



बिहार लोक सेवा आयोग  
Bihar Public Service Commission



# **BPSC USER MANUAL**

# BPSC URL

- ❖ The applicant needs to open any browser and write the link provided here <https://bpsconline.bihar.gov.in/candidate/login> then the applicant will be directed to the home page of BPSC login portal.

The screenshot displays the BPSC Online Application Portal login page. The browser's address bar shows the URL <https://bpsconline.bihar.gov.in/candidate/login>. The page header features the BPSC logo and the text "बिहार लोक सेवा आयोग" (Bihar Public Service Commission) in Hindi, with "Bihar Public Service Commission" in English below it. The navigation menu includes "Home" and "Grievance".

On the left side, there is a "BPSC Help Line" section with the contact number 9297739013 and email oamsbpsc@gmail.com. Below it, the "Support Timing" is listed as Monday to Friday: 10:00 AM to 6:00 PM, and Saturday & Sunday: 10:30 AM to 5:30 PM. A "Guidelines for Candidate" section lists three documents: "General Instruction (File Size : 465 KB)", "User Manual (File Size : 4.95 MB)", and "Instructions for Filling the Application (File Size : 118 KB)".

The central part of the page features a large image of students in a classroom, overlaid with the text "Welcome to the BPSC Online Application Portal".

On the right side, there is a "Login" section with a "Registered Email Id/Mobile Number/Username\*" field, a "Password\*" field, and a "Login" button. Below the login button, there are links for "New User Registration", "Forgot/Reset Password (New User)", and "Forgot Username & Password (Old User)".

# NEW REGISTRATION

- ❖ After clicking on the URL, the candidate will land to the home page of BPSC
- ❖ Now the candidate can view the login credentials block.
- ❖ If the candidate has been registered then he can login into the account.
- ❖ If the candidate has not registered then then he has to do the New Registration.

The screenshot shows the BPSC Online Application Portal login page. The browser address bar displays <https://bpsconline.bihar.gov.in/candidate/login>. The page header features the BPSC logo and the text "बिहार लोक सेवा आयोग" and "Bihar Public Service Commission". The navigation bar includes "Home" and "Grievance" links. The main content area is divided into three sections:

- BPSC Help Line:** Provides contact information: 9297739013, oamsbpsc@gmail.com, and support timing: Monday to Friday : 10:00 AM to 6:00 PM, Saturday & Sunday : 10:30 AM to 5:30 PM.
- Guidelines for Candidate:** Lists downloadable files: General Instruction (File Size : 465 KB), User Manual (File Size : 4.95 MB), and Instructions for Filling the Application (File Size : 118 KB).
- Login:** A form with fields for "Registered Email Id/Mobile Number/Username\*" (Email / Mobile / Username) and "Password\*" (Enter Password). A blue "Login" button is present. Below the form, a red box highlights the "New User Registration" link, with "Forgot Username & Password (Old User)" link below it.

A central banner image shows students in a classroom, with the text "Welcome to the BPSC Online Application Portal" overlaid.

# REGISTRATION FORM

- ❖ Enter your valid email address, Click to receive OTP, Check your email OTP in your email inbox or spam. Enter valid OTP and verify OTP
- ❖ Create Password and Verify Password
- ❖ Enter Candidate Name according to 10<sup>th</sup> Marksheet and verify Candidate Name.
- ❖ Enter Candidate's mother name according to 10<sup>th</sup> Marksheet and Verify Candidate Mother's Name.
- ❖ Enter Candidate Father's name according to 10<sup>th</sup> Marksheet and Verify Candidate Father's Name.
- ❖ Enter the Candidate's Date of Birth and Verify Date of Birth.
- ❖ Enter Gender from Drop-Down (**Male, Female, Third Gender** ).
- ❖ From ID types Select one ID type.(**Aadhar Card , Pan Card and Driving License.**). Enter the ID details.



https://bpsconline.bihar.gov.in/candidate/registration



# बिहार लोक सेवा आयोग

## Bihar Public Service Commission

Email Id (ईमेल आईडी) \*

Enter Email Id

Get OTP

Mobile Number (मोबाइल नंबर) \* (Preferred Aadhaar Link)

Mobile Number

Get OTP

New Password (नया पासवर्ड) \*

New Password

Password Strength: None

Candidate Name (परीक्षार्थी का नाम) \* (As per 10th Marksheet)

ENTER CANDIDATE NAME

Candidate Father Name (परीक्षार्थी के पिता का नाम) \* (As per 10th Marksheet)

