

How to Apply (Step by Step Procedure)

1. **New Registration:** Click at New Registration button, Fill Email ID and Password. Login details and OTP will be sent to your email ID. After verifying OTP, your Email ID will be registered. Your Email ID will your Login ID.
2. **Login:** Log in using registered Email ID and password.
3. **Fill Basic Details:** Fill your basic details like Father's Name, Gender, D.O.B, Domicile and correspondence address and permanent address etc. Note that reservation benefits will be given only to the candidates with Punjab domicile. Domicile and category once selected will not be changed.
4. **Upload Photo and Signature:** Upload Photo and Signature images. Only JPEG image formats are allowed. Dimension of Photo file must be maximum 300 (width) x 300 (height) pixels and file size must be maximum 50 KB. Dimension of signature file must be maximum 300 (width) x 90 (height) pixels, file size must be maximum 50 KB.
5. **Fill Academic Details:** Fill your academic details. While filling up academic details, if board name or University name does not appear in drop down list, you may choose “Any other Board” or “Any other University” and then fill the board name or university name in the text box. Kindly verify the details carefully when preview is shown.
6. **Apply for a Post:** Select Post to be applied. Application fee will be charged as per your category/sub category. **You can pay application fee online only.** A candidate can apply for more than one post using same Login ID. A Candidate can't apply for the same post more than once. Candidates will be sent SMS on successful payment of fee.
7. **Print Receipt and Application Form:** After successful fee payment, you can print your Fee Receipt and Application Form. You will be required to produce printed copy of your application form at the time of counselling.