

Maharashtra Public Service Commission



mahampsc.mahaonline.gov.in

Online Application System User Manual



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Checklist



User - Checklist

Below is the list of document that candidate should keep ready while using MPSC - Online Application System first time.

A) Mobile No:

- Valid mobile no is required for registration of user in the system.

B) Email ID:

Valid Email ID is required for registration of user in the system.

C) Documents: (Photograph & Signature)

- Scanned copy of photograph in JPEG/JPG format Max size 50kb
 (Dimensions: breadth 3.5 cms * height 4.5 cms)
- Scanned copy of signature in JPEG/JPG format Max size 50kb
 (Dimensions: breadth 3.5 cms * height 1.5 cms)

Application Process Flow

mahampsc.mahaonline.gov.in Login using Yes Account ld & Created Password Application One time Profile Creation for Exam No Applicable for Create an Exam? Account Yes Payment Fill & Submit Application form Payment Options Bank Payment Citizen Service Centres For Competetive Examinations, after Payment status updated as Paid, candidate need to "Select Centre" to Online Payment complete the online application process.

There is no need of Centre selection for other exams.

Steps: Application Process

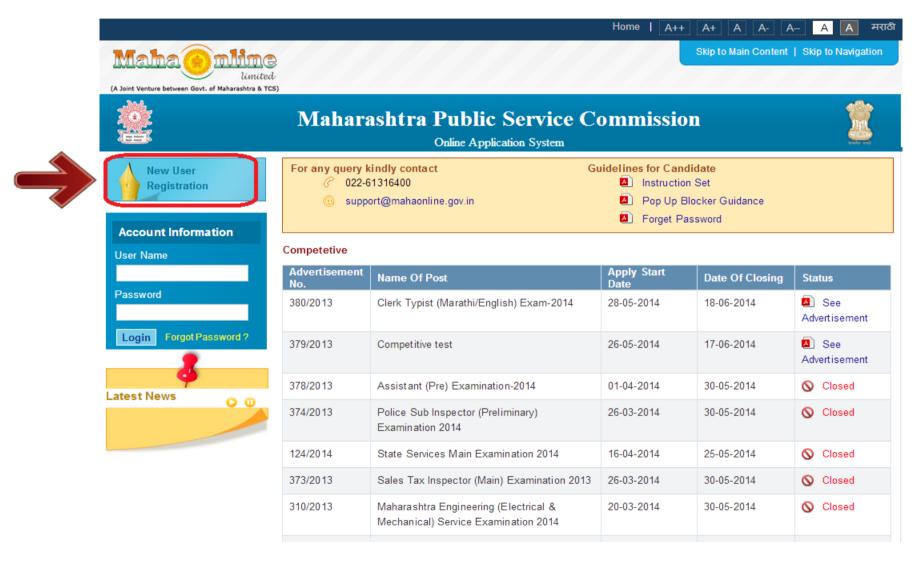
- New User Registration / Create User Account (1st time user)
- Profile Creation (One time activity)
- How to apply...? Application Submission
- Payment of Application Fees
- Centre Selection (only in see of Competitive Examination)

New User Registration / Create User Account (1st time user)

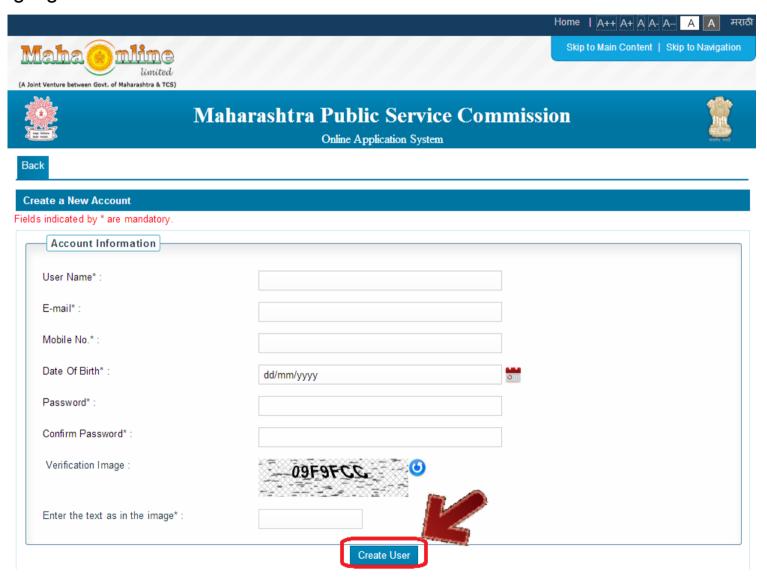
- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- On to address bar and type the URL: mahampsc.mahaonline.gov.in and press Enter to open MPSC Online Application System.



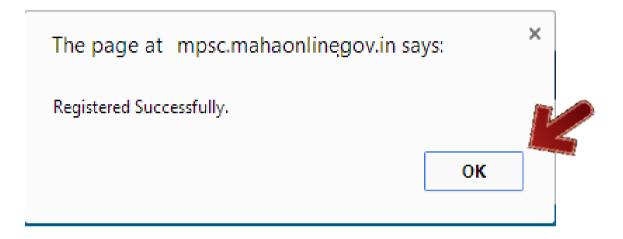
- New User Registration / Create User Account (1st time user) cont...
 - Click on New User Registration button as highlighted below



- New User Registration / Create User Account (1st time user) cont...
 - Fill all mandatory information (marked with *) and click on Create User button as highlighted below



- New User Registration / Create User Account (1st time user) cont...
 - After clicking on Create User button, if all input is proper then system will show below message. Then click on OK



 Candidate should note User name and Password using which user is created in the MPSC application.