CANDIDATE FATHER NAME

Candidate Mother Name (परीक्षार्थी की माता का नाम) \* (As per 10th Marksheet)

CANDIDATE MOTHER NAME

Candidate Date Of Birth (परीक्षार्थी की जन्मतिथि) \* (As per 10th Marksheet)

DD/MM/YYYY



Gender (लिंग) \*

Select



ID Type (पहचान प्रकार) \*

Select



Enter OTP Received on Email (ईमेल पर प्राप्त ओटीपी दर्ज करें) \*

Enter OTP Received on Email

Verify OTP

Enter OTP Received on Mobile (मोबाइल पर प्राप्त ओटीपी दर्ज करें) \*

Enter OTP Received on Mobile

Verify OTP

Confirm Password (पासवर्ड की पुष्टि कीजिये) \*

Confirm Password

Verify Candidate Name (परीक्षार्थी का नाम सत्यापित करें) \*

VERIFY CANDIDATE NAME

Verify Candidate Father Name (परीक्षार्थी के पिता का नाम सत्यापित करें) \*

VERIFY CANDIDATE FATHER NAME

Verify Candidate Mother Name (परीक्षार्थी की माता का नाम सत्यापित करें) \*

VERIFY CANDIDATE MOTHER NAME

Verify Candidate Date Of Birth (परीक्षार्थी की जन्मतिथि सत्यापित करें) \*

DD/MM/YYYY



Verify Gender (लिंग सत्यापित करें) \*

Select



NOTE: Candidate please remember the following security questions and the answers provided by you as it will be used for validation.

Which year did you complete your 10th/Matric? \*

Select



What is the short name of 10th Board? \*

Select



What is your Seat/Roll number of 10th/Matric? \*

Select



Which year did you complete your 12th/Intermediate? \*

What is your Blood Group? \*

# DIGILOCKER

- ❖ Once the registration for the candidate is completed, he will be taken to Meri-Pehchaan Digilocker Page.
- ❖ If the Candidate has a Digilocker Account then he can sign in using his mobile number and six-digit pin.
- ❖ Otherwise, the Candidate who doesn't have a Digi-locker Account then he needs to signup filling up the details.
- ❖ After filling up the signup details he needs to click on verify account.
- ❖ Then he needs to again use a mobile number which is linked to Aadhar number.
- ❖ He will receive the OTP of the same.
- ❖ Once all the sign-up process is completed he will come down to the home page of Digi-locker where he can view his Aadhar Card.
- ❖ Now click on Drive of left hand side where the candidate can upload all his documents whenever he requires it he can get it from the Digilocker Drive.

**Note: If the applicant does not want to create a Digilocker account then he can click on back button and he will be redirected to the BPSC portal**

The image displays two screenshots from the DigiLocker website. The left screenshot shows the 'Sign In to your account via DigiLocker' page. It features three tabs: 'Mobile' (highlighted with a red box), 'Username', and 'Others'. Below the tabs is a 'Mobile\*' input field, a 'PIN\*' field, and a 'Forgot security PIN?' link. There are also checkboxes for 'PIN less authentication' and 'I consent to terms of use', followed by a green 'Sign In' button. The right screenshot shows the 'Sign up for DigiLocker' page. It has a 'Mobile Number\*' input field with a red border and a red error message: 'Phone number should be 10 digit number.' Below this is a blue 'Generate OTP' button. Further down are fields for 'Full Name\*', 'Date of Birth' (with 'dd\*', 'mm\*', and 'yyyy\*' sub-fields), 'Select Gender\*', 'Username\*', 'PIN\*', and 'Confirm PIN\*'. There is a checkbox for 'I consent to terms of use' and a green 'Verify' button at the bottom. The background of the right screenshot shows the DigiLocker Drive interface with a 'Drive' button highlighted in red and a folder view containing 'Documents', 'Education', and 'Health'.

# PROFILE CREATION

- ❖ Personal Information: The Candidate needs to fill the necessary information like person with benchmark disabilities, whether he was sports person, Ex-Serviceman, NCC cadet.
- ❖ If the applicant was/ is working as a Government Employee then he needs to address a set of questions like **Are you Bihar Government Employee, Enter Designation, Enter Office and Enter Place.**
- ❖ After filling the necessary information, the candidate has the opportunity to **save** it.

