



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	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	Print the submitted Application Form after the fee is paid. 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

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

District - Permanent Address* PATIALA

State - Permanent Address* PATIALA

Pin Code - Permanent Address* PUNJAB

Pin Code 147001

Mobile No.* 7777777777

Landline(with STD Code)

Nationality* Indian Other

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

(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	85.71	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 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.</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			

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		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
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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			



HISTORY



CONSTITUTION OF THE COMMISSION



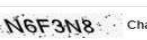
RESULTS



TENDER

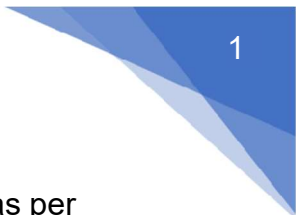


CONTACT US

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 <input type="button" value="Upload"/>	APPLY FOR THE POST
Punjab Civil Service Executive Branch Class 1 Rules 1976	Signature of the candidate*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	UPLOAD PHOTO SIGNATURE
Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments	Enter the code shown	<input type="text" value="N6F3N8"/>  Change Image	EDIT APPLICATION
Nodal Officer For The Implementation Of Hrms Project	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		RESET YOUR PASSWORD
Punjab Public Service Commission Conferred With Best E-Governance Project Award			PRINT BANK CHALLAN
Punjab Civil Service Rules 2009 With Amendments			
INFORMATION ACT			
LATEST RESULTS			

GUIDELINES TO PAY FEE ONLINE

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



STEP-2: UPLOAD PHOTO AND SIGNATURE

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

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

STEP-3: CANDIDATE FEE DETAIL PAGE

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

← Back

Choose a payment option

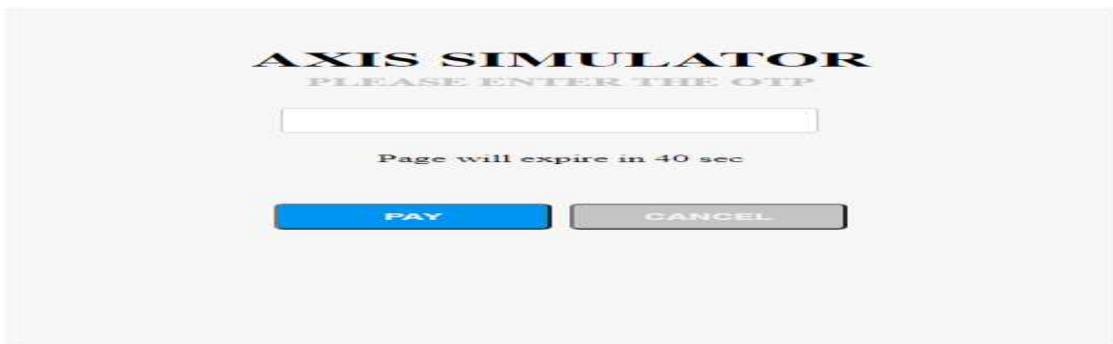
PAYMENT OPTIONS

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** >

STEP-5:- OTP SCREEN

OTP will be received by the candidate on his/her mobile number registered with the payment bank.



STEP-6:-PAYMENT SUBMISSION RECEIPT

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 [Download Receipt](#).

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 **“ONLINE 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
[redacted]	[redacted]	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 **transaction status** shown is still **“Pending”**, please click on the **“Verify Status”** link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the **“Verify Status”** link, **failure message** will be shown and the candidate is required to click on the **Make Payment** 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.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
		1500	18/07/2022 15:48:24	Pending	Verify Status	Transaction failure at bank end. Please make payment again

Make payment

Cancel

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.

- 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 :

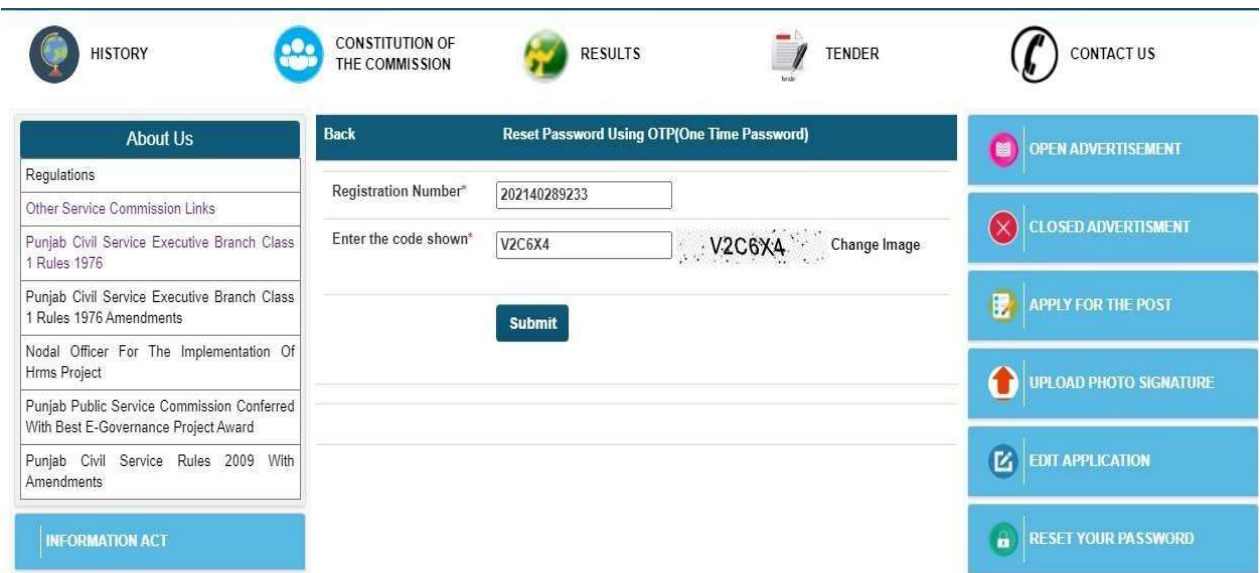
- i. The access to the submitted Application Form for taking print out will be provided only after the fees is paid by the candidate.

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



- 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.**