2

Profile Creation (One time activity)

Login into system with Registered User Name and Password. Home page will get open as shown below. It will display Steps of Application Submission as well as Latest News realted to MPSC advertisements & Examinations.



Click on Profile Creation button as highlighted below to fill candidate's information.



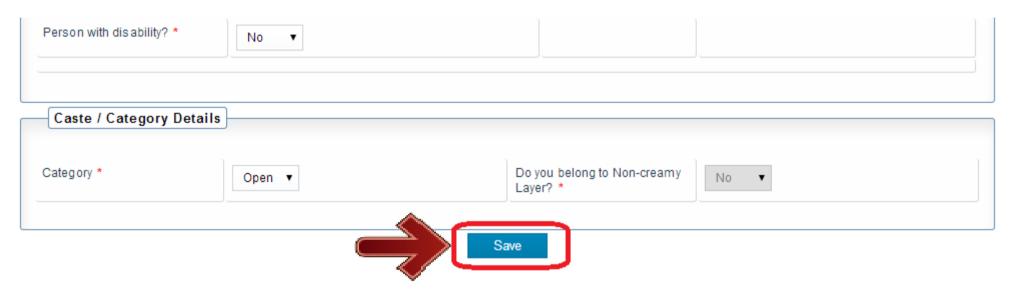
Profile is divided in 6 Steps as highlighted below. Fill data and click on SAVE button to save filled data and to go to Next Profile Step. Initially Profile Status will be InComplete

Step 1 – Personal Information : This step captures candidate's personal information like Full name, Date of Birth, Maharashtra Domeciled, Disability, Caste/Category etc.

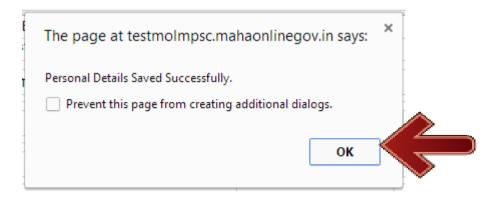


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• Click on SAVE button to save filled data in personal detail as shown below.

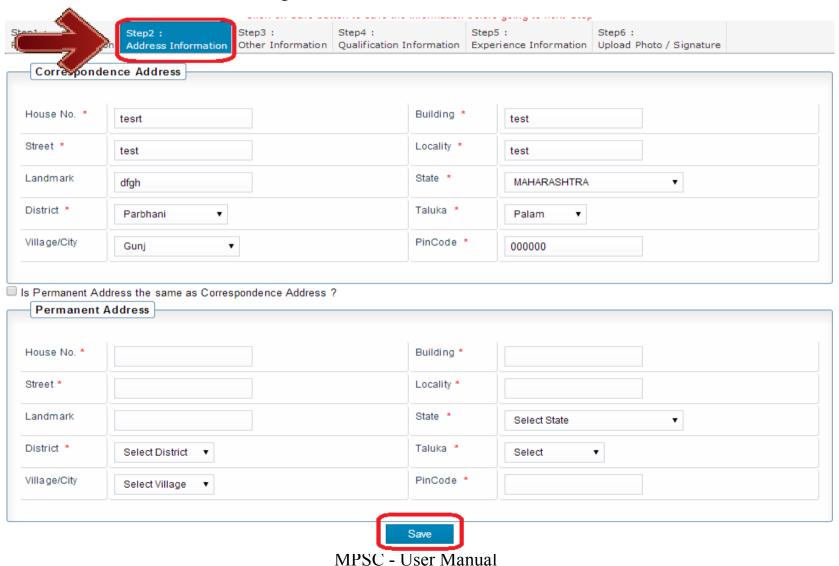


Olick on OK button to proceed further & to go to next step.



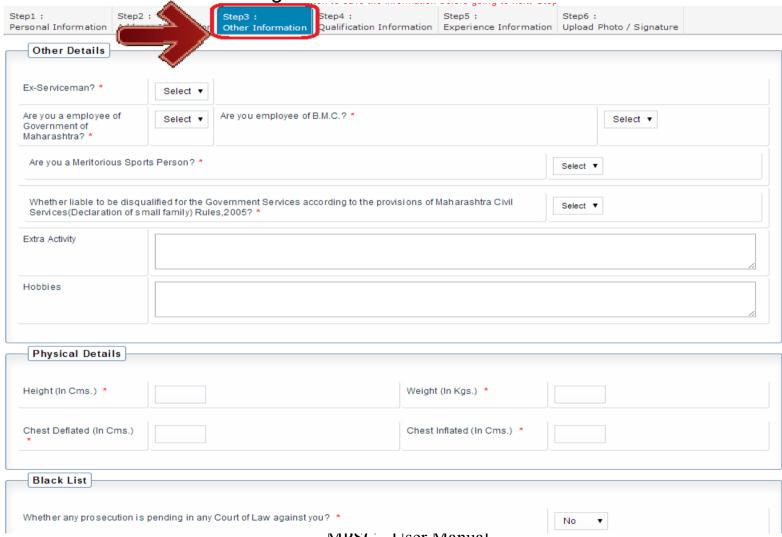
Step 2 – Address Information: Click on Step 2. This step captures candidate's address information like Current Address details as well as Permanent Address details.

