

## **HOW TO APPLY**

1. Old registered applicants have to enter all payment for verification details and again enter their details for verification, those applicant who filled their form previously (advt. no 01/2015)they don't need to pay application fee again.
2. Before Applying Online, applicants must ensure that they have soft copy of Photo and Signature. The Size of the photo should between **10KB to 25KB**, Signature should between **10kb to 15kb**, thumb impression should between **15kb to 20 kb** and if offline paid application then challan have to be uploaded and the size should between **20kb to 40 kb**, System will not accept any size above/below the mentioned sizes. Applicant must ensure Payment detail (paid Challan) with them at the time of final submission. Applicants must ensure that they are entering all details marked as mandatory otherwise they will not be able to proceed further. Mandatory fields are marked as \*.
3. Before Applying Online, applicants must ensure that they have Valid E-Mail ID, Mobile Number, all required Educational Certificate, Caste Certificate (if seeking reservation on the basis of Caste), Person with Disability (PwD) Certificate (if seeking reservation on the basis of PwD/Divyang), Sports Certificate (if seeking reservation on the basis of Sports being person) and Proof of Identification.
4. Applicants have to fill minimum educational from matriculation onwards details as prescribed in the notification to be considered as successfully registered. In absence of appropriate educational details as per advertisement, candidature is liable to be cancelled.
5. Applicants also have to furnish details if they have appeared for earlier conducted similar examinations, if employed with Govt. Of Jharkhand, in appropriate place. They have to furnish the Relationship if they are the relative of Chairman/ Members/ Gazetted/ Non-Gazetted/ Employee s of JPSC.
6. After filling all details ,the Applicant have to confirm the declaration by clicking on check box, and then click on 'Check' button ,which will then show the corrections if required in highlighted orange colour below the column where correction is required. Applicants then need to enter security code at appropriate place and then click on 'Save and Edit' button.

7. Clicking on 'Save and Edit' will provide a Provisional Registration No. and Password. Applicants need to login with Provisional Registration No. and Password given after clicking on 'Save and Edit' button. After fully satisfied with the entry & payment details, then applicant need to click on '**Submit**' button, Clicking on submit button is necessary to complete the registration process. ***Once clicked on 'Submit' button, applicant is not able to edit further in respect of any entry in the form.*** After Completion of Registration Process a message will be shared to Applicants along with Registration No. and Password via SMS and Email (registered) after verifying of Payment Status (in case of offline payment ) with Bank. Applicants then need to re-login and take the Printout of the application form for any communication with JPSC.