Public Service Commission Conferred With Best E-Governance Project Award		ОК	
Punjab Civil Service Rules 2009 With Amendments			EDIT APPLICATION
INFORMATION ACT			RESET YOUR PASSWORD

#### 3. <u>Enter the new password asper theinstructions given on point no. 8 above and click on</u> <u>Submit Button. The password is reset.</u>

HISTORY		RESULTS	TENDER	CONTACT US
About Us	Forgot Password Enter New Password *			
Regulations	Enter Confirm Password*	*****		
Other Service Commission Links				
Punjab Civil Service Executive Branch Class 1 Rules 1976	Submit	Cancel		
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments				
Nodal Officer For The Implementation Of Hrms Project				
Punjab Public Service Commission Conferred With Best E-Governance Project Award				
Punjab Civil Service Rules 2009 With Amendments				
INFORMATION ACT				