

## **General Queries:-**

<b>Question No. 1</b>	<b><i>What are the important dates for the recruitment process?</i></b>
<b>Answer</b>	<p><b>IMPORTANT DATES &amp; INFORMATION: -</b></p> <ul style="list-style-type: none"> <li>• Portal for filling Online Application and for recruitment related information <a href="https://cdn3.digialm.com/EForms/configuredHtml/32046/92138/Index.html">https://cdn3.digialm.com/EForms/configuredHtml/32046/92138/Index.html</a> (Hereinafter referred to as the recruitment portal).</li> </ul> <p>A link to the above-mentioned portal shall be also available on the official website: - <a href="http://www.sssc.gov.in">http://www.sssc.gov.in</a></p> <ul style="list-style-type: none"> <li>• Opening Date &amp; Time for filling in Online Application form: - <b>26.03.2025 at 11:59 PM.</b></li> <li>• Closing Date &amp; Time for Submission of Online Applications form: - <b>23.04.2025 at 11:59 PM.</b> (Applications received after 11:59 pm on 23.04.2025 shall not be entertained)</li> <li>• Toll free Helpline Number for Technical Queries: - <b>+91 73539-45553</b></li> <li>• Advertisement relating Queries: - <b>0172-2722012</b> and <b>+91 91158-98394</b></li> </ul> <p>The Grievance window (for resolving problems faced by applicants) shall be available on the portal.</p>
<b>Question No. 2</b>	<b><i>I want to apply for the post in question, but I have some doubts about the Application Process. How can I contact you?</i></b>
<b>Answer</b>	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 <b>+91 73539-45553</b> and if you have registered yourself, you may reach us by submitting your queries or problems through Helpdesk Portal too.
<b>Question No. 3</b>	<b><i>What is the cut-off date for qualifying degree courses to apply for this recruitment?</i></b>
<b>Answer</b>	The cut-off date for determining eligibility with respect to educational qualifications is 23.04.2025 (the last date for submission of online application form).
<b>Question No. 4</b>	<b><i>What do I need before I start filling the application form?</i></b>
<b>Answer</b>	<p>You need to have internet access at a reasonable speed along with online payment facility i.e., Internet Banking, Debit Card, Credit Card and UPI. applicants 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 an applicant does not have a valid personal E-mail ID, applicant should create a new E-mail ID before applying online and must maintain that email account, till the conclusion of process.</p> <p>Applicant’s real time photograph will be required to be uploaded at the time of filling the Online Application Form. Therefore, the applicant must ensure that</p>

	<p>the computer system/ device on which the applicant is filling up the Online Application Form should have an inbuilt camera or attached web camera to capture the real-time photograph. The applicant must sit in front of an inbuilt camera/web camera of the computer system/ device to capture the photograph. The applicant must read other instructions given in the Online Application Form regarding uploading of real-time photograph, before capturing the photograph.</p> <p>Applicants must also ensure that applicants have a scanned image files of latest passport size colored PHOTOGRAPH (4.5 cm length x 3.5 cm width) &amp; SIGNATURE minimum size 50 KB to a maximum of 200 KB with clear background for immediate uploading on the website along-with application data.</p>
<b>Question No. 5</b>	<b><i>What is the procedure for applying?</i></b>
<b>Answer</b>	After making sure about your eligibility for the post, if you want to apply, go to URL: <a href="https://cdn3.digialm.com/EForms/configuredHtml/32046/92138/Index.html">https://cdn3.digialm.com/EForms/configuredHtml/32046/92138/Index.html</a> a link for which is also available on the SSSC official website. You may read “How to fill Application Form” available on home page.
<b>Question No. 6</b>	<b><i>I am from outside Punjab, can I apply?</i></b>
<b>Answer</b>	Yes, if eligible you can apply but only for the posts in the General/Unreserved category.

## **Application Related Queries:**

<b>Question No. 7</b>	<b><i>In which format should I upload the scanned photograph and signature?</i></b>
<b>Answer</b>	<p>The images of the photograph and signature should be scanned in the “jpeg” format and Photograph should of minimum size 80KB to a maximum of 200KB and Signature should of minimum size 50 KB to a maximum of 200KB. No other format is acceptable. In addition, the following should be taken care of :-</p> <ol style="list-style-type: none"> <li>1. Passport size colour photograph (not more than one month old) (4.5cm length x 3.5cm width).</li> <li>2. Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.</li> </ol>
<b>Question No. 8</b>	<b><i>How do I convert my photograph and signature to the required pixel size or desired format?</i></b>
<b>Answer</b>	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).
<b>Question No. 9</b>	<b><i>Should I Write Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc. before my name?</i></b>
<b>Answer</b>	You should enter your name strictly as per your certificate/marksheet of