Click on **SAVE** button after filling all details.



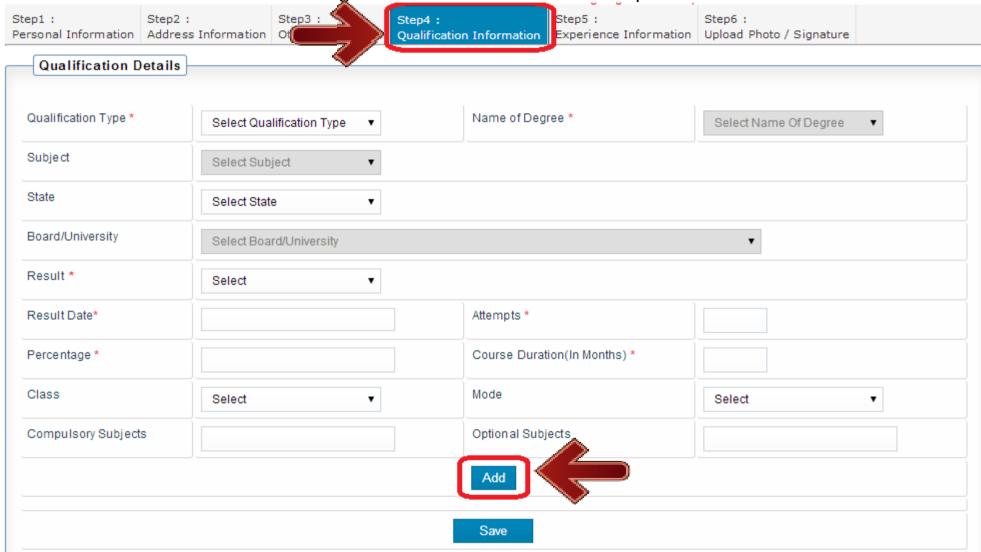
Step 3 – Other Information: Click on Step 3. This step captures candidate's information like Ex-Serviceman, Govt employee, Sports person. Physical details like Heigh (in cms), Weight (in kgs), Chest inflated/deflated (in cms).

Click on SAVE button after filling all details.

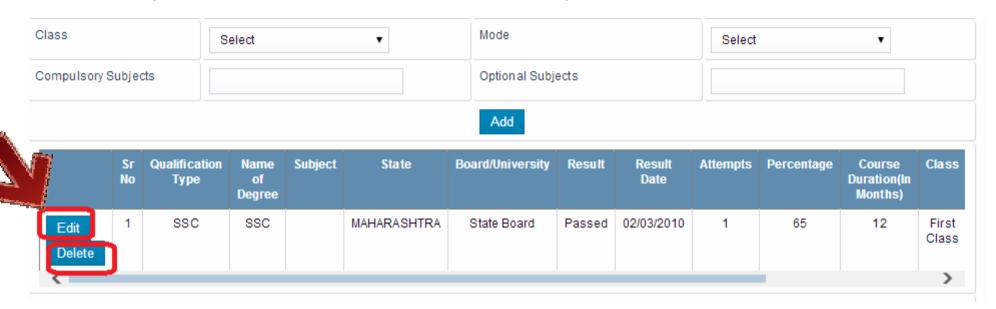


Step 4 – Qualification Information: Click on Step 4. This step captures candidate's Qualification details. Candidate should enter all qualifications achieved in details like (SSC, HSC, Graduation, Post graduation etc)

Click on ADD button after filling all details to add details. Multiple entries can be done.



• After click on ADD button, data will get added in table as shown below. This data can be edited by click on EDIT button and can be deleted by click on DELETE button.

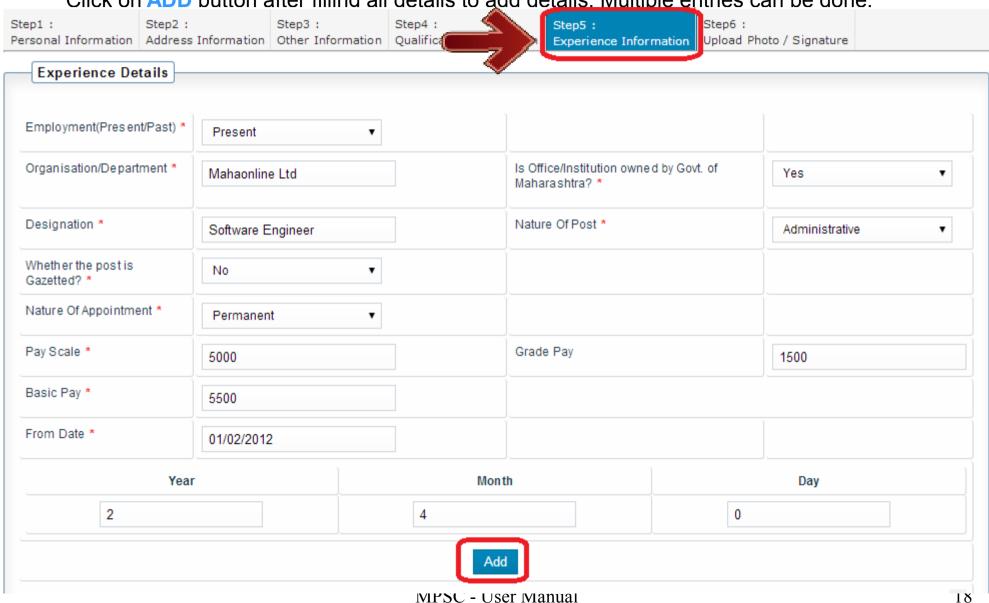


Olick on SAVE button after adding all details to save all filled details.

