

## INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

Before applying online, candidates are advised to —

- a) Carefully go through the Advertisement **No.09/2015** for Recruitment to the post of Jr Administrative Assistant in the office of the Assam Public Service Commission.
- b) Have a scanned (digital) image of passport size colour **photograph with white background and signature** in **JPEG/JPG or PNG** format not exceeding **50 KB** and **20 KB** respectively in size. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.
- c) Keep all academic/experience/personal details ready to fill up the application form correctly.

### Application Procedure:

#### Stage 1: FILLING UP AND SUBMITTING THE ONLINE APPLICATION FORM

1. Candidates are necessarily required to visit the APSC's office website [www.apsc.nic.in](http://www.apsc.nic.in). **The candidate will be redirected to the link [www.apsconline.gov.in](http://www.apsconline.gov.in) for Online Application.**
2. Once the candidate clicks the "APPLY NOW" link of the advertisement in [www.apsconline.gov.in](http://www.apsconline.gov.in), it will offer a **Declaration Page**. The candidate is requested to go through the declaration carefully. The candidate can agree to these declarations by clicking on '**I Agree**' Check Box. **No candidate shall be allowed to apply online without accepting to the terms of these declarations.**
3. The duration of a session of online application is **30 minutes**. Candidates are requested to fill up the form and upload their photograph and signature within the stipulated time. Once time limit is over, the session will be closed and the candidate will be required to apply afresh.
4. Once the candidate fills up all the required data in the application form, he/she should click on the '**Preview & Submit**' button. The System will display all information provided by the candidate in the application form for verification in this page. An '**Edit**' button is also provided therein at the bottom of this page to make any correction in the information filled in. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled up.
5. After verifying all the information, the candidate should **upload their scanned Photograph and Signature. Please go through the Guidelines carefully for proper format and size of Photograph and Signature.**
6. On successfully uploading their photo and signature, the candidate should '**Submit**' the Application Form. No change in information filled in by the candidates would be allowed once submitted by clicking the submit button, at any subsequent stage of the examination process.
7. After submission of the application form, the candidate **should save and take printout of the system generated (a) Bank e-challan, (b) Registration Slip and (c) Application Form.**
8. Candidates are advised to preserve the *Bank challan, Registration Slip and Application Form* with them for future reference. **The Registration Number is a must for any correspondence in the future. Please, note that the candidate is not required to send any of these documents to the office of the Commission.**

**Stage 2:** To deposit the examination fee at any Branch of State Bank of India and upload the Fee Payment Details at [www.apsconline.gov.in](http://www.apsconline.gov.in).

- 1) Payment of Examination Fee can be made at any branch of State Bank of India by cash only. **System generated Bank e-Challan** is a must for depositing the fee. Once the requisite fee is paid, the Bank will provide a **Journal Number** in the Bank e-Challan and will return candidate's copy of the same. The candidate should ensure that State Bank of India **Branch Code, Journal Number** along with **Branch Seal** are inserted properly on the Candidate's copy of the Bank

**e-Challan.** The candidates are advised to preserve the aforesaid payment challan with them for future reference.

2) Once a candidate acquires the SBI fee payment **Journal Number**, the candidate is required to go to [www.apsconline.gov.in](http://www.apsconline.gov.in) and click on the link ‘**Upload Payment Details**’ which redirects the candidate to the **Fee Payment Details Page**.

3) For uploading of the **Journal Number**, the candidate needs to fill in his/her **Registration Number** and **Date of Birth** correctly. The system will show the candidates relevant information as registered earlier and ask the candidate to fill up the **Journal No** provided by the bank in the candidate’s copy of the Bank e-Challan.

4) After successful uploading of the Journal Number, the system will generate a “**Journal Entry Confirmation Details**” slip. Candidate **should save and take printout of the same for future reference**.

5) **The Online Application procedure is considered complete after successful submission of bank’s Journal Number.**

6) ***APPLICATION FORM, BANK CHALLAN OR REGISTRATION SLIP ETC. ARE NOT REQUIRED TO BE SENT TO THE OFFICE OF THE ASSAM PUBLIC SERVICE COMMISSION.***

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