**बिहार लोक सेवा आयोग**  
Bihar Public Service Commission

Home Profile Creation New Application My Account Correspondence Logout

Step 1 Personal Information Step 2 Address Information Step 3 Other Information Step 4 Qualification Information Step 5 Experience Information Step 6 Upload Photo / Signature

**Personal Information ( व्यक्तिगत जानकारी )**

**1. Personal Details : ( व्यक्तिगत विवरण )**

11 Candidate Name (परिष्कृत का नाम): RAJENDRA SHIVAJIRAO KALE  
12 Hindi Name (हिंदी नाम): राजेंद्र शिवाजीराव काळे  
13 Date Of Birth (परीक्षार्थी की जन्मतिथि): 03/04/1978

14 Gender (लिंग): Male  
15 Father Name (पिता का नाम): SHIVAJIRAO  
16 Mother Name (माँ का नाम): KANCHAN

17 Marital Status (विवाहिक स्थिति): Married  
18 Verify Marital Status (विवाहिक स्थिति सत्यापित करें): Married

19 ID Type (चयन प्रकार): Aadhar Card  
110 Aadhar No. (आधार नंबर): 410338723763  
111 Identification Mark (चयन प्रकर): MOLE ON FOREHEAD

112 Are you a citizen of India (क्या आप भारत के नागरिक हैं?): Yes No

**Ex-serviceman : ( भूतपूर्व सैनिक )**

1.26 Are you an Ex-Serviceman ? (Retired from Army,Navy & Airforce) (क्या आप भूतपूर्व सैनिक हैं? (सेना, नौसेना और वायुसेना से सेवानिवृत्त)) Yes No

1.27 Enter Ex-Serviceman Certificate Details (दृष्टांत सैनिक प्रमाणपत्र विवरण दर्ज करें)\*  
Certificate No. (प्रमाणपत्र संख्या): 52345678 Issue Date (विवरण की तारीख): 04/01/2025

**N.C.C Cadet : ( एन.सी.सी. कैडेट )**

1.28 Are you an N.C.C Cadet ? (क्या आप एन.सी.सी. कैडेट हैं?) Yes No

1.29 Enter NCC Certificate Details (दृष्टांत सैनिक प्रमाणपत्र विवरण दर्ज करें)\*  
Certificate No. (प्रमाणपत्र संख्या): 62345678 Issue Date (विवरण की तारीख): 05/01/2025

**Government Employee : ( सरकारी कर्मचारी )**

1.30 Are You Bihar Government Employee ? (क्या आप बिहार सरकार के कर्मचारी हैं?) Yes No

1.31 Enter Designation? (चयन दर्ज करें): Admiral

1.32 Enter Office ?(कर्मस्थान दर्ज करें): BPSC

1.33 Enter Place ?(स्थान दर्ज करें): PATNA

Save

## Step 2: Address Information

- ❖ The Applicant has to fill mandatory address details .
- ❖ Then the applicant has to fill the Correspondence address if the person has difference place of residence than the documented address.
- ❖ If both the address are same the applicant has can click on Same as above.
- ❖ At the end there is an option to Save the data.

Step 1 Personal Information | **Step 2 Address Information** | Step 3 Other Information | Step 4 Qualification Information | Step 5 Experience Information | Step 6 Upload Photo / Signature

**Address Information (पते की जानकारी)**

2. Permanent Address : (स्थायी पता)

2.1 Address Line 1 (पता पंक्ति 1)\* V1  
2.2 Address Line 2 (पता पंक्ति 2) V2  
2.3 Address Line 3 (पता पंक्ति 3) V3

2.4 State / Union Territory (राज्य)\* BIHAR  
2.5 District (ज़िला)\* Patna  
2.6 Tehsil (तहसील)\* Patna  
2.7 Village (गाँव)\* Patna

2.8 Pincode (पिन कोड)\* 800001

Correspondence Address : (पत्राचार का पता)

2.1 Address Line 1 (पता पंक्ति 1)\* V1  
2.2 Address Line 2 (पता पंक्ति 2) V2  
2.3 Address Line 3 (पता पंक्ति 3) V3

2.4 State / Union Territory (राज्य)\* BIHAR  
2.5 District (ज़िला)\* Patna  
2.6 Tehsil (तहसील)\* Patna  
2.7 Village (गाँव)\* Patna

2.8 Pincode (पिन कोड)\* 800001

Save

Step 1 Personal Information | Step 2 Address Information | Step 3 Other Information | Step 4 Qualification Information | Step 5 Experience Information | Step 6 Upload Photo / Signature