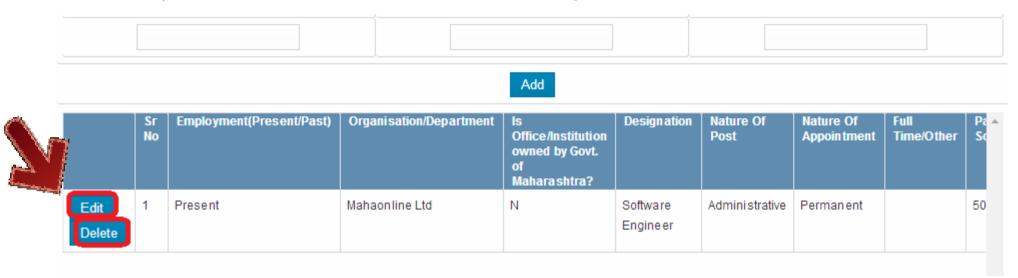
	Sr No	Qualification Type	Name of Degree	Subject	State	Board/University	Result	Result Date	Attempts	Percentage	Course Duration(In Months)	Class
lit elete	1	SSC	SSC		MAHARASHTRA	State Board	Passed	02/03/2010	1	65	12	First Class
						Save						>

Step 5 - Experience Information: Click on Step 5. This step captures candidate's Experience details. Candidate should enter all Professional Experience in details.

Click on ADD button after filling all details to add details. Multiple entries can be done.



• After click on ADD button, data will get added in table as shown below. This data can be edited by click on EDIT button and can be deleted by click on DELETE button.

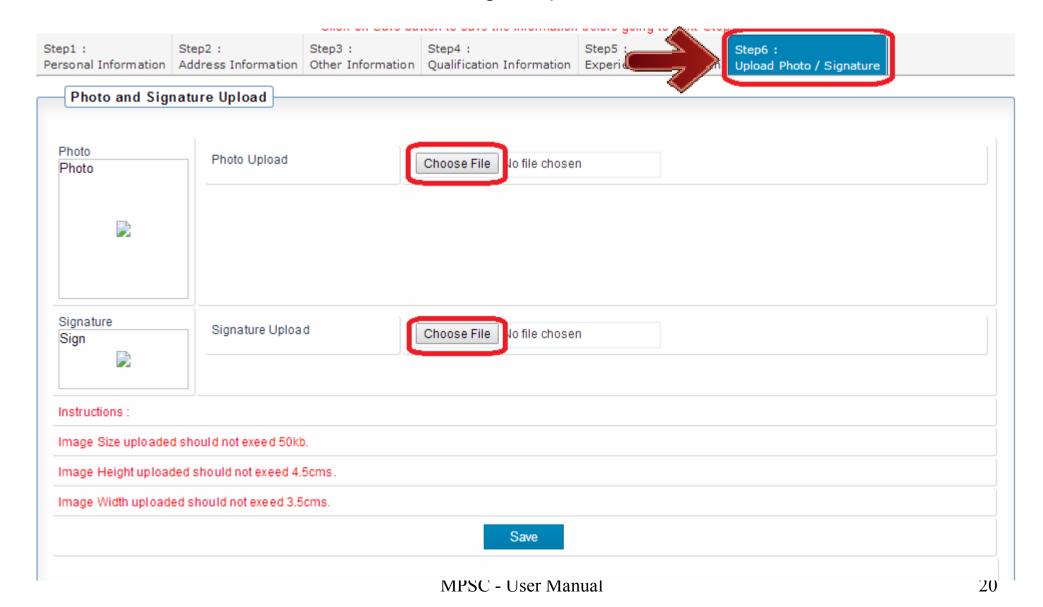


Click on SAVE button after adding all details.



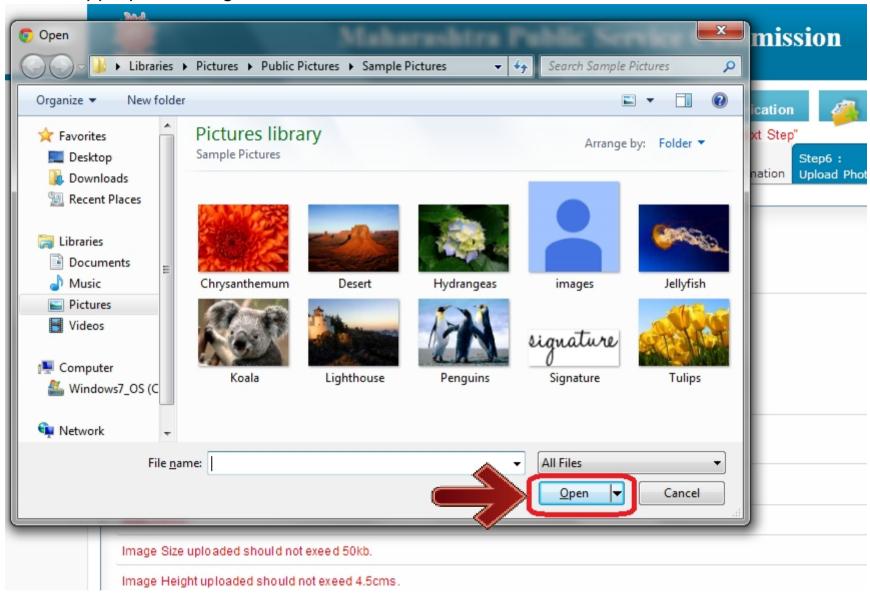
Step 6 – Upload Photo/Signature: Click on Step 6. This step captures candidate's Photo and Signature.

