

# HOW TO APPLY

## Important Instructions:

1. E-mail id and mobile number which must be valid. Under no circumstances, Candidate should share /mention registration no. to any other person. In case, a Candidate does not have a valid personal e-mail ID, he/she should create it before applying for online application.
2. Ensure that you possess the minimum required qualification and fulfill all eligibility conditions / criteria for the post applied on or before the closing date of Registration.
3. Before applying, candidate is required to have a scanned (digital) image of his / her Photograph and Signature as per the specifications given on the website.
4. Before submitting the application form, the candidates are directed to go through the page very carefully about data entered by them. After being satisfied that all the entries are correct then only they should submit the application. Once the application is submitted, no change in data will be permitted.
5. **After completing Basic Registration and filling up personal details with Photograph and Signature, the candidates need to re-login on the next working day after 12:00 PM to complete payment process. The payment process cannot be done on same day of registration.**
6. The candidates are advised to Login again once the payment is made using SBI Collect with given link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>, After one day you can download the Registration Slip for future references.

## How to Apply Online Application Form:

1. Before filling up the application form, the candidates are advised to go through carefully the full advertisement published on the JSSC website <http://jssc.nic.in> and Click on Application Forms (Apply) Link. Click on the link of Online Application for JGGLCCE – 2021 and follow the instructions. At basic information page, applicants have to fill their details keeping in mind that only one application can be registered against one valid mobile number and email id.
2. Interested candidates fulfilling the eligibility criteria as mentioned in the brochure can submit online application by logging onto the JSSC website <http://jssc.nic.in> Applications will not be accepted through any other mode. Candidates are advised to apply online well in time and not to wait for last day to avoid the possibility of inability/failure to log on to the website due to website congestion, heavy load on the internet.

3. Before applying online, Candidate must ensure that they have valid e-mail id, Mobile Number, all essential Educational, Experience, Caste Certificates etc., scanned passport size colour photograph of maximum size 20-50 KB (.jpg format), signature of maximum size of 10-20 KB (.jpg format). The mobile number, e-mail-id entered in the application form should remain active till the recruitment process is over. No change in mobile number, e-mail-id will be allowed once entered. The JSSC will not be responsible for any loss of e-mail/SMS sent, bouncing of e-mail/SMS due to invalid/wrong e-mail id/mobile number provided by the candidate or due to any other reasons.
4. After successful registration of your basic details, a system generated Registration number and password will be sent to the registered email id and SMS will be sent to the registered mobile number.
5. After login, fill the further details regarding the post to be applied, personal and family details, Educational & Experience details, Caste, Correspondence address, Permanent address etc.
6. Applicants will have to fill up Educational Qualification right from matric (10<sup>th</sup>) onwards as prescribed in the advertisement for successful registration. In absence of appropriate educational details as per the advertisement, candidature of applicants will be cancelled.
7. After filling up all the details, the Candidates will have to press SUBMIT AND CONTINUE button to save the data, once saved, you cannot modify the data, so be sure before finally submitting the application. After final submission of application, you will be redirected to the payment page. You can pay the required application fee with Debit Card/Credit Card/Net Banking/Pre-paid card/Online Generated Challan through any SBI Bank Branch as per your convenience. All applicable service charges, bank charges etc. shall be borne by the candidate.
8. After successful payment, you can upload your scanned photograph and signature. After successful uploading Signature and Photograph the process of online application will be completed.
9. Print the registration form to ensure that the application has been successfully registered. Registration Slip, email confirming of registration, and proof of payment of application fee should be retained by the applicant for all future correspondence with the Jharkhand Staff Selection Commission, Ranchi.
10. For any query you may contact through the below JSSC helpline numbers on any working day from **10.00 AM to 6.00 PM**
  - a. For Technical Assistance: - **+91-9128589215, 9128589207, 8521917622**
  - b. For Payment Related Issue: - **+91-7759914622**
  - c. E-mail:- **[helpdesk@jsscjharkhand.com](mailto:helpdesk@jsscjharkhand.com)**

11. Request for change/correction in any particulars in the application form shall not be entertained after last date of submission of online application. Other than Name, Date of Birth, Mobile number & email id rest data can be corrected once. The corrected application form will be treated as final. JSSC will not entertain any further request for any kind of change/correction to entry in the application form.

### **Browser Settings:**

**Please Set the Following Settings To Ensure That The Application Process Is Error Free.**

#### **For Mozilla Firefox**

- a. In the address bar, type about: config and press Enter.
- b. Click "I'll be careful, I promise" if a warning message appears.
- c. In the search box, search for JavaScript. Enabled
- d. Toggle the "JavaScript. Enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- e. Click on the "Reload current page" button of the web browser to refresh the page.

#### **For Google Chrome**

- a. On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- b. In the "Settings" section click on the "Show advanced settings..."
- c. Under the "Privacy" click on the "Content settings..."
- d. When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run JavaScript (recommended)".
- e. JavaScript (recommended)".
- f. Click on the "OK" button to close it.
- g. Close the "Settings" tab.
- h. Click on the "Reload this page" button of the web browser to refresh the page.