

**Instructions for Online Application Form**  
**For The Posts of Section Officer in the Department of**  
**Finance (Treasuries and Accounts), Government of Punjab**

These instructions are intended to guide the candidates in filling up their Online Application Forms correctly so that they do not make mistakes, which may result in rejection of their candidature. The candidates must read these instructions and the General Information, thoroughly. The links of General Information is given on the opening screen of On-line Application. The last date for filling Online Application Form for the post of Section Officer in the Department of Finance (Treasuries and Accounts), Government of Punjab is **23/04/2013**.

It is recommended that the candidates may take print outs of these Instructions as well as General Information before filling the form and retain the same for their reference in future. Request for change/correction in any particulars in the Online Application Form shall not be entertained under any circumstances. **The Commission will not be responsible for any consequences arising out of incorrect filling up of applications.**

Online Application session expires in 30 minutes from the start, therefore it is essential that the candidate must fill all details and upload files within 30 minutes.

Each candidate shall fill only one Application Form. An attempt by any candidate to fill more than one Application Form may result in rejection of all such applications.

Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.

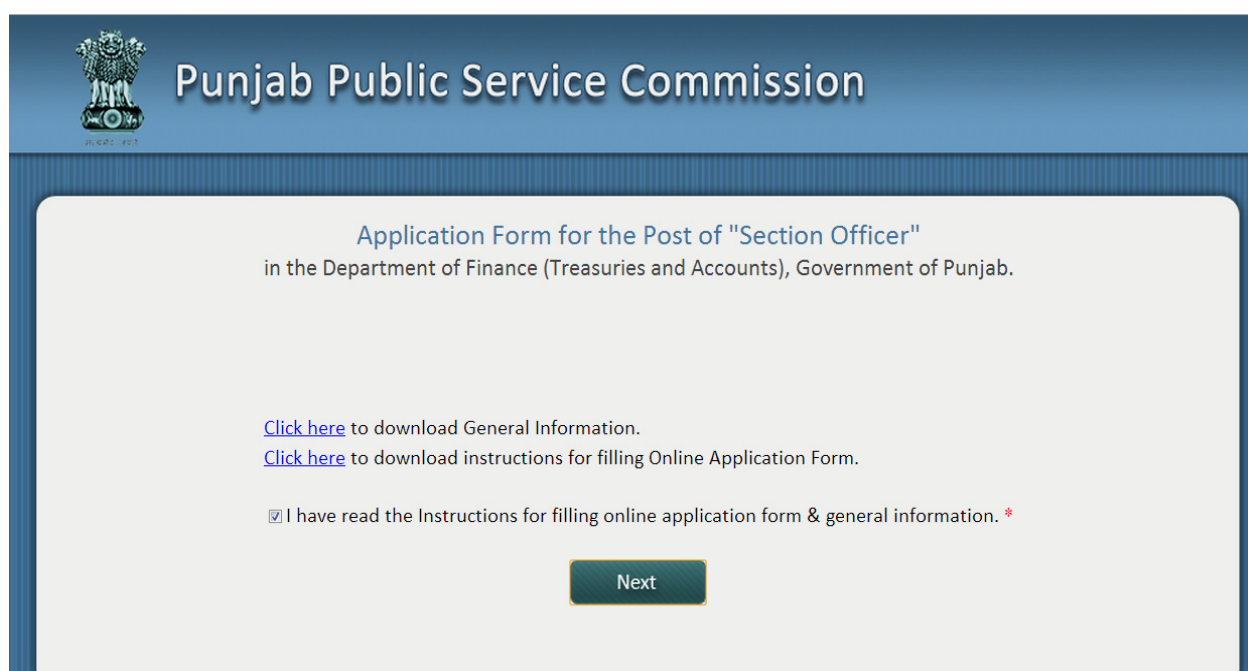
**Note:-** Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid Congestion on Web server on account of heavy load on internet/website.

