	PUNJAB PUBLIC SERVICE COMMISSION **Baradari Garden, Patiala- 147001** **Website : www.ppsc.gov.in**	Advt. No. **11**

RECRUITMENT TO 115 POSTS OF VETERINARY OFFICER

IN THE DEPARTMENT OF

ANIMAL HUSBANDRY, FISHERIES AND DIARY DEVELOPMENT, GOVERNMENT OF PUNJAB.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

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 for the Candidates", thoroughly. The link of "General Information for the Candidates" is http://ppsc.gov.in/pdf/vo14/gi.pdf .

It is recommended that the Candidates may take print outs of these Instructions as well as of "General Information for the Candidates" before filling the Online Application Form and retain the same for their reference in future. **The Commission will not be responsible for any consequences arising out of incorrect filling up of Online Application Form.**

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

Each Candidate shall fill particulars like name of the candidate, father's name and date of birth etc. as are given in the matriculation or equivalent certificate.

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 start using the Online Application Form link 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.

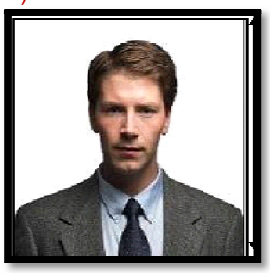
The Candidate must have the following before attempting to fill the Online Application Form:

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 below:

a) Photograph must be a recent passport size colour photograph with light background.
b) While taking photograph please look straight at the camera with a relaxed face.
c) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
d) 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.
e) Size of file (jpg/jpeg format) should not be less than 10 KB and more than 40 KB.



4) **Scanned copy of the signature of the Candidate** (jpg/jpeg format), as per specification given later in these instructions.

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 because the same shall 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. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent.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 lesser than 10 KB and more than 40 KB.

5) **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.

6) **This Application is compatible with Mozilla Firefox 24.0+, Google Chrome and Internet Explorer 9.0+ only. Please use the above mentioned browsers to access the Application.**

7) **For any " QUERY REGARDING THE ONLINE APPLICATION FORM " , the Candidate may please contact at**

Help Line Number : 09650308017

Help Line E-mail id : queryppsc@gmail.com

Email Subject: "Query Regarding the Veterinary Officer"

COURSE OF ACTION FOR CANDIDATES

STEP 1

[Last Date 13-Feb-2014 by 11:59PM]

1. Enter Details
2. Preview Details
3. Edit / Submit Application Form
4. Download & Print Challan

↓

STEP 2

[Last Date 18-Feb-2014 during Banking Hours]

After a gap of One [01] working day from the date of submitting the Application Form and Challan generation, Deposit Application fee in the bank to complete your registration. [One day shall be utilized for transferring the Application Database to the Bank .]

↓

STEP 3

After a gap of One [01] working day from the date of depositing the Application Fee in the bank , Login and take the print out of submitted Application Form.

1. Login
2. Download .PDF File
3. Print Application Form.

[One day shall be utilized by Bank for fee reconciliation and updation of record.]

↓

STEP 4

[On or before 25-Feb-2014 by 05:00 PM]

Submit the hard copy of the following **by Post / by Hand**

1. Print of Online Application Form [Duly signed] .
2. *Photocopy of self attested certificates.*
3. Original Challan Receipt [PPSC copy only].

THE ONLINE APPLICATION FORM REGISTRATION PROCESS

The registration process is of **Four steps viz.**

A. First Step : Basic Details Entry

1. The Candidate will feed the basic details viz.
   - (i) Personal details
   - (ii) Educational Qualification Details
   - (iii) Category Details
     - (a) **Category for Posts:**
       Candidate can apply only in those categories which are mentioned in the advertisement.
     - **(b) Category for Age Relaxation:**
       Candidate can opt to choose the relevant category for claiming the age relaxation subject to having the proof of the particular category.
     - **(c) Category for Fee Calculation:**
       Candidate can opt to choose the relevant category for calculating the fee subject to having the proof of the particular category.
   - (iv) Upload scanned image of your Photograph
   - (v) Upload scanned Image of your Signature

Please read the General Information given on the web link mentioned below http://ppsc.gov.in/pdf/vo14/gi.pdf to see the category details.

" CANDIDATE MUST PREVIEW HIS/HER APPLICATION FORM BEFORE SUBMITTING. "

" APPLICATION ONCE SUBMITTED CANNOT BE MODIFIED. "

On filling up of data, the Candidate will get an option to preview the application. Therefore, the Candidate is advised to preview his/her application and edit any details which may have been filled wrongly.

After previewing, the Candidate has to SUBMIT the Online Application Form. After submitting the application the Candidate shall not be given a chance to rectify any mistake and the Candidate's candidature is liable to be rejected on account of errors or non-compliance of instructions.