Click on Choose File button to select image to upload.



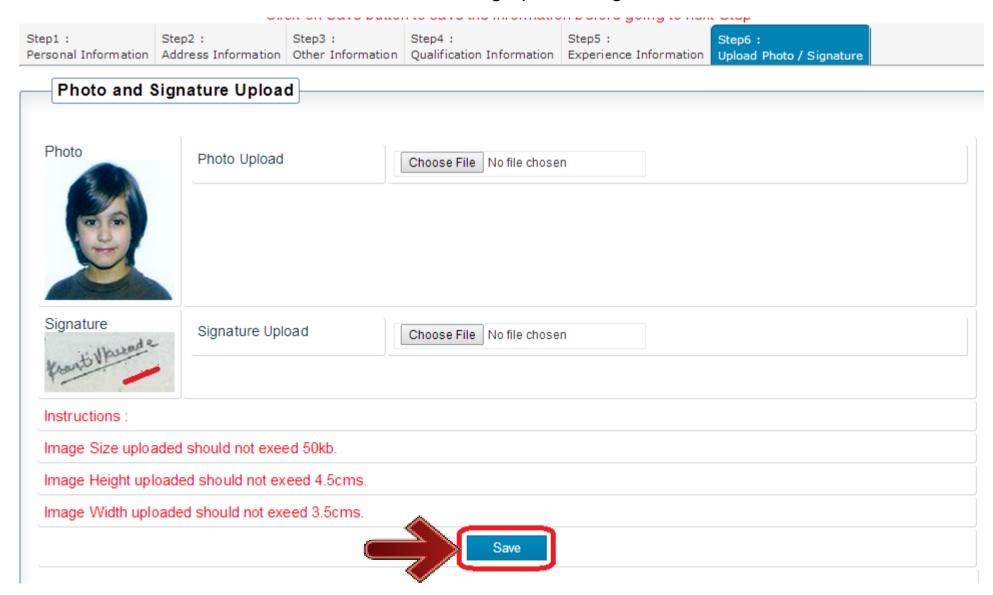
It will open a window to select scanned photo/signature as shown below.

Select appropriate image file and click on OPEN button.



After selecting both images (Photograph/Signature), it will display both images.

Click on **SAVE** button to save selected Photograph and Signature.



After filling entire profile information and click on SAVE button the status of profile will change to Complete.



Now candidate can apply to any examination in this system.

3

How to Apply...? - Application Submission

On to mahampsc.mahaonline.gov.in and enter your login credentials (User Name and Password), click on Login button as highligheted below.



After Successful login, Home page will be displayed as below,

Click on Online Application button to View all available MPSC Advertisements to apply.



3

How to Apply – Application Submission cont...

All availble exams will be dispalyed as below.

To apply for any advertisement, click on "Click Here to Apply"

