

Instructions for Filling Online Application Form

Keep the following documents ready:

1. Education Certificates:

A.Direct Recruitment/Employees of Bihar Government - 10th/SSC/Matriculation, Graduation, Post-Graduation [optional]

B.Ex-Serviceman - Graduation, Post-Graduation [optional].

2. Address Details:

A.Direct Recruitment/Employees of Bihar Government - Address Details (Aadhar/Voter ID/Driving License/Passport/Ration Card/Birth Certificate) (Also have Details of nearest Post Office and Pin Code)

B.Ex-Serviceman - Address Details (Aadhar/Voter ID/Driving License/Passport/Ration Card/Birth Certificate/Defence Service documents (Also have Details of nearest Post Office and Pin Code)

3. You should have a scanned copy of your recent Passport Size Photo in jpg or png format.

Guidelines for uploading photograph:

a. Upload colored passport size (3.5cm×4.5cm) photograph, which should not be more than 2 months old.

b. Photograph must be of good quality.

c. Size of the photo must be less than 25kb.

d. Your both ears must be clearly visible in the photograph.

e. While capturing the photo, unnecessary cap and black / colored glasses should not be used or in any way, you should not try to hide your identity.

f. Make sure you upload your own photograph, otherwise your Application form will be cancelled and BPSSC will not be liable for any kind of consequences.

4. Have a scanned copy of your signature in Hindi and English both on white paper in pen drive or hard drive of the computer. Both signatures must be in black ink and less than 25kb each in size. Make sure you upload your own signatures, otherwise your Application form will be cancelled and BPSSC will not be liable for any kind of consequences.

Details to be filled in Application Form (Last date of filling the application form: DD/MM/YYYY)

1. Personal details:

a. Father name based on the details available in 10th/SSC/Matriculation certificate or available in PPO/Defense services documents for Ex-serviceman applicants. Female Applicants must also write their husband's name in the place given along with their father's name as mentioned above.

b. Marital status.

c. Identity card type (Provided in List), but ID card number must match with the ID card type which you choose.

d. An identification mark is mandatory (Example: a mole on left hand).

e. Select "YES" if you are a ward of freedom fighter else select "NO". If you are selecting "YES" then you need to fill the given details also.

2. Education qualification:

a. All the details must be matching with your educational certificates.

b.i. **Direct Recruitment/Employees of Bihar Government** - On or before 1st August 2019, you must be a graduate from a recognized university or passed an equivalent State Government recognized examination.

ii. **Ex-Serviceman** - On or before 1st August 2019, you must be a graduate from a recognized university or passed an equivalent State Government recognized examination or have an equivalent graduation certificate issued by defence services.

c.i. **Direct Recruitment/Employees of Bihar Government** - Matriculation and Graduation educational detail are mandatory. If you are a Post Graduate, fill the relevant details in the corresponding column.

ii. **Ex-Serviceman** - Graduation educational detail are mandatory. If you are a Post Graduate, fill the relevant details in the corresponding column.

3. Address Details:

a. Fill your Permanent Address and Correspondence address.

b. Correspondence address will be used as communication address and BPSSC will be sending any correspondence.

4. Photo & Signature upload:

a. Upload your coloured passport size (3.5cm×4.5cm) photograph (File Size less than 25KB).

b. Upload your signature in Hindi (File Size less than 25KB).

c. Upload your signature in English (File Size less than 25KB).

Note:- After clicking Proceed button, preview of details will be shown. Before submitting "Application Form" as Final, applicant can edit by clicking "Edit details" button. Once confirmed and submitted, applicant cannot edit details. After submission of Application form, applicant will get a confirmation SMS on their registered mobile number. The applicant details submitted is taken as final and BPSSC will not allow for any further changes in Application Form. There is no edit feature, applicant must be careful and responsible himself/herself in filling the details correct in nature from the documents/certificates available. BPSSC is not liable nor responsible for the candidate submitting the details incorrect in nature or delay in filling the Application Form for any reason attributed by the candidate who is filling the Application form in the last moment.

5. Application form cancellation:

a. If you have submitted the Application with wrong details, you cannot edit your details. For that, we have a cancellation provision. Applicant can cancel the Application form and he/she can fill the Application form again, but Application fee is non-refundable.

b. Guidelines for cancelling the Application form:

i. For Cancel Application form, visit website (<https://apply-bpssc.com>) and Click on 'View Application Status' button.

ii. Enter Application/registration ID or Mobile Number & Date of birth and click on 'submit' button.

iii. After clicking 'submit' button, it will show applicant Details and 'Cancel

Application Form’ Button. You will have to click on the **‘Cancel Application Form’** Button.

- iv. After clicking, applicant will receive One-Time Password (OTP) on their registered mobile number.
 - v. Applicant must enter OTP and click on ‘Cancel’ button, then the Application form will be cancelled.
 - vi. After the cancellation, the applicant will receive an SMS on his registered mobile number regarding Application form cancellation.
- c. After cancellation of the Application form, applicant’s mobile number will be released, so that applicant can fill a fresh Application form with the same mobile number.

Please Tick the below Declaration Checkbox before proceed to fill application form

- Declaration:** : I hereby declare that I have read the instructions carefully, I have read the advertisement No. “02/2019” published by BPSSC and well aware of the procedure of filling “Online Application Form”. I will be producing all the related documents required as per the instructions whenever BPSSC ask to produce for confirmation of my details provided. I declare that I did not fill duplicate Application form or with similar details for any reason attributed for filling the Online Application Form. I am also aware that if the information given by me are not proved true, my Application form will be cancelled and I will have to face consequences as per the law.