

Instructions for Registering & Making Payment

Very Important Note before buying Registering & Making Payment: Keep a valid active mobile phone number & email address which belongs to you. BPSSC shall communicate to the candidate to the same Mobile Number/Email Address provided during **registration till** the completion of final stage of recruitment. And also it is the responsibility of the applicant to check updates on periodical basis of their application status, results of each stage etc., on <http://www.bpssc.bih.nic.in>

1: Registration Form

(Note: Please keep following information ready before Registering to buy an Application Form)

1. **Applicant's name:**

A. **Direct Recruitment** - The Candidate's Name must be as per the 10th/SSC/Matriculation certificate. Prefix like Mr, Miss, Mrs, Sri, Shri, Dr etc. are not allowed.

B. **Ex-Serviceman** - The Candidate's Name must be as per the PPO/Defence services documents. Prefix like Mr, Miss, Mrs, Sri, Shri, Dr etc. are not allowed.

C. **Employee of Bihar Government** - The Candidate's Name must be as per the 10th/SSC/Matriculation certificate/Any Official document given by government.

Prefix like Mr, Miss, Mrs, Sri, Shri, Dr etc. are not allowed.

2. **Nationality** : Applicant will fill their nationality as INDIAN, as one must be a citizen of India to apply for this post.
3. **Mobile Number** : Entering a valid and active mobile number is mandatory, as it will be used for future communication from BPSSC. In case you enter a wrong mobile number, you will not be able to get important notifications in future and BPSSC is not liable nor responsible if your mobile number is not working/reachable. You can apply only one application with one mobile number. Any applicant can fill only one Application form. In case BPSSC finds that you have applied twice or more with different mobile numbers, all your application forms will be rejected. Change of Mobile Number is not accepted after registering & buying the application form.
4. **E-mail ID** : A personal Email ID is mandatory for registration. You will be using this email address for future communication as BPSSC will be sending all important communications like "Download Admit Cards", "Check Your Results" etc. You can apply only one application with one email address. In case BPSSC finds that you have applied twice or more with different email addresses, all your application forms will be rejected. Change of Email Address is not accepted after registering & buying the application form.
5. **Domicile of Bihar State** : Choose "Yes", if you are a resident of Bihar, else choose "No". **Applicant must have to show "Domicile certificate" at the time of Document verification.** Change of Domicile certificate will not be accepted after registering & buying the application form.
6. **Category** : Applicant must choose their category which he/she belongs to. Such as General, EBC, BC, SC, ST. **Applicants, belonging to EBC, BC, SC, ST, must produce relevant certificate at the time of document verification. Applicants, who are not a resident of Bihar State, should select the category as General.** Change of

category will not be accepted after registering & buying the application form.

7. **Gender :** Select as applicable (MALE or FEMALE).
8. **Are you an Employee of Bihar Government :** Applicants, those are employees of Bihar Government and want to go for a higher pay scale, need to select "**Employee of Bihar Government**" as YES. Applicants, belonging to **Employee of Bihar Government must produce relevant certificate at the time of document verification.**
9. **Are you an Ex-serviceman :** Applicants, those are ex-servicemen and want to avail age relaxation, need to select "**Ex-serviceman**" as YES. Applicants, belonging to **Ex-serviceman must produce relevant certificate at the time of document verification.**
10. **Date of birth of Candidates:**

A.Direct Recruitment- Date of birth should be in format of DD/MM/YYYY. It should be the same as per 10th/SSC/Matriculation Certificate. **Age limit will be calculated on the basis of date 01st August 2019. But such candidates, who hold the prescribed maximum age limit by government on 1st August 2014, will also be eligible to fill the application form. Candidate's age should match as per the given table as on 1st August 2019.**

	Male		Female	
	Minimum	Maximum	Minimum	Maximum
General	21	42	21	45
EWS	21	42	21	45
BC/EBC	21	45	21	45
SC/ST	21	47	21	47

(Note: Applicants, who are not a resident of Bihar State, must select the category as General)

B.Ex-Serviceman- Date of birth should be in format of DD/MM/YYYY. It should be the same as per PPO/Defence services documents.