- (I) **ONLY After submitting** the above details, a fee payment challan will be generated by the system as shown on Page no. 5.
- (II) ***Candidate should take a printout of the system generated fee payment challan immediately. Application fee MUST be submitted through any Branch of State Bank of Patiala* only.**
- (III) **An email** will be sent to the candidate on his/her registered email ID which will contain following :
  - *a.* Registration Number
  - *b.* Password
  - *c.* A link to Print the Challan Form
- (iv) An SMS will be sent to the candidate on his/her registered mobile number.

The Challan Form is having Three Parts viz.

- **(i) Candidate Copy (Candidate should retain it with him/her.)**
- **(ii) PPSC Copy (Candidate should send it to PPSC along with the Print out of Online Application Form.)**
- **(iii) Bank Copy (Bank Branch will retain it with them.)**

Bank copy

State Bank of Patiala
Challan for remittance of fee for
PUNJAB PUBLIC SERVICE COMMISSION
A/C Name : SBOP Branch at State Bank of Patiala Treasury Branch, Patiala
(Code: 50612)

Screen No. 8888 **Fee type 20**

VETERINARY OFFICER
Head 0051-00-105-01-00
Registration No./Ref. No.: 1411110005
Registration Date: 23-01-2014
Email: xyz@yahoo.com
Name: SACHIN VSHISHTH
Date of Birth: 02-01-1980
Mobile No: 1234567890
Category for Fee Calculation: General

Use CBS Screen No.	8888
Fee Particulars	**Rs.**
Application/Processing Fees	3000
Bank Charges	0.00
Total	3000
Amount in words:	**Rupees Three Thousand Only**
To be Filled By Branch	
Branch Name	
Branch Code	
Journal No.	
Date of Deposit:	
Signature of the remitter	Signature of the authorized official with Branch Seal

IMPORTANT INSTRUCTION TO SBOP BRANCHES
1. The fees can be submitted in any branch of SBOP (State Bank of Patiala) and branches should not refuse to accept the challan.
2. In case of any problem branch should immediately contact. Host Branch Patiala trasury Branch (Br. Code 50612) on contact number 0175-2219747.
3. Under no circumstances the branches should issue Draft/OI/banker cheque against the challan.
4. In case data is not displayed in screen no. 8888/8889 branches should run Host data Sybc Update (Complete) and then post the challan.
5. Use screen No. 8888 Fee Type 20 only for fee collection. No other CBS screen to be used.
6. Last date for deposit of fee at state Bank of Patiala Branches is 18-February-2014 during Banking Hours.
Please note to write the journal number in all the candidates.

Punjab Public Service Commission Copy

State Bank of Patiala
Challan for remittance of fee for
PUNJAB PUBLIC SERVICE COMMISSION
A/C Name : SBOP Branch at State Bank of Patiala Treasury Branch, Patiala
(Code: 50612)

Screen No. 8888 **Fee type 20**

VETERINARY OFFICER
Head 0051-00-105-01-00
Registration No./Ref. No.:1411110005
Registration Date: 23-01-2014
Email: xyz@yahoo.com
Name: SACHIN VSHISHTH
Date of Birth: 02-01-1980
Mobile No: 1234567890
Category for Fee Calculation: General

Use CBS Screen No.	8888
Fee Particulars	**Rs.**
Application/Processing Fees	3000
Bank Charges	0.00
Total	3000
Amount in words:	**Rupees Three Thousand Only**
To be Filled By Branch	
Branch Name	
Branch Code	
Journal No.	
Date of Deposit:	
Signature of the remitter	Signature of the authorized official with Branch Seal

IMPORTANT INSTRUCTION TO SBOP BRANCHES
1. The fees can be submitted in any branch of SBOP (State Bank of Patiala) and branches should not refuse to accept the challan.
2. In case of any problem branch should immediately contact. Host Branch Patiala trasury Branch (Br. Code 50612) on contact number 0175-2219747.
3. Under no circumstances the branches should issue Draft/OI/banker cheque against the challan.
4. In case data is not displayed in screen no. 8888/8889 branches should run Host data Sybc Update (Complete) and then post the challan.
5. Use screen No. 8888 Fee Type 20 only for fee collection. No other CBS screen to be used.
6. Last date for deposit of fee at state Bank of Patiala Branches is 18-February-2014 during Banking Hours.
Please note to write the journal number in all the candidates.

