

## **Instructions for filling up Online Application Form for The Punjab State Civil Services Combined Competitive Examination-2012**

These instructions are intended to guide the candidates in filling up their applications for The Punjab State Civil Services Combined Competitive Examination-2012 (PSCSCCE-2012) correctly so that they may not make mistakes, which may result in rejection of their candidature. The candidates must read these instructions and the General Information, links of which are given on the opening screen of Online Application, thoroughly. The last date for filling Online Application Form for PSCSCCE-2012 is 8<sup>th</sup> October 2012.

It is recommended that the candidates may take print outs of these instructions as well as General Information before filling form and retain the same for their reference in future.

Online Application session expires in 30 minutes from the start, therefore it is essential that the candidate must fill all details and upload files within 30 minutes.

Each candidate shall fill only one application. An attempt by any candidate to fill more than one application may result in rejection of all such applications.

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:**

- A valid email account which has not been used for filling Online Application Form for any other candidate applying for this Examination. Two or more candidates cannot share the same email id. All future correspondence with the candidate will be made through the registered email id.
- A mobile phone number, which may 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. More than one candidate may register the same mobile number, however, information given on that mobile number shall be deemed to have been delivered to all such candidates.
- Scanned copy of a recent passport size photograph (jpg/jpeg format), as per specifications given later in these instructions.
- Scanned copy of the signature of the candidate (jpg/jpeg format), as per specification given later in these instructions.
- Scanned copy of the Demand Draft (jpg/jpeg format) drawn in on State Bank of Patiala or State Bank of India for payment of fee as applicable, as per the specifications given later in these instructions. Fee should be paid by a SINGLE Demand Draft issued by any branch of State Bank of India or State Bank of Patiala, which should be drawn in the name of “Secretary, Punjab Public Service Commission” and should be payable at Patiala.

- A computer system with a printer attached to it. The computer system must have Internet Explorer, Mozilla Firefox or Google Chrome browser and Adobe Acrobat Reader for filling and downloading the filled application form in pdf format.

The candidate must read these instructions and General Instructions (snapshot given below) and check the box for confirming that the candidate has read these instructions as well as General Information. “Next” button will operate only when candidate checks the relevant box.

**Punjab Public Service Commission**

Application Form for Punjab State Civil Services Combined Competitive Examination-2012 Preliminary Examination

[Click here](#) to download instructions for Application Form.  
[Click here](#) to download general instructions.

I have read the Instructions for filling online application form & general instruction. \*

Next

The next screen requires candidate to fill his/her personal details required by the Commission for communicating with the candidate as well as for checking his/her eligibility at the time of interview. All columns which are marked with a red asterisk (\*) are mandatory and must be filled by the candidate. If the candidate fails to fill any of the mandatory columns a caution would be shown and the application will not proceed further till the time the required mandatory field(s) has/have been filled by the candidate.

**Punjab Public Service Commission**

Application Form for Punjab State Civil Services Combined Competitive Examination-2012 Preliminary Examination

Candidate's Name \* ANKUR MITTAL ?

Father's Name \* SANJEEV KUMAR ?

Mobile \* +91 1234567890 ?

E-mail \* ankur86@gmail.com ?

Confirm E-mail \* ankur86@gmail.com

Address

Correspondence Address \*

State Punjab

Address #36, BARADARI GARDEN, OLD LAL BAGH, PATIALA

District PATIALA

Pin 147001

The candidate may check appropriate box if the correspondence address is same as the permanent address. The candidates belonging to certain reserved categories who are given fee concession may opt for general category, if they so desire, however, they still have the right to claim fee concession and may fill appropriate category for fee concession. **The benefit of reserved categories is restricted to the State of Punjab only. Any candidate belonging to other States/Union Territories shall be treated as General Category (Code 71) candidate. However, such candidates may fill their appropriate reserved categories for claiming fee and/or age relaxation as applicable. Fee concession available to candidates belonging to other states in certain categories as given in the menu of this screen**

Permanent Address \*

Check if permanent address is same as correspondence address

State: Punjab

Address: #36, BARADARI GARDEN, OLD LAL BAGH, PATIALA

District: PATIALA

Pin: 147001

Date of Birth \*: Date: 28, Month: April, Year: 1986

Sex \*:  Male  Female

Marital Status \*:  Married  Unmarried

Nationality \*: INDIAN

No. of Attempts Already Made \*: 1

**Selection of wrong category will lead to rejection of candidature of the candidate.**

Category for the Post \*: General, Category Code : 71

Category for Fee calculation \*: BC Punjab only.

