General Queries:

Q1. What are the important dates for the recruitment process?

IMPORTANT DATES & INFORMATION	
Portal for filling Online Application and for recruitment related information https://cdn3.digialm.com/EForms/configuredHtml/32046/76320/Index.html (Hereinafter referred to as the recruitment portal). A link to the above-mentioned portal shall be also available on the official website **http://www.sssc.gov.in**	
Opening Date& Time for filling Online Application form	**06.08.2022** at 11:59 PM
Closing Date &Time for Submission of Online Applications (Applications received after 11.59 pm on 27.08.2022 shall not be entertained)	**27.08.2022** at 11.59 PM
Toll free Helpline Number for Technical Queries	+91 7353921118
Grievance window (for resolving problems faced by candidates) shall be available on the portal.	

Q2. I want to apply for recruitment test, but I have some doubts about the Application Process. How can I contact you?

Please go through the detailed advertisement available on the SSSC website and check the eligibility criteria. Also, have a close look at all the FAQs and the procedure given in "How to Fill the Application Form" on the home page. If you do not find an answer to your query/problem in these documents, you may contact us on Toll Number +91 7353921118 and if you have registered yourself, you may reach us by submitting your queries or problems through Helpdesk Portal too.

Q3. I have not passed matriculation examination with Punjabi as one of the subjects. Am I eligible to apply?

Passing matriculation examination with Punjabi as one of the subjects is mandatory eligibility condition

Q4. What is the cut-off date for qualifying degree course to apply for this recruitment?

The cut-off date for determining eligibility with respect to educational qualifications is 27.08.2022 (the last date for submission of online application form).

Q5. What do I need before I start filling the application form?

You need to have internet access with reasonable speed along with onlinepayment facility i.e.,

Internet Banking, Debit Card, Credit Card etc. Candidates are required to have a valid personal active E-mail ID as all the information regarding recruitment will be sent on their recorded E-mail ID. In case a candidate does not have a valid personal E-mail ID, he/she should create his/her new E-mail ID before applying online and must maintain that email account, till the conclusion of process.

Before proceeding further, applicant must ensure that he/she has a scanned image files of his/her latest passport size colored PHOTOGRAPH (4.5 cm length x 3.5 cm width) & SIGNATURE minimum size 50 KB to a maximum of 200 KB with clear background for immediate uploading it to the website along-with application data.

Q6. What is the procedure for applying?

After making sure about your eligibility for a post you want to apply for, go to URL https://cdn3.digialm.com/EForms/configuredHtml/32046/76320/Index.html a link for which is also available on the SSSC official website. You may read "How to fill Application Form" available on home page.

Q7. I am from outside Punjab, can I apply?

Yes, you can apply but only for the posts in the General/Unreserved category.

Q8. I have passed an examination of Punjabi language which is regarded as equivalent to having passed matriculation with Punjabi. Am I eligible to apply?

No, only those who have passed matriculation with Punjabi as one of the subject are eligible.

Application Related Queries:

Q9. In which format should I upload the scanned photograph and signature?

The images of the photograph and signature should be scanned in the "jpeg" format and Photograph should of minimum size 80 KB to a maximum of 200 KB and Signature should of minimum size 50 KB to a maximum of 200 KB. No other format is acceptable. In addition, the following should be taken care of-

1. Passport size photograph (4.5 cm length x 3.5 cm width) in color photograph.

2. Head coverings, Turban, hair, head-dress or facial ornaments should not obscure the face.

Q10. How do I convert my photograph and signature to the required pixel size ordesired format?

Use any free image editing software such as MS Paint etc., to delete the unnecessary print area. Use the CROP option after selecting the Image. To resize to proper pixel size, use the Resize option. If the image is in other formats such as .tiff, .bmp etc., then open the photo in MS Paint etc. and click Save as option to save it in the desired format (.jpeg).

Q11. Should I Write Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc. before my name?

You should enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC **without** any salutation (Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.).

Q12. I have a problem in filling up Name and Address fields. What should I do?

Due to security reasons, special characters like (! @, #, $, %, ^, &*, (,), <,>, /, ~, `, etc.) are not acceptable in the Name and Address fields of the Online System. Please retry after

deleting special characters.