**Address Information (पते की जानकारी)**

2. Permanent Address : (स्थायी पता)

2.1 Address Line 1 (पता पंक्ति 1)\* V1  
2.2 Address Line 2 (पता पंक्ति 2) V2  
2.3 Address Line 3 (पता पंक्ति 3) V3

2.4 State / Union Territory (राज्य)\* BIHAR  
2.5 District (ज़िला)\* Patna  
2.6 Tehsil (तहसील)\* Patna  
2.7 Village (गाँव)\* Patna

2.8 Pincode (पिन कोड)\* 800001

Correspondence Address : (पत्राचार का पता)  Same as Above

2.1 Address Line 1 (पता पंक्ति 1)\* V1  
2.2 Address Line 2 (पता पंक्ति 2) V2  
2.3 Address Line 3 (पता पंक्ति 3) V3

2.4 State / Union Territory (राज्य)\* BIHAR  
2.5 District (ज़िला)\* Patna  
2.6 Tehsil (तहसील)\* Patna  
2.7 Village (गाँव)\* Patna

2.8 Pincode (पिन कोड)\* 800001

Save

## STEP 3: OTHER INFORMATION

- ❖ In this section the applicant has to give an information about their Criminal Convictions against them (if any).
- ❖ The second sub-section is about Extra-curricular achievements like Prize/ medal in Sports , Hobbies and leadership positions in school or college.

Step 1 Personal Information   Step 2 Address Information   **Step 3 Other Information**   Step 4 Qualification Information   Step 5 Experience Information   Step 6 Upload Photo / Signature

**Other Information ( अन्य सूचना )**

**3.1. Details of Court Proceeding/Criminal Actions pending against you : ( आपके विरुद्ध लंबित अदालती कार्यवाही/आपराधिक कार्रवाइयों का विवरण )**

1. Whether any prosecution is pending in any Court of Law against you?(क्या आपके विरुद्ध किसी न्यायालय में कोई अभियोजन लंबित है? )\*

2. Whether disciplinary or any other similar action is initiated by Bar Council or Medical Council or Association or other Professional/Vocational Institution?  
(क्या बार काउंसिल या मेडिकल काउंसिल या एसोसिएशन या अन्य व्यावसायिक/व्यावसायिक संस्थान द्वारा अनुशासनात्मक या इसी तरह की कोई अन्य कार्रवाई शुरू की गई है? )\*

3. Whether any disciplinary action has been initiated by Government/Semi-Government Organisations against you?(क्या आपके विरुद्ध सरकारी/अर्ध-सरकारी संगठनों द्वारा कोई अनुशासनात्मक कार्रवाई शुरू की गई है? )\*

4. Was any Court Case filed against you?( क्या आपके खिलाफ कोई कोर्ट केस दायर किया गया था? )\*

5. Whether debarred or Black Listed for Examination / Selection held by SSC Board / University / BPSC / Other P.S.C/ UPSC or any other Organisations?  
(क्या एसएससी बोर्ड/विश्वविद्यालय/एमपीएससी/अन्य पी.एस.सी./यूपीएससी या किसी अन्य संगठन द्वारा आयोजित परीक्षा/चयन के लिए वर्जित या काली सूची में डाला गया है? )\*

5.1. Duration(अवधि)\*

5.1.1. From Date(तारीख से)\*

5.1.2. To Date(तारीख तक)\*

3.2. Particulars of Prizes, Medals, Scholarships etc. : ( पुरस्कार, पदक, छात्रवृत्ति आदि का विवरण। )

1. Team / Games / Sports / NCC / Hitchhiking / Mountaineering etc. (टीम/केल/स्पोर्ट्स/एनसीसी/हिचहाइकिंग/पर्वतारोहण आदि)

2. Position(s) of distinction leadership held in School / College (स्कूल/कॉलेज में धारित विशिष्ट नेटवर्क के पद)

3. Other Extra Curricular activities and Interests such as hobbies etc. (अन्य पाठ्येतर गतिविधियाँ और रुचियाँ आदि।)

Save

## Step 4: Qualification Details (All Star \* sign Mandatory )

- ❖ This section is about adding the applicant's qualification details.
- ❖ In this the criteria for the applicant has to add minimum 10<sup>th</sup> details. Below 10<sup>th</sup> details are not acceptable.
- ❖ After filling the qualification details, make sure to Save it by clicking on the Add button.
- ❖ For adding more qualification details follow the above three steps.