Category for age relaxation

- State Government/Central Government Employees
- SC/ST Punjab & Other States
- Widows & certain other categories of women of Punjab
- BC, Punjab
- Ex-Servicemen, Punjab & Other States

The candidates are required to fill their Bank details as per their category fee calculation and fill their educational qualifications in the Online Application Form giving relevant details. The candidate must check appropriate boxes regarding their eligibility conditions and must reproduce the “Security Key” in the appropriate box.

Detail of Fee \*

Name of Bank: State Bank of India

Branch: MALL ROAD PATIALA

Draft No.: 123456

Date: 13/SEPTEMBER/2012

Amount: 375

Educational Qualification

Matric or Equivalent \*: Board: PUNJAB SCHOOL EDUCATION BOARD, Year of Passing: 2001, Percentage: 69.56

Graduation \*: University: PUNJABI UNIVERSITY PATIALA, Degree: B.C.A., Year of Passing: 2004, Percentage: 70.39

Do you possess the requisite qualification as per service rules? \*:  Yes  No

Have you passed Punjabi of Matric Standard or its equivalent? \*:  Yes  No

Are you a Government employee? \*:  Yes  No

Security Key \*: fmpujk

f mpuj k

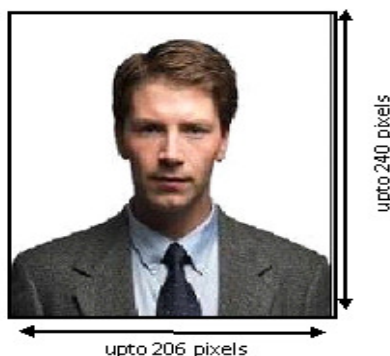
Next

The security key is case sensitive and there should not be any spaces between the characters filled in the box even though it may appear that blank spaces have been given in the security key. Please see the example given in the following screenshot.

The next page of the Online Application Form is for uploading candidate's photograph, scanned signature and demand draft for payment of fee.

**(A) Photographic Image:**

- Photograph must be a recent passport size colour photograph with light background.
- While taking photograph please look straight at the camera with a relaxed face.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 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.
- Size of file (**jpg/jpeg format**) should not be more than 150KB, (upto width-206 pixels and height-240 pixels) passport size photograph.



**(B) Specimen Signature Image:**

- The candidate has to sign on white paper with Black/Blue Ink pen.
- The candidate must sign clearly so that the scanned image is clear and may 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.
- 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.

- Size of file (jpg/jpeg format) should not be more than 100KB,( upto width-206 pixels and height-120 pixels)



**(C) Demand Draft Image:**


- Ensure that the size of the scanned image is not more than 250KB.
- Ensure that one single Demand Draft is used for payment of fee as applicable as per General Instructions. The Demand Draft issued by any branch of State Bank of India or State Bank of Patiala, is to be drawn in favour of “**Secretary, Punjab Public Service Commission**” and should be payable at Patiala.
- Ex-servicemen, who are exempt from paying fee, are not required to upload scanned copy of demand draft.
- Size of file (jpg/jpeg format) should not be more than 250KB,(appropriate Height-3.5 X Width-8.5 inch)



On uploading necessary files, the candidate will get an option to preview or lock the application. Application once locked cannot be changed, therefore the candidate is advised to preview the application and edit any details which may have been filled wrongly.