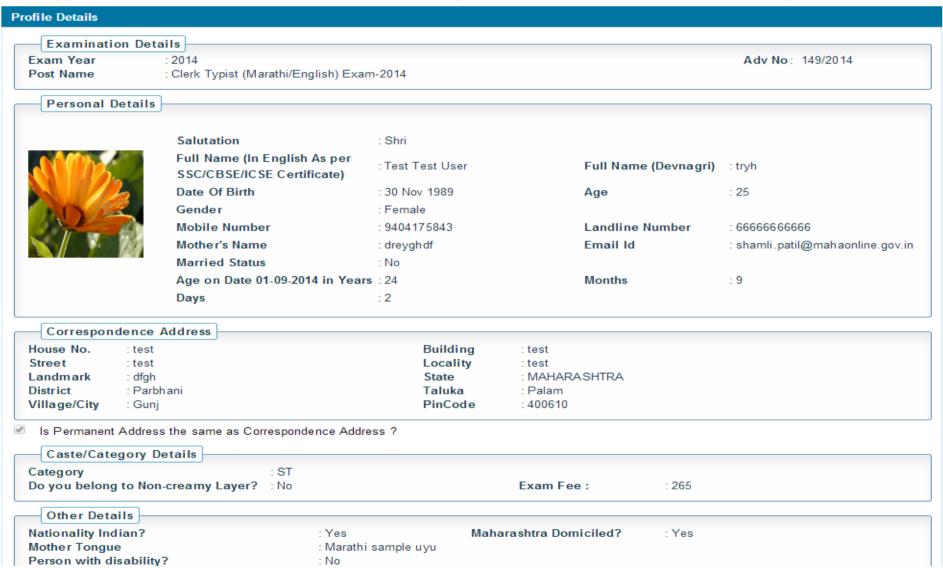


Competetive

Advertisement No.	Name Of Post	Apply Start Date	Date Of Closing	Status
380/2013	Clerk Typist (Marathi/English) Exam-2014	28-05-2014	18-06-2014	Click Here to apply
				📢 See Advertisement.
379/2013	Competitive test	26-05-2014	17-06-2014	Click Here to apply
				See Advertisement.
378/2013	Assistant (Pre) Examination-2014	01-04-2014	30-05-2014	Closed
374/2013	Police Sub Inspector (Preliminary) Examination 2014	26-03-2014	30-05-2014	Closed
373/2013	Sales Tax Inspector (Main) Examination 2013	26-03-2014	30-05-2014	Closed
240/2042	Maharaahtra Engineering (Electrical 9 Machanical)	20.02.2044	20.05.2014	Closed

On click of "Click Here to Apply", if all criterias of advertisemet are matching with candidate's profile filled in system then the application form will be open as below.

Application form will fetch candidate's all required information from candidate's profile.



Oheck all information displayed in application form. Fill all questions asked (if any), select Post preference (if any).

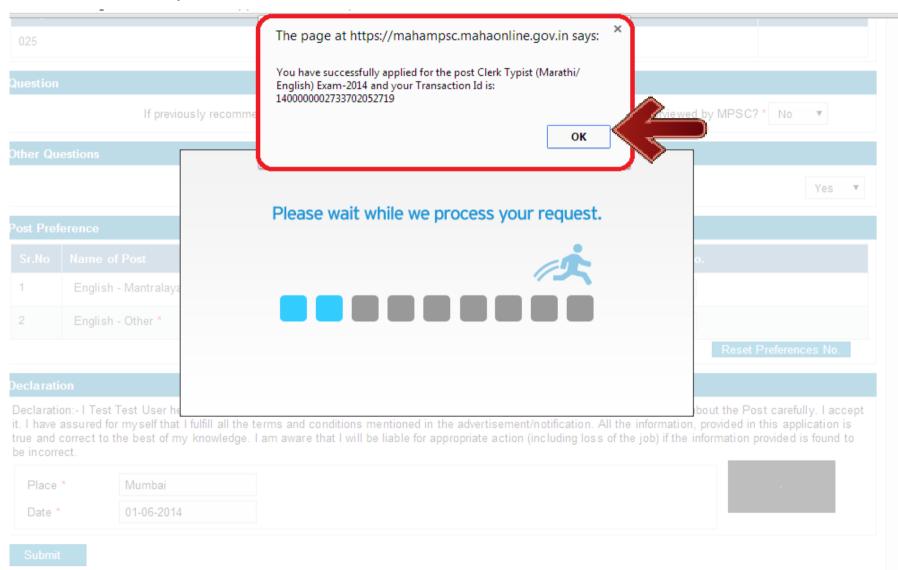
After checking all information from application form, click on Submit button to submit the form.



• After application submission, candidate has to pay application fees in My Account.

On click of Submit button and Successful application submission, it will display message with Transaction Id as highlighted below.

Click on **OK** to proceed Further.



Application submission process gets completed after successful fees payment

Payment of Application Fees

After successful Application submission, candidate should go to My Account as shown below.
 Click on My Account button.



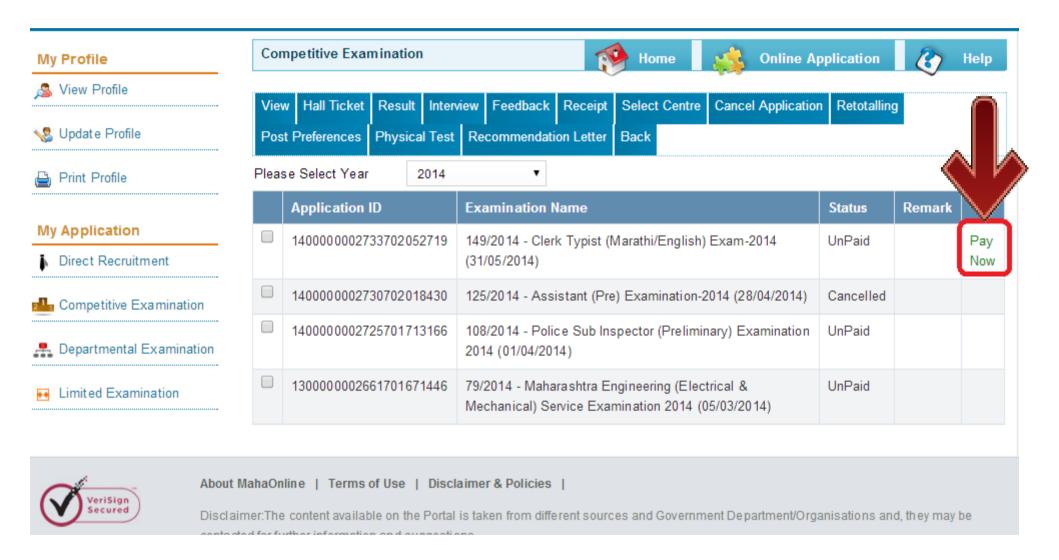
My Account: This page will display candidate's all information of profile as well as all Applications submitted by candidate.