 Qualification Information (योग्यता जानकारी)

### 4. Qualification Details(योग्यता विवरण)

Sr No	Qualification Type	Name of Qualification	Subject / Stream / Branch	Board / University	Date of qualification completion	Attempts	Percentage / CGPA (For Grade add respective percentage value)	Number of academic months	Class / Grade	Mode	Compulsory Subjects	Optional Subjects	Seat Number	Year of passing	Action	Verified
-------	--------------------	-----------------------	---------------------------	--------------------	----------------------------------	----------	---	---------------------------	---------------	------	---------------------	-------------------	-------------	-----------------	--------	----------

**Kindly enter your Qualification details from SSC/10th onwards. (कृपया अपनी योग्यता जानकारी SSC/10वीं से दर्ज करें।)**

4.1 Qualification Type\* (योग्यता प्रकार)  
Select Qualification Type

4.2 Name of Qualification\* (योग्यता का नाम)

4.3 Subject / Stream / Branch \* (विषय/संकाय/शाखा)

4.4 State\* (राज्य)

4.5 Board / University\* (बोर्ड/विश्वविद्यालय)

4.6 Qualification Status \* (योग्यता स्थिति)

4.7 Date of qualification completion \* (योग्यता पूर्ण होने की तिथि)

4.8 Attempts \* (प्रयास)

4.9 Percentage / CGPA (For Grade add respective percentage value)\* (प्रतिशत/सीजीपीए (ग्रेड के लिए संबंधित प्रतिशत मान जोड़ें))

4.10 Number of academic months\* (शैक्षणिक महीनों की संख्या)

4.11 Class / Grade \* (कक्षा/ग्रेड)

4.12 Mode \* (मोड)

4.13 Compulsory Subjects\* (अनिवार्य विषय)

4.14 Optional Subjects\* (विकल्पिक विषय)

4.9 Seat Number\* (सीट संख्या)  
Seat Number

4.14 Year of Passing\* (उत्तीर्ण होने का वर्ष)  
Select Year

**Save**

## STEP 5: Experience Details

- ❖ This section is about work experience.
- ❖ The applicant has updated his latest and previous work experience.
- ❖ After completing the work experience details, make sure to save it by clicking on the Add button.
- ❖ Save the updated details.

**Experience Information : (अनुभव की जानकारी)**

**5. Experience Details: (अनुभव विवरण)**

Are you having any Experience ? (क्या आपके पास कोई अनुभव है?)  Yes  No

Sr. No.	Institution / Department / Organisation / Court	Designation (Post Held)	Nature Of Appointment	Nature Of Job	Full Time / Other	Pay Band / Pay Scale / Professional Charge	Grade Pay	Monthly Gross Salary / Income	From Date	To Date	Years	Months	Days	Whether selected from BPSC?	Action	Verified
1	SMB SYSTEMS	HOD	Permanent	Administrative		12345678	123456	123456	01/01/2000	09/01/2025	25	0	9	No	:	✖

5.1 Employment (Present / Past)\* रोजगार (वर्तमान/अतीत)

5.2 Employee Type\* कर्मचारी प्रकार

5.3 Institution / Department / Organisation / Court\* (संस्था/विभाग/संगठन/न्यायालय)

5.4 Is Office / Institution owned by Govt. of Bihar?\* (क्या कार्यालय/संस्थान बिहार सरकार के स्वामित्व में है?)

5.5 Designation (Post Held) पदनाम (धारित पद)

5.6 Nature Of Job\* (कार्य की प्रकृति)

5.7 Whether the post is Gazetted?\* (क्या पद राजपत्रित है?)

5.8 Nature Of Appointment\* ( नियुक्ति की प्रकृति)

5.9 Pay Band / Pay Scale / Professional Charge (वेतन बैंड / वेतनमान / व्यावसायिक शुल्क)

5.10 Grade Pay (पदक्रम वेतन)

5.11 Basic Pay / Minimum Professional Charge (मूल वेतन/न्यूनतम व्यावसायिक शुल्क)

5.12 Monthly Gross Salary / Income ( मासिक सकल वेतन/आय)

5.13 Whether selected from BPSC?\* (क्या आपका बीपीएससी से चयन हुआ है?)

5.14 From Date\* (दिनांक से)

Years (साल)  Months (महीने)  Days (दिन)