	Matriculation/10th/SSC <b>without</b> any salutation (Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.).
<b>Question No. 10</b>	<b><i>I have a problem in filling up Name and Address fields. What should I do?</i></b>
<b>Answer</b>	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.
<b>Question No. 11</b>	<b><i>Why is it necessary to first register myself?</i></b>
<b>Answer</b>	To fill up and apply, prior registration of the applicant is necessary. This helps the applicant to log on to the website and complete their application in multiple sittings if required. It is important that a candidate remembers their 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.
<b>Question No. 12</b>	<b><i>Can I enter my parent's Mobile no. or e-mail ID while filling registration form?</i></b>
<b>Answer</b>	Yes, you may use your parents' contact details, but it is advisable to use your own mobile no. in case you have one. If not, you may use your parents' mobile no. but your own email ID. Also ensure that you have access to that mobile as alerts are sent on that number/email ID.
<b>Question No. 13</b>	<b><i>What is fee structure to apply for exam?</i></b>
<b>Answer</b>	Application fee and examination fee for various categories are detailed on advertisement on official website.
<b>Question No. 14</b>	<b><i>I have made a mistake while registering, can this be rectified/modified?</i></b>
<b>Answer</b>	Once you submit the registration details, these details cannot be modified. You must register yourself again with different valid e-mail Id / active mobile number. Therefore, please review all the details after filling in the online Registration Form and before submitting it.
<b>Question No. 15</b>	<b><i>Are the details that I fill in, before submission of the Application Form, automatically saved?</i></b>
<b>Answer</b>	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".
<b>Question No. 16</b>	<b><i>What do I do if I have submitted wrong details by mistake in the Application Form?</i></b>
<b>Answer</b>	You can change the information before submission of the 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, <b>no entry can be changed</b> . You will have to register again with either different valid e-mail Id / active mobile no. to fill in the Application Form again.
<b>Question No. 17</b>	<b><i>I have lost/forgot the Registration ID &amp; Password.</i></b>
<b>Answer</b>	Use the "Forgot Password" functionality in login page.
<b>Question No. 18</b>	<b><i>What happens if my computer switches off while I am filling my Application Form?</i></b>
<b>Answer</b>	If you log out or your connection is interrupted at any stage after login, you have to login again and continue filling in unsaved portion of your Application Form.

<b>Question No. 19</b>	<b><i>I have applied twice, which Application Form will be accepted/considered?</i></b>
<b>Answer</b>	<b>Answer:</b> - The Application Form with latest Application No. will be accepted/considered.
<b>Question No. 20</b>	<b><i>I cannot find the “Continue” or “I Agree” or “Declaration” button at the end of the screen. What should I do?</i></b>
<b>Answer</b>	This may happen due to increased resolution of your computer and requires you to decrease the resolution before filling in 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.
<b>Question No. 21</b>	<b><i>Can I take printout of filled application form at later stage?</i></b>
<b>Answer</b>	Yes, you can take the Printout of the online application form till the closing date.
<b>Question No. 22</b>	<b><i>What should I do if there is delay in accessing the page?</i></b>
<b>Answer</b>	Please retry after some time, preferably during non-peak hours. The time taken to access the page depends upon factors like Internet speed and number of applicants registering their applications at the same time. It is good practice not to wait for the last day or hours
<b>Question No. 23</b>	<b><i>Can I save the Application Form in .PDF format?</i></b>
<b>Answer</b>	The applicant will be given the option to preview the Application Form, save it in. PDF format or take a printout of the Application Form.
<b>Question No. 24</b>	<b><i>I have wrongly uploaded some documents in my application form, paid the fees &amp; submitted my application form. What should I do?</i></b>
<b>Answer</b>	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.
<b>Question No. 25</b>	<b><i>How do I ensure that my online application has been submitted if SMS/email have not been received?</i></b>
<b>Answer</b>	An auto-generated message/intimation is sent to applicants 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 your application for any future reference.
<b>Question No. 26</b>	<b><i>Which documents/Certificate must be in my possession if I want to claim any type of relaxation/reservation?</i></b>
<b>Answer</b>	Candidates seeking reservation/relaxation available for Scheduled Castes/ Backward Classes / Ex-Servicemen etc. must ensure that they are entitled to such reservation /relaxation. You should be in possession of all the requisite certificates in the prescribed format in support of your claim for availing reservation/relaxation.