Punjab State e-Governance Society
O/o Directorate of Governance Reforms & Public Grievances, Punjab

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement and information is available on the website i.e. **https://dgrpg.punjab.gov.in.**

2. Applications will be accepted online (only) **from 16.09.2024 to 07.10.2024** on the website i.e. **https://dgrpg.punjab.gov.in.**

3. No application shall be entertained by hand or by post in the Department.

4. Candidates have to apply separately for each post.

5. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However, your primary source of information / intimations will remain the above-mentioned website.

6. Please scan your Photograph & Signatures (on white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.

7. Please keep following details ready with you before starting your online application.

   a) Personal demographic details including Date of Birth and Nationality

   b) Mobile Number

   c) Personal Email ID

   d) Reservation Category Details

   e) Soft Copies of scanned Photograph, Signatures and Left Hand Thumb Impression.

   f) Soft Copies All documents pertaining to Educational & Professional qualification.

8. Fill out the form available on the website above mentioned website.

9. Click on button "Online Form" and fill all Registration Details (The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature) and click "NEXT".

10. This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact, you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.

11. Click on "Complete Your Form" to complete the form. This will take you to "Educational Qualification" Page.

12. Fill information regarding 10th, 10+2, Degree and Post Graduation (if done). Click "Next" after filling all qualification details. This will take you to "Other Information" Page.

13. Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.

14. Read Preview of Application carefully. If you want to change anything – click on "Edit Form", this will take you back to "Educational Qualification" Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification etc., then and only then check the "**I Agree**" box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. Submission of Application does not endorse your eligibility.

15. Submit the Application form by clicking on the "**Submit**" button.

16. Now you are ready for Online payment.

17. Click on the Payment link to pay Fee in the mode (Debit card/ Credit Card/ Net Banking/ UPI/ QR code)most suitable to you. This will take you to Fee Payment Gateway.

18. Application fees (non-refundable) amounting to as shown below will be payable separately for each post. The last date for depositing the fee will be as per schedule mentioned above. Candidates belonging to SC/BC category must ensure that they have valid caste certificate issued by the competent authority. Ex-Servicemen should have valid discharge certificate(s). In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.

APPLICATION FEE (NON-REFUNDABLE):-

i.	General / Sports Person	:	Rs. 1000/-
ii.	SC/BC/EWS	:	Rs. 250/-
iii.	Ex-Servicemen (self and Dependent)	:	Rs. 200/-

19. It is important to note that the requisite fee must be deposited online only. Fee paid in any other mode i.e. Cheque, Postal Order, Demand Draft etc. will not be accepted.

20. The candidates can check his / her fee confirmation after depositing the fee. The candidates can check his/her fee transaction status by either clicking on payment link, logging in and then clicking on "Past Payments" (top left corner) OR logging in by entering his/her registration number and password on the website. BE PATIENT as transactions take some time to reflect.

21. Take TWO printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during counseling along with the original copies of following:

    a) Relevant Degree/Diploma Certificate.

    b) Reserve Category Certificate issued by the Competent Authority (If Applicable).

    c) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.

    d) Certificate as proof of age relaxation if claimed.

    e) Proof of being Departmental Candidate, if applicable.

    f) Relevant Experience certificate(s).

22. Any correction in the particulars can be made by the candidate himself/herself on the website. For this purpose, the candidate has to log in by entering his/ her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to acceptance of Declaration and SUBMISSION of Application form.

23. **Conditions which may render you ineligible**

    a. Insufficient fee;

    b. Wrong/incomplete information given in the Application Form;

    c. Candidates debarred by any government department/board/commission;

    d. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

24. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information will, generally, be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates

and responsibility for not visiting the site and responding thereto in time will be, entirely, of the candidate.

25. For any clarification regarding the online filling of the form, the candidate send email at psegsrectt@gmail.com

26. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above**.**

27. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.

28. Question Paper along with the Answer Key will be posted on the website, within one day after the examination for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key.