Age limit will be calculated on the basis of date 01-August-2019.

As the cut-off date for maximum age limit is 1st August 2019, so you must be retired on or before 1st August 2019. Maximum age of Ex-servicemen should be as per the following criteria (As on 1st August 2019).

Age Criteria

	Male	Female	Both (Male & Female)
	Maximum qualifying age	Maximum qualifying age	Maximum Age Limit
General	37 Years+Years of Service Rendered+3 Years	40 Years+Years of Service Rendered+3 Years	57 years
EWS	37 Years+Years of Service Rendered+3 Years	40 Years+Years of Service Rendered+3 Years	57 years
BC/EBC	40 Years+Years of Service Rendered+3 Years	40 Years+Years of Service Rendered+3 Years	57 years

SC/ST	42 Years+Years of Service Rendered+3 Years	42 Years+Years of Service Rendered+3 Years	57 years
(Note: Applicants, who are not a resident of Bihar State, must select the category as General)			

i. Applicant PPO number: Applicant will have to give his Pension Payment Order (PPO) number.

ii. Service joining date: Applicant will have to provide their joining date in the service.

iii. Service discharge date: Applicant will also have to give the date of discharge from the service.

C. Employees of Bihar Government- Date of birth should be in format of DD/MM/YYYY. It should be the same as per 10th/SSC/Matriculation Certificate/Any Official Document given by government. **Age limit will be calculated on the basis of date 01-August-2019.**

	Male	Female
	Maximum qualifying age	Maximum qualifying age
General	37 Years+5 Years	40 Years+5 Years
EWS	37 Years+5 Years	40 Years+5 Years
BC/EBC	40 Years+5 Years	40 Years+5 Years
SC/ST	42 Years+5 Years	42 Years+5 Years
(Note: Applicants, who are not a resident of Bihar State, must select the category as General)		

Note:-After clicking Proceed button, preview of details filled will be shown. Before making payment itself, Applicant can edit by clicking "Edit details" button. Once confirmed and the payment is made, Applicant cannot edit details.

2: Make Payment

1. After completing the registration, you will have to make payment using Net banking/Debit card/Credit card. Payment amount will Include requisite Application fee and applicable transactional charges of the bank.

	Male	Female
General	700/-	700/-
EWS	700/-	700/-
EBC/BC	700/-	700/-
SC/ST	400/-	400/-

2. After the successful payment completion, Applicant will get a confirmation SMS with the Registration ID. This Registration ID will also be your Application ID, which you will be using for future references.

3. Applicant should be careful while making payment and avoid multiple payment for a single registration number.
4. In any case, the amount (application fee) paid is non-refundable.
5. No changes can be made in registration form after submission. So, Applicants should check all details before making the payment.
6. In case, transaction amount gets failed due to power or internet failure or Bank server fail or slow, the fee amount will be refundable after 7 working days. BPSSC is not liable nor responsible for any kind of issues or delay caused by Applicant for filling the form before due date. Candidate is advised to fill the application form much before the due date to ensure timely submission of Application form.

3: Registration cancellation

1. If you have completed the Registration with wrong details and made payment, you cannot edit your details. For that, we have a cancellation provision. Applicant can cancel the Registration and he/she can register again, but the Application fee is non-refundable.
2. Guidelines for cancelling the Registration:
 - 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 Registration**' Button. You will have to click on the '**Cancel Registration**' 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 Registration will be cancelled.
 - vi. After the cancellation, the applicant will receive an SMS on his registered mobile number regarding registration cancellation.
3. 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.

Note:

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

ii .Ex-Serviceman - 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 on or before 1st August 2019 .

Please Tick the below Declaration Checkbox before Proceed to Registration & Payment

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

registration & making payment. 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 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.