**The candidate must have the following before attempting to fill the Online Application Form:**

- 1) **A valid email account** which has not been used for filling Online Application Form by any other candidate applying for this Examination. Two or more candidates cannot share the same email ID. All future correspondence with the candidate will be made through the registered email ID.
- 2) **A mobile phone number**, which may be used to contact the candidate. It is not necessary that the candidate must have mobile connection in his/her name. The candidate may register any mobile number for communication. More than one candidate may register the same mobile number, however, information given on that mobile number shall be deemed to have been delivered to all such candidates.
- 3) **Scanned copy of a recent passport size photograph** (jpg/jpeg format), as per specifications given later in these instructions.
- 4) **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given later in these instructions.


- 5) **Scanned copy of the Demand Draft** (jpg/jpeg format) issued by State Bank of Patiala or State Bank of India for payment of fee as applicable, as per the specifications given later in these instructions. Fee should be paid by a SINGLE Demand Draft issued by any branch of State Bank of India or State Bank of Patiala, which should be drawn in the favour of “Secretary, Punjab Public Service Commission” , payable at Patiala.
- 6) **A computer system with a printer attached to it.** The computer system must have either Internet Explorer or Mozilla Firefox or Google Chrome browser and Adobe Acrobat Reader for filling and downloading the filled application form in pdf format.

The candidate must read these instructions and General Information (snapshot given below) and check the box for confirming that the candidate has read these instructions as well as General Information. “Next” button will operate only when candidate checks the relevant box.



The screenshot shows the Punjab Public Service Commission website. At the top is the state emblem of India and the text "Punjab Public Service Commission". Below this, the title "Application Form for the Post of 'Section Officer'" is displayed, followed by "in the Department of Finance (Treasuries and Accounts), Government of Punjab." Two links are provided: "Click here to download General Information." and "Click here to download instructions for filling Online Application Form." A checkbox is checked, with the text "I have read the Instructions for filling online application form & general information. \*". At the bottom is a "Next" button.

The next screen requires candidate to fill his/her personal details required by the Commission for communicating with the candidate as well as for checking his/her eligibility at the time of interview. All columns which are marked with a red asterisk (\*) are mandatory and must be filled by the candidate. If the candidate fails to fill any of the mandatory columns a caution would be shown and the application will not proceed further till the time the required mandatory field(s) has/have been filled by the candidate.



## Punjab Public Service Commission

### Application Form for the Post of "Section Officer"

in the Department of Finance (Treasuries and Accounts), Government of Punjab.

Candidate's Name *	ANKUR First Name	Middle Name	MITTAL Last Name
Father's Name *	SANJEEV First Name	KUMAR Middle Name	MITTAL Last Name
Mother's Name *	RAMA First Name	Middle Name	DEVI Last Name
Mobile *	+91 1234567890		
E-mail *	ankur.86@gmail.com		
Confirm E-mail *	ankur.86@gmail.com		
Address			

**Correspondence Address \***

State: Punjab

Address 1: # 36, OLD LAL BAGH

Address 2: BARADARI GARDEN

City: PATIALA

District: PATIALA

Pin: 140701

The candidate may click appropriate box if the correspondence address is same as the permanent address. The candidates belonging to certain reserved categories who are given fee concession may opt for general category, if they so desire, however, they still have the right to claim fee concession and may fill appropriate category for fee concession. **The benefit of reserved categories is restricted to the State of Punjab only. Any candidate belonging to other States/Union Territories shall be treated as General Category (Code 71) candidate. However, such candidates may fill their appropriate reserved categories for claiming fee and/or age relaxation as applicable. Fee concession available to candidates belonging to other states in certain categories as given in the menu of this screen**

**Permanent Address \***

☒ Check if permanent address is same as correspondence address

State: Punjab

Address 1: # 36, OLD LAL BAGH

Address 2: BARADARI GARDEN

City: PATIALA

District: PATIALA

Pin: 140701

Date of Birth \*      Date: 24      Month: April      Year: 1986

Sex \*      ☒ Male      ☐ Female

Marital Status \*      ☒ Married      ☐ Unmarried

Nationality \*      INDIAN

Selection of wrong category will lead to rejection of candidature of the candidate.