**Save**

## STEP 6: PHOTO AND SIGNATURE

- ❖ Section is about live photo and Signature.
- ❖ While capturing the live photo, the candidate should ensure that he/she keeps his/her face straight and in front of the Webcam and looks into the Webcam with open eyes. Use good lighting and light coloured background. **Do not wear any headgear such as cap or power glasses, sunglasses, mask, muffler, helmet etc.** Make sure that no other person is in the frame, and the photo is clear, with your face fully visible. Next Part the applicant needs to upload a picture of Hindi and English Signature with set of instruction like the picture size should be **less than 20 kb**, width should be between **150 to 220 PPX** and height should be between **250 and 320 PPX**.
- ❖ Save the profile.
- ❖ Accept the terms and conditions by clicking the tick-box
- ❖ Click-on Submit and lock profile.
- ❖ If the applicant wants to edit/update something in his profile, he can do it by going to My Account Tab and Update/Unlock Profile Tab. After clicking on the Update/Unlock Profile tab, the applicant will receive an OTP on the email and mobile number provided by him. After filling the OTP, the applicant can edit/update his profile. After editing/updating, the profile has to be locked.

## 6. Photo and Signature : ( छायाचित्र और हस्ताक्षर)

### Instructions for Live Photo Capturing:(लाइव फोटो कैप्चरिंग के लिए निर्देश)

1) What is the first condition for Live Photo Capture?

Ans: The Candidate needs to have straight posture with your head and pose aligned to the Web Camera and also should look in the web camera with open eyes.  
(उम्मीदवार को अपने सिर के साथ सीधे आसन की आवश्यकता होती है और वेब कैमरा के अनुरूप मुद्रा होनी चाहिए और खुली आंखों से वेब कैमरा में भी देखना चाहिए।)

2) What is the second condition for Live Photo Capture?

Ans: The Candidate should make sure that the lighting is good enough and have light coloured background.  
(उम्मीदवार को यह सुनिश्चित करना चाहिए कि प्रकाश व्यवस्था काफी अच्छी है और हल्के रंग की पृष्ठभूमि है।)

3) What is the third condition for Live Photo Capture?

Ans: The Candidate shouldn't wear any face covering (Hats, helmets, caps, mask etc.) or eye covering (sunglasses, spectacles etc.).  
(उम्मीदवार को कोई चेहरा ढकने वाला पदार्थ (टोपी, हेलमेट, कैप, मास्क आदि) या आंखों को ढकने वाला कपड़ा ( चश्मा आदि) नहीं पहनना चाहिए।)

4) What is the fourth step for Live Photo Capture?

Ans: The Candidate should make sure that while capturing the live photo nobody should be in the frame and face should be clearly visible.  
(उम्मीदवार को यह सुनिश्चित करना चाहिए कि लाइव फोटो कैप्चर करते समय कोई भी फ्रेम में नहीं होना चाहिए और चेहरा स्पष्ट रूप से दिखाई देना चाहिए।)

### Instruction for English Signature :(हस्ताक्षर के लिए निर्देशः)

**If your Sign is not identifiable then your application form will rejected .** (यदि आपका हस्ताक्षर पहचानने योग्य नहीं है तो आपका आवेदन पत्र रद्द कर दिया जाएगा।)

1. Size of Sign must be less than 20 kb.( हस्ताक्षर का आकार 20 kb से कम होना चाहिए )
2. Width of Sign must be between 150 pixel and 220 pixel.( हस्ताक्षर की ऊंचाई 250 px और 320 px के बीच होनी चाहिए )
3. Height of Sign must be between 250 pixel and 320 pixel.( हस्ताक्षर की चौड़ाई 150 px और 220 px के बीच होनी चाहिए )

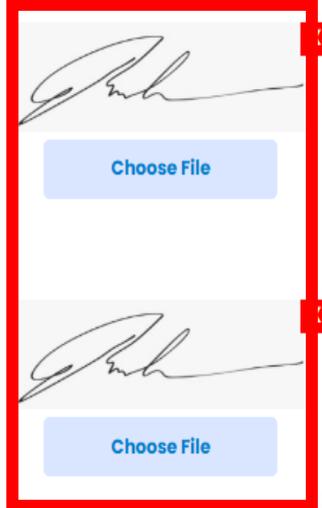
### Instruction for Hindi Signature:(हिंदी में हस्ताक्षर के लिए निर्देशः)

**If your Sign is not identifiable then your application form will rejected .** (यदि आपका हस्ताक्षर पहचानने योग्य नहीं है तो आपका आवेदन पत्र रद्द कर दिया जाएगा।)

1. Size of Sign must be less than 20 kb.( हस्ताक्षर का आकार 20 kb से कम होना चाहिए )
2. Width of Sign must be between 150 pixel and 220 pixel.( हस्ताक्षर की ऊंचाई 250 px और