Click on **Examination Type** of Advertisement for which candidate want to pay the fees.

Examination Type are highlighted below.

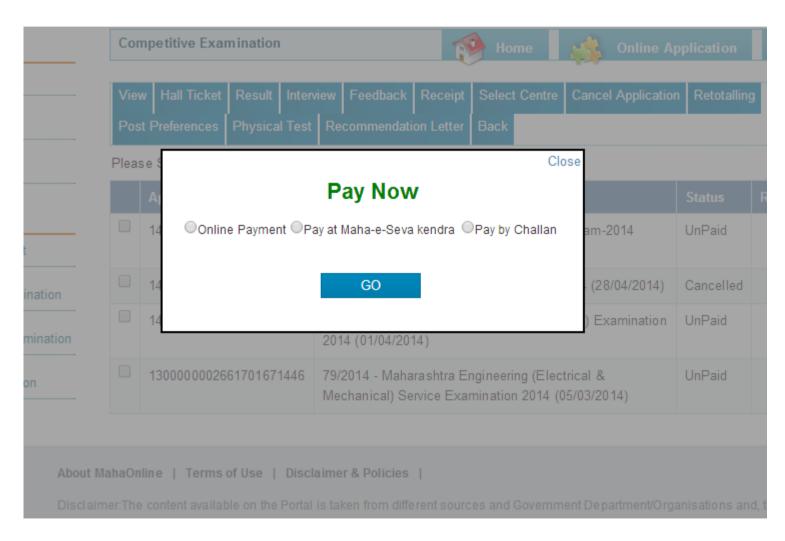


On selection of Examination Type, all applied advertisement list will be displayed as below.
 To pay the fees, click on Pay Now button.



- 4 Payment of Application Fees cont...
 - On click of Pay Now, it will ask to select Mode of Payment,

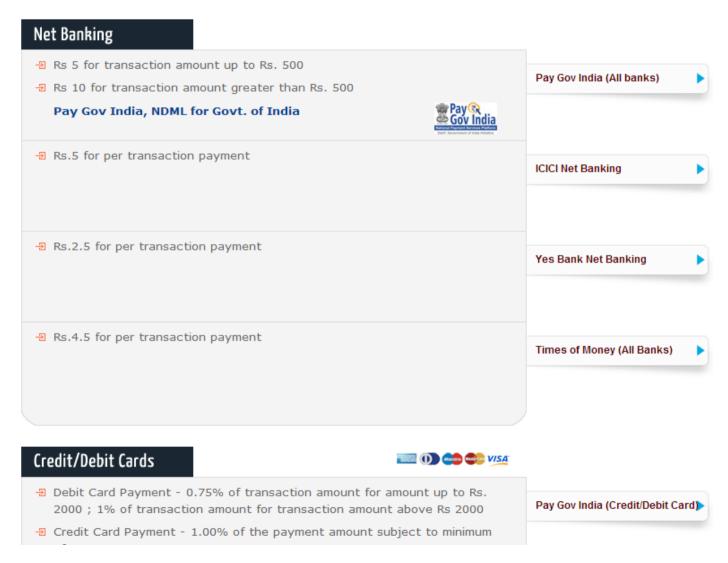
Candidate can pay fees using three options:





Online Payment: If candidate selects Online Payment mode then system will redirect candidate to Payment Gateway to proceed the Online Payment Process.

Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.



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Maha-e-Seva Kendra: If candidate selects Maha-e-Seva kendra as Payment mode then it will display **Paying Slip** as below.

Candidate should take print out of the Paying Slip and go to nearest Maha-e-Seva kendra for application fees payment.

Paying slip is not receipt of exam fees payment. Candidate has to take proper receipt of payment made by the him from Maha-e-Seva Kendra operator



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Bank Challan (SBI): If candidate selects Payment mode as Bank Challan then system will display Bank Challan as shown below.

Candidate should take print out of the Challan and after **2-3 hrs**, pay the fees in nearest SBI branch.

	- ^ -	- BRANCH	COBY				
	भारतीय स्टेट बॅ	क BRANCE	COPT				
X == m= K	State Bank of In	ıdia 📑					
CASH ONLY	महाराष्ट्र लोकसेवा उ	महाराष्ट्र लोकसेवा आयोग					
	MAHARASHTRA PUBLIC SERVICE COMMISSION						
	Application Fee Deta						
	Cash can be tendered at any branch of						
	SBI-SWO-PLEASE GO THROUGH	CBS SCREEN-8888					
	Clerk Typist (Marathi/Englis	sh) Exam-2014					
FEE TYPE	FEE TYPE						
Registration ID/R	ef No.	00273320140601000004					
Date of Birth (DD/I	MM/YYYY)	30/11/1989					
Applicant's Name		Test Test User					
Application Fee Rs	s.	265.00					
Transaction/Depos	sit Date (DD/MM/YYYY)						
Transaction ID (Ba	ank Journal No.)						
Bra	anch Stamp	Authorized Sign	natory				