Category for the Post \*      General

Category Code :      71

Category for Fee Calculation \*      General

Category for Age Relaxation

- ☒ State Government/Central Government Employees
- ☐ SC/ST Punjab & Other States
- ☐ Widows & certain other categories of women of Punjab
- ☐ BC, Punjab
- ☐ Ex-Servicemen, Punjab & Other States
- ☐ Physically Handicapped, Punjab

The candidates are required to fill their Bank details as per their category fee calculation and fill their educational qualifications in the Online Application Form giving relevant details. The candidate must check appropriate boxes regarding their eligibility conditions and must reproduce the “Security Key” in the appropriate box.

The security key is case sensitive and there should not be any spaces between the characters filled in the box even though it may appear that blank spaces have been given in the security key. Please see the example given in the following screenshot.

Name of Bank		State Bank of Patiala	
Branch		LEELA BHAWAN	
Draft No.		123456	
Date		30/MAR/2013	
Amount		2500	

<b>Educational Qualification</b>															
Matric or Equivalent *	Board	PUNJAB SCHOOL EDUCATION BOARD	Year of Passing 2001												
			Percentage 60.63												
10+2	Board	PUNJAB SCHOOL EDUCATION BOARD	Year of Passing 2003												
	Stream	Commerce	Percentage 62.00												
Qualification *	University	PUNJABI UNIVERSITY, PATIALA	Year of Passing 2006												
	Degree	<input checked="" type="radio"/> B.Com <input type="radio"/> M.Com	Percentage 60.00												
		<table border="1"> <tr> <th></th> <th>Date of Passing</th> <th>Percentage</th> </tr> <tr> <td><input type="checkbox"/> ICWA Inter</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> C.A. Inter</td> <td>04/MAY/2012</td> <td>60.00</td> </tr> <tr> <td><input type="checkbox"/> C.S. Inter</td> <td></td> <td></td> </tr> </table>		Date of Passing	Percentage	<input type="checkbox"/> ICWA Inter			<input checked="" type="checkbox"/> C.A. Inter	04/MAY/2012	60.00	<input type="checkbox"/> C.S. Inter			
	Date of Passing	Percentage													
<input type="checkbox"/> ICWA Inter															
<input checked="" type="checkbox"/> C.A. Inter	04/MAY/2012	60.00													
<input type="checkbox"/> C.S. Inter															

Do you possess the requisite qualification as per service rules? \* ☒ Yes ☐ No

Have you passed Punjabi of Matric Standard or its equivalent? \* ☒ Yes ☐ No

Are you a Government employee? \* ☒ Yes ☐ No

Security Key \* swcrbt

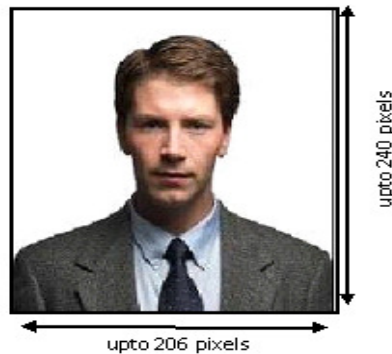
swcrbt

Next

The next page of the Online Application Form is for uploading candidate’s photograph, scanned signature and demand draft for payment of fee.

**(A) Photographic Image:**

- Photograph must be a recent passport size colour photograph with light background.
- While taking photograph please look straight at the camera with a relaxed face.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
- Size of file (jpg/jpeg format) should not be more than 150KB, (upto width-206 pixels and height-240 pixels) passport size photograph.



**(B) Specimen Signature Image:**

- a) The candidate has to sign on white paper with Black/Blue Ink pen.
- b) The candidate must sign clearly so that the scanned image is clear and may be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
- c) The scanned image of the candidate's signature will be used for comparison at all stages of examination and interview. If at any stage the scanned signature of the candidate does not match with the signature on any other document, where he/she is required to sign, then the candidature of the candidate may be rejected without any further enquiry or opportunity being given to the candidate.
- d) Size of file (**jpg/jpeg format**) should not be more than 100KB,( upto width-206 pixels and height-120 pixels)



**(C) Demand Draft Image:**

- a) Ensure that the size of the scanned image is not more than 250KB.
- b) Ensure that one single Demand Draft is used for payment of fee as applicable as per General Information. The Demand Draft issued by any branch of State Bank of India or State Bank of

Patiala, is to be drawn in favour of “Secretary, Punjab Public Service Commission” , payable at Patiala.

