USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM

It is strongly advised to go through the Advertisement, Image Upload Instructions and User Manual before filling the Online Application Form.

Overview

You can submit your application form from the SSSC website **http://www.sssc.gov.in** from 06.08.2022 (11:59 PM Onwards) to 27.08.2022 (11:59 PM)

The following sequence shall be observed while filling the online application form for exams:

- Fill the Registration Form for Obtaining User ID and Password.
- User ID and Password will be then, sent through SMS and Email.
- Fill the Application Form and Upload your photograph and signature.
- Choose your test city.
- Make payment of fees.
- Take a print-out of the filled application form and payment slip.

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials, you can login as registered applicant to fill the application form. The application may be saved at respective stage and can be re-visited to complete later.

Apply online, well in time, without waiting for the last date of submission of online application form.

Candidates are also advised not to fill the online application form using mobile phone.

Applicants are advised to have good internet facility with reasonable speed, and online payment facility i.e., Internet Banking / Debit Card / Credit Card etc.

Entries in the Application Form are required to be filled only in English language.

In the case of submission of multiple Online Application Forms by a candidate for one post, only the latest Application Form with the latest Application no. will be considered.

Candidates may take screenshot in case an error occurs during the filling of application form to take up the matter with HELPDESK.

Before you register

Kindly follow the instructions below before you start registration:

- Check your eligibility for the exams by referring to the information bulletin on the SSSC website. Apply only if you fulfil the prescribed eligibility criteria.
- Ensure you have a valid email ID and mobile number. Email ID used shall be verified through a system generated OTP. Same email ID cannot be used by more than one applicant to register a user.
- "*" (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory. Field which are not marked "*" needs to be filled in if the information is available with you.

- Keep following information ready for filling the form:
- Personal details
- Educational Qualification Details
- Scanned images of your passport size recent coloured photograph & signature (as per SSSC Image Upload Instructions).
- You shall be required to upload Image as per the instructions.

Step 1: Registration to get User ID and Password

- Go to: **http://www.sssc.gov.in**
- Then click on the **Clerk (Subordinate Courts of Punjab)** tab. You will be directed to another webpage.
- Then click on `New Registration' and you will be directed to registration form page.

The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.

- **Name of Applicant**: This should be the same as per your certificate/ marksheet of Matriculation/10th/SSC without any salutation (Dr, Mr., Ms., Mrs., Shri, Smt, Prof. etc.).
- **Date of Birth**: Use the calendar icon to select the correct date of birth. D.O.B strictly as per your Matriculation/10th certificate/SSC certificate
- **Gender**: Enter your gender (Male/Female/Other)
- **Mobile Number**: Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.
- **Confirm Mobile Number:** It should match with mentioned Mobile Number.
- **Alternate Mobile Number**: For emergency and communication (This is optional)
- **Email Address**: Should be valid and unique. You will receive your User ID and Password on this email ID only.
- **Confirm Email ID:** It should match with the E-Mail ID.
- Click on Generate OTP. Enter OTP and validate OTP.
- **Captcha**: The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.
- **Reverify**: Reverify basic details and click on checkbox.

Confirmation of Registration

On submitting the Registration Form, you will receive a User ID and password on the registered email address from the Administrator. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers)

This ends Step 1 of the Registration Process

Step 2: Fill Application Form

Registered Users Click on `Applicant login' to access the Application form with User ID and password received on your email and mobile number. Alternatively, you can directly start filling up the form by clicking on "Go to Application form" link at top right corner of the webpage opened after successful registration.

Click on the 'Go to Application Form' button and please read the important instructions carefully.

The Application Form is divided into the following three sections:
1. Personal Details
2. Additional Details
3. Communication Details
4. Qualification Details
5. Test City
6. Document and Payment
   Before submission, you can edit the information in the application form any number of times but, following fields derived from your registration page shall appear in the application form as non-editable:

- Name of the candidate
- Date of Birth
- Gender
- Mobile No.
- Alternate Mobile No.
- Email Address

Once you have completed the last section and then, click on Submit button, you will be re-directed to make the payment. Once payment is done, your application is considered complete. You will receive application submission and payment success confirmation at the end. Post this, changes to application can be done but, are applicable to limited fields only. No new application can be submitted during Edit Window.

Please do not send the Hard Copy of the Application to SSSC.

Following section gives a glimpse of the important details required while filling the application form:

1. **Personal Details**

- Candidate's Name, Date of Birth, Gender, Mobile number, Alternate Mobile Number and Email address will be automatically populated based on the information provided at the time of registering your profile.
- Mention Nationality & Marital Status.
- Father's Name and Mother's Name needs to fill.
- Select the Category (General/SC/OBC/BC of Punjab) and select Sub-Category if any.
- Select Domicile.

2. **Additional Details**

- Select if you are Ex-Servicemen, if yes fill details.
- Select PHC (Physical Handicapped Category (Yes/No)
- Enter Departmental Employee details, if applicable.
- Enter Other details.

3. **Communication Details**

- Enter Your Communication Address, which will be used for future communication and allocating a test centre state in case, you pick the State as "others" while choosing the Test Centre Details. Permanent address to be filled as well.

4. **Qualification Details**

- Matriculation details (10th Class)
- Graduation Details
- Any Other Qualification details, if applicable.

No request for change in the any entry like Name, DOB, Educational Qualification, Category etc. in the Online Application Form shall be entertained. Incomplete Application or Application without fee will be rejected straight away and no correspondence will be entertained in this regard.

5. **Test City Centres**

- Select the City in which you wish to appear in the test.

6. **Document and Payment**

- To be uploaded: One pre-saved passport size coloured photograph (Maximum 200 KB size, in jpg/jpeg format)
- Upload your scanned signature (Maximum 200 Kb size, in jpg/jpeg format)
- Provide declaration and enter Captcha.
- Use Preview button to re-check the filled details.

The applicants are advised to re-check their details before paying the fee, as fee once paid shall neither be refunded nor be held in reserve for any other examination/recruitment, under any circumstance.

Submission of Fees

The Applicable test fee will be displayed on the payment gateway page.

- Candidate needs to select mode of Payment: Net Banking/Card Payment etc.
- Until the payment is successful, the candidate will not be registered for the test. Application submission completes once you get a successful payment confirmation
- Please download the Application PDF post payment for any future communication (if required).
- Download payment slip for future reference.