-alle	भारतीय स्टेट बॅ	, क	CANDIDATE COPY	
7===R	State Bank of Ir	ndia		
CASH ONLY	महाराष्ट्र लोकसेवा आयोग			
	MAHARASHTRA PUBLIC SERVIC	E COMMISSION		
	Application Fee Det	ails		
	Cash can be tendered at any branch			
	SBI-SWO-PLEASE GO THROUGH	CBS SCREEN-888	38	
	Clerk Typist (Marathi/Englis	sh) Exam-2014	4	
FEE TYPE		000180		
Registration ID/R	ef No.	00273320140	0601000004	
Date of Birth (DD/I	MM/YYYY)	30/11/1989		
Applicant's Name		Test Test User		
Application Fee Rs	3.	265.00		
Transaction/Depos	sit Date (DD/MM/YYYY)			
Transaction ID (Ba	ank Journal No.)			
В	ranch Stamp	Author	rized Signatory	

NOTE

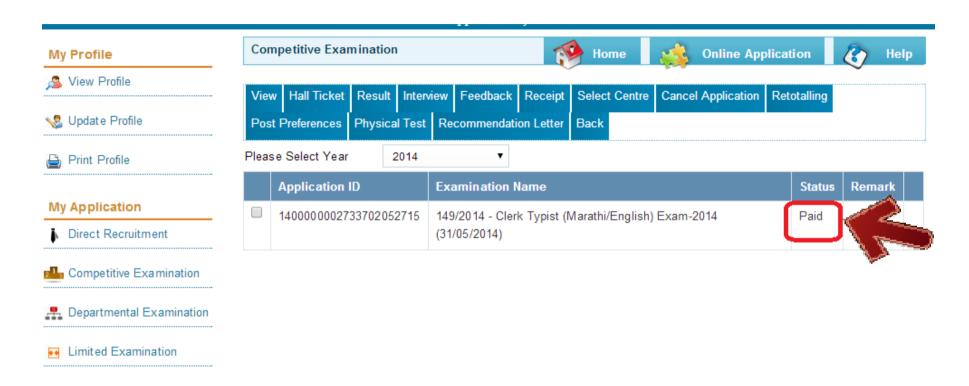
- 1) Application No. (for MPSC Office Purpose) 1400000002733702052719
- 2) Candidate to ensure the Registration ID/ Ref. No. and Date of Birth is correctly entered by Bank.

NOTE

- Application No. (for MPSC Office Purpose) 1400000002733702052719
- 2) Candidate to ensure the Registration ID/ Ref. No. and Date of Birth is correctly entered by Bank.

- 4
- Payment of Application Fees cont...
- After successful payment, Payment status of Examination will get change to Paid.

In case of SBI Bank Challan, 48 hrs time is required to get status updated as Paid



- Status Paid indicates the Completion of Application Submission process except Competitive Examination.
- In case of Competitive Examination, Centre Selection step is next to complete the application submission process.



Centre Selection (Only in case of Competitive Examination)

• After successful Application submission and Fees payment, candidate should go to My Account for Centre Selection and to complete the Application Submission process.

Click on My Account button.



Centre Selection (Only in case of Competitive Examination) cont...

In My Account, click on Competitive Examination as highlighted below to view all applied advertisement list.



5 Centre Selection (Only in case of Competitive Examination) cont...

Select the Examination details by clicking on Check Box and click on Select Centre button.



5 Centre Selection (Only in case of Competitive Examination) cont...

Select Centre from Centre list and Check Available Capacity for selected centre.

If available then click on **Submit** button to allocate the cetre for Competitive Examination.



Centre selection completes the Application Submission Process (Competitive Examination)

Complete Application Submission Process

Completion of all below steps successfully completes the Application Submission Process.

New User Registration / Create User Account (1st time user)

Profile Creation (One time activity)

How to apply...? - Application Submission

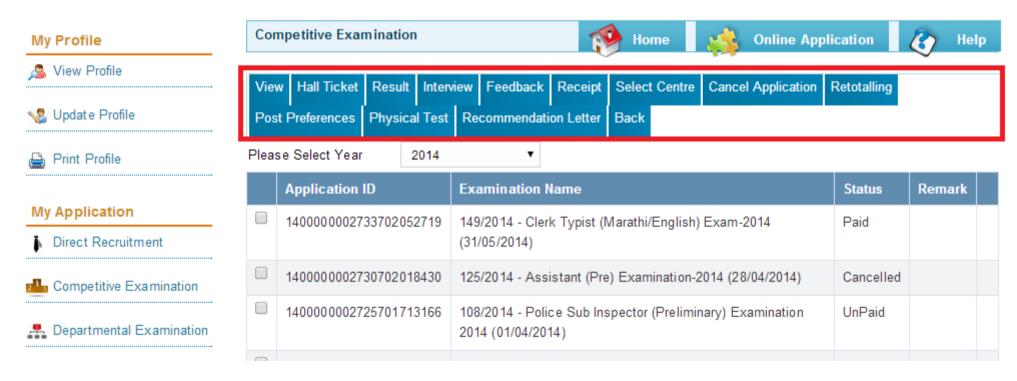
Payment of Application Fees

Use of My Account

- In My Account, candidate can View / Edit / Print his/her own profile.
- My Account options:

Hall Ticket, Result, Interview, Receipt of Payment, Select Centre, Retotalling, Post Preference, Physical Test, Recommendation Letter.

Select Examination and click on above button to view.



Thank You...!!! & Wish you best of luck for your exam...!!!