- c) Ex-servicemen, who are exempt from paying fee, are not required to upload scanned copy of demand draft.
- d) Size of file (jpg/jpeg format) should not be more than 250KB,(upto width-600 pixels and height-240 pixels)



On uploading necessary files, the candidate will get an option to preview or lock the application. Application once locked cannot be changed, therefore the candidate is advised to preview the application and edit any details which may have been filled wrongly.





#### DECLARATION

(a) I hereby declare that I am employee of Government of Punjab/Other State Governments/Central Governments and I have informed my Head of the Office/Department in writing that I am applying for this post.

Place:

(To be filled by the Candidate.)

Date: 30/03/2013

Candidate Signature

(Candidate must sign at this place with blue ink pen.)

(b) I ANKUR MITTAL son/daughter Sh. SANJEEV KUMAR MITTAL age 26 years R/o # 36, OLD LAL BAGH, BARADARI GARDEN district PATIALA, PUNJAB declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible being detected before or after the selection. I shall be liable to the punishment under the law and all the benefits drawn by me shall be summarily nullified.

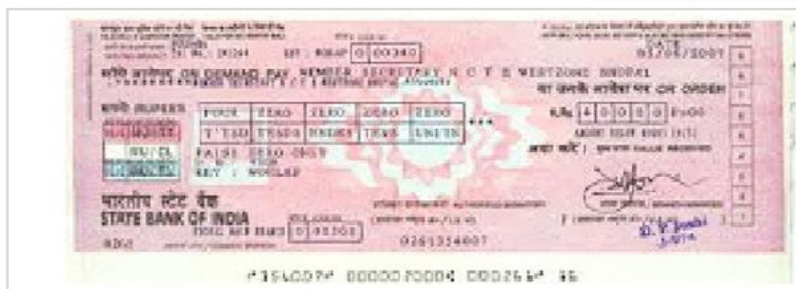
Place:

(To be filled by the Candidate.)

Date: 30/03/2013

Candidate Signature

(Candidate must sign at this place with blue ink pen.)



Export to Pdf

**The signed Print out of Online Application Form alongwith Relevant documents and the Demand Draft shall be sent to the Commission's Office.** The candidate should ensure that the image of the uploaded Demand Draft is the same as the original Demand Draft enclosed with the print out of Application Form. Any variation in the image and the original Demand Draft may lead to rejection of the candidature.

The print out of Online Application Form, necessary documents and the Demand Draft shall be sent to the Commission's Office immediately after downloading the printed Application Form in an envelope labelled as **APPLICATION FORM FOR THE POST OF SECTION OFFICER IN THE DEPARTMENT OF FINANCE (TREASURIES AND ACCOUNTS), GOVERNMENT OF PUNJAB (Registration No \_\_\_\_\_)**. This Application Form must reach the office of the Commission within **seven days from the date of registration of Online Application Form**, failing which the Commission may presume Online Application Form to be a fake registration and may delete it from the database. A sample envelope layout is given below for the convenience of the candidates.

APPLICATION FORM FOR THE POST OF SECTION OFFICER IN THE  
DEPARTMENT OF FINANCE (TREASURIES AND ACCOUNTS),  
GOVERNMENT OF PUNJAB (Registration No 1301010000)

To

The Secretary,  
Punjab Public Service Commission,  
Baradari Gardens, Patiala-147001

From:

Ankur Mittal S/o Sanjeev Kumar  
H.No. 36 , Baradari Garden,  
Old Lal Bagh, Patiala-147001  
Mobile No.: 01234567890



Each candidate must send print out of his/her Online Application Form in separate sealed cover as described above. Multiple print out of Application Forms in same envelope or mass delivery of Application Forms by hand may lead to loss of Application Forms, for which the Commission shall not be responsible.

For any inquiry candidates may contact the Commission's Office on telephone number 0175-5014826, 5014847 or by sending email with subject as "QUERY REGARDING THE POST OF SECTION OFFICER" to [information@ppsc.gov.in](mailto:information@ppsc.gov.in)