Applicant's Copy

State Bank of Patiala
Challan for remittance of fee for
PUNJAB PUBLIC SERVICE COMMISSION
A/C Name : SBOP Branch at State Bank of Patiala Treasury Branch, Patiala
(Code: 50612)

Screen No. 8888 **Fee type 20**

VETERINARY OFFICER
Head 0051-00-105-01-00
Registration No./Ref. No.: 1411110005
Registration Date: 23-01-2014
Email: xyz@yahoo.com
Name: SACHIN VSHISHTH
Date of Birth: 02-01-1980
Mobile No: 1234567890
Category for Fee Calculation: General

Use CBS Screen No.	8888
Fee Particulars	**Rs.**
Application/Processing Fees	3000
Bank Charges	0.00
Total	3000
Amount in words:	**Rupees Three Thousand Only**
To be Filled By Branch	
Branch Name	
Branch Code	
Journal No.	
Date of Deposit:	
Signature of the remitter	Signature of the authorized official with Branch Seal

IMPORTANT INSTRUCTION TO SBOP BRANCHES
1. The fees can be submitted in any branch of SBOP (State Bank of Patiala) and branches should not refuse to accept the challan.
2. In case of any problem branch should immediately contact. Host Branch Patiala trasury Branch (Br. Code 50612) on contact number 0175-2219747.
3. Under no circumstances the branches should issue Draft/OI/banker cheque against the challan.
4. In case data is not displayed in screen no. 8888/8889 branches should run Host data Sybc Update (Complete) and then post the challan.
5. Use screen No. 8888 Fee Type 20 only for fee collection. No other CBS screen to be used.
6. Last date for deposit of fee at state Bank of Patiala Branches is 18-February-2014 during Banking Hours.
Please note to write the journal number in all the candidates.

B. Second Step: Deposit the Application Fee in any branch of SBOP.

[Step 2 is only available for those Candidates who submit their Online Application Form by or before the last date of registering online i.e. 13-Februray-2014 by 11:59 PM]

Only after a gap of one working day from the date of submitting the Online Application Form and Challan generation, the Candidate should go to any branch of State Bank of Patiala and deposit his/her Application fees as mentioned on the Challan Form to complete his/her registration.

[One day shall be utilized for transferring the Application Database to the Bank.]

C. Third Step: To Login and take print of the submitted Application Form.

ONLY AFTER A GAP OF ONE WORKING DAY FROM THE DATE OF DEPOSITING THE APPLICATION FEE IN ANY BRANCH OF SBOP,THE CANDIDATE CAN LOGIN AND ACCESS HIS/HER SUBMITTED APPLICATION FORM.

[One day shall be utilized by Bank for fee reconciliation and updation of record.]

The **bank challan details** viz. Branch Name, Branch Code, Journal/Transaction Number, Transaction Date of the candidate **will be updated automatically** by the system from the bank. An email will be sent to the candidate on his/her registered email id which will contain a link to login and download the .PDF File of the submitted Application Form. The candidate may use it for any future references. An **SMS** will be sent to the candidate on his/her registered mobile number.

The candidates are required to take print out of his/her submitted Application Form **by logging in** at the link available on the website http://www.ppsc.gov.in/html/vo14.asp using his/her Registration Number and Password. Further, **on successful login by the candidate, a .PDF file of the submitted Application Form will be provided by the system. The candidate should download and take a print out of the same**

IMPORTANT NOTE :

i. **The access to the submitted Application Form for taking print out will be provided only to those candidates whose Application Fees has been confirmed/reconciled by the SBOP.**

ii. **If, the candidate is not able to get the access of the submitted Application Form then the Application Fee has either not been received by SBOP or not confirmed/reconciled by SBOP.**

In such an eventuality, the candidate is advised to wait for the confirmation/reconciliation of the Application Fee by the SBOP.

D. Fourth Step : Submitting hard Copies

(i) The Candidate is required to submit the following :

(1) The print out of **submitted Application Form duly signed by the Candidate**,
(2) Copy of **self attested certificates**
[as mentioned in Para 9.3 of "General Information for the Candidates"]
(3) The original Challan receipt **[PPSC copy only]**

in the Commission's Office immediately in an envelope labelled as shown later in the instructions.

(ii) The hard copies of the above mentioned documents 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 the submitted Application Form to be a fake registration and may delete it from the database.

(iii) Each candidate must send print out of his/her submitted Application Form in separate sealed cover as described above. Multiple prints 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

(iv) The candidate may send the print out of the submitted Application Form by Registered post/Speed post/Courier/By hand. The Commission shall not be responsible for any delay or non-receipt of the Application Form.

(v) The Candidates sending the print out of the submitted Application Form by hand must take acknowledgement from the Reception of PPSC for their record purpose.

Sample Envelope Layout

APPLICATION FORM FOR THE POST OF

VETERINARY OFFICER

IN THE DEPARTMENT OF
ANIMAL HUSBANDRY, FISHERIES AND DIARY DEVELOPMENT, GOVERNMENT OF PUNJAB

(Application No : _____)

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