**UPLOAD SIGNATURE ?**

The Signature being uploaded here would be printed on the attendance sheet in the screening test if held or at the time of the interview. In the candidates Signature do not match with these signatures then his/her candidature may be cancelled



**DECLARATION**

I, ANKUR MITTAL, son/daughter of Shri SANJEEV KUMAR aged about 24 years affirm and declare that the information given in this application is true and correct to the best of my knowledge and belief. I understand that if any information is found to be incorrect, misleading or concealed by me at any stage of selection process or thereafter, my candidature may be cancelled and I shall make myself liable to action under appropriate laws and any benefit given to me on account of such a statement or fact, shall be held void without any notice to me.

After previewing the candidate has to lock the application. After locking the application the candidate may not be given a chance to rectify any mistake and the candidate's candidature is liable to be rejected on account of errors or non-compliance of instructions.

Do you possess the requisite qualification as per service rules? YES  
 Have you passed Punjabi of Matric Standard or its equivalent? YES  
 Are you a Government employee? NO

**DECLARATION**

I, ANKUR MITTAL, son/daughter of Shri SANJEEV KUMAR aged about 24 years affirm and declare that the information given in this application is true and correct to the best of my knowledge and belief. I understand that if any information is found to be incorrect, misleading or concealed by me at any stage of selection process or thereafter, my candidature may be cancelled and I shall make myself liable to action under appropriate laws and any benefit given to me on account of such a statement or fact, shall be held void without any notice to me.

Place:  
(To be filled by the Candidate.)

Date: 14/09/2012

Candidate Signature  
(Candidate must sign at this place with blue ink pen.)



On completion of the Online Application form the candidate must export the Form to .pdf format for taking out at least **two printed copies** on A4 size paper, one of which shall be retained by the

candidate for his reference, while the other shall be sent to the Commission **by hand/by registered post**. The candidate must **note down the Registration Number** printed under the bar code as all further correspondence to and from the Commission shall be referred to with this number. The printed Application Form shall be **signed in blue ink** by the candidate at the appropriate place.

DECLARATION

(a) I hereby declare that I am an employee of Government of Punjab/Other State Governments/Central Governments and I have informed my Head of the Office/Department in writing that I am applying for this post.

Place:  
(To be filled by the Candidate.)

Date: 13/09/2012

Candidate Signature  
(Candidate must sign at this place with blue ink pen.)

(b) I ANKUR MITTAL son/daughter of Sh. SANJEEV KUMAR age 26 year B/o district JH declare that all statements made in this application form on Page 1,2 are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection, I shall be liable to the punishment under the law and all the benefits drawn by me shall be summarily nullified.

Place:  
(To be filled by the Candidate.)

Date: 13/09/2012

Candidate Signature  
(Candidate must sign at this place with blue ink pen.)



[Export to Pdf](#)

The signed Print Copy of Online Application Form along with the Demand Draft shall be sent to the Commission. The candidate should ensure that the image of the uploaded Demand Draft is the same as the original Demand Draft enclosed with the printed Application Form. Any variation in the image and the original Demand Draft may lead to rejection of the candidature of the candidate.

The printed Application Form and the Demand Draft shall be sent to the Commission immediately after downloading the printed Application Form in an envelope labelled as **APPLICATION FORM FOR PSCSCE-2012 (Registration No \_\_\_\_\_)**. This Application Form must reach the office of the Commission within **seven days from the date of registration of Online Application Form**, failing which the Commission may presume Online Application Form to be a fake registration and may delete it from the database. A sample envelope layout is given below for the convenience of the candidates.

APPLICATION FORM FOR PSCSCE - 2012 (Registration No 234567)

To

The Secretary,  
Punjab Public Service Commission,  
Baradari Gardens, Patiala-147001

From:  
Ankur Mittal S/o Sanjeev Kumar  
H.No. 36 , Baradari Garden,  
Old Lal Bagh, Patiala-147001  
Mobile No.: 01234567890

Each candidate must send his/her Application Form in separate sealed cover as described above. Multiple Application Forms in same envelop or mass delivery of Application Forms by hand may lead to loss of Application Forms, for which Commission shall not be responsible.

For any inquiry candidates may contact the commission on telephone number 0175-5014826, 5014829 or by sending email with subject as “QUERY REGARDING PSCSCCE-2012” to [enquiry@ppsc.gov.in](mailto:enquiry@ppsc.gov.in)