Q13. Why is it necessary to first register myself?

To fill up and apply, prior registration of the applicant is necessary. This helps the candidate to log on to the website and complete his/her application in multiple sittings as required. It is important that candidate remembers his username and password or takes measures to preserve it. To know how to register yourself, please click on "How to fill Application Form"on home page.

Q14. Can I enter my parent's Mobile no. or e-mail ID while filling registrationform?

Yes, you may use your parent's contact details, but it is advisable to use your own mobile no., in case you have one. If not, you may use your parent'smobile no. but your own email ID. Also ensure that you have access to that mobile as alerts would be sent on that number/email ID.

Q15. What is fee structure to apply for exam?

Application fee and examination fee for various categories is detailed on advertisement on official website.

Q16. OTP not received after clicking on Generate OTP button on registrationpage.

Please enter correct and active mobile no. on which OTP can be received. However, in case you don't get OTP on correct mobile number, then you may contact on Helpline number +91 7353921118.

Q17. I have made a mistake while registering, can this be rectified/modified?

Once you submit the registration details, these details cannot be modified. You must register yourself again with different valid e-mail id and different active mobile number. Therefore, please review all the details after filling the online Registration Form and before submitting it.

Q18. Are the details that I fill in, before submission of the Application Form, automatically saved?

You will need to use the "SAVE and NEXT" button for this. Upon clicking the "SAVE and NEXT" button, the information filled in shall be "SAVED AS DRAFT".

Q19. What do I do if I have submitted wrong details by mistake in the ApplicationForm?

You can change the information before submission of Application Form. Therefore, you are advised to review and make sure correctness of the information filled in the Application Form before its submission. Once the Application is submitted, **no entry can be changed**. You will have to register again with either different valid e-mail Id or different active mobile no. to fill the Application Form again.

Q20. I have lost/forgot the Registration ID & Password.

Use the "Forgot Password" functionality in login page.

Q21. What happens if my computer switches off while I am filling my Application Form?

If you logout or your connection is interrupted at any stage after login, you have to login again and continue filling unsaved portion of your Application Form.

Q22. I have applied twice, which Application Form will be accepted/considered?

The Application Form with latest Application No. will be accepted/considered.

Q23. Which documents/Certificate must be in my possession if I want to claimany type of relaxation/reservation?

Candidates seeking reservation/relaxation available for Scheduled Castes/ Backward Classes/Other Backward Class / Ex-Servicemen etc. must ensure that they are entitled to such reservation /relaxation in accordance with the eligibility mentioned in the detailed advertisement. You should be in possession of all the requisite certificates in the prescribed format in support of your claim for availing reservation/relaxation.

Q24. What is certificate date?

In case you are claiming any relaxation against a certificate in your possession the date of issue of such certificate is to be mentioned against the certificate date.

Q25. I cannot find the "Continue" or "I Agree" or "Declaration" button at the endof the screen. What should I do?

This may happen due to incompatible resolution of your computer and requires you to decrease the resolution before filling up Part II of the application form. Please hold the Ctrl key of the keyboard and move the mouse wheel down (or press Ctrl and Minus "-" key) to change the resolution.

Q26. What should I do if there is delay in accessing the page?

Please retry after some time preferably during non-peak hours. The time taken toaccess the page depends upon factors like Internet speed and number of applicants registering their applications at the same time. It is a good practice notto wait for the last day or hours.

Q27. Can I save the Application Form in .PDF format?
The candidate will be given option to preview the Application Form, save it in .PDF format or take a printout of the Application Form.

Q28. I have uploaded required documents, submitted and paid my fees. But I have wrongly uploaded some documents. What should I do?

No change is allowed once your Application Form has been submitted. You may submit a fresh Application Form by paying the prescribed fees again. The latest form submitted by you before the last date shall be taken as final.

Q.29 How do I ensure that my online application has been submitted if SMS /email have not been received?

An auto-generated message/intimation is sent to candidate through e- mail/SMS, which may not have been received by you due to reasons like Inbox overloaded, cleaning of spam folder without checking, inactive email-id, jamming due to heavy rush/ traffic, congestion of packets in mail server etc. You must keep a hard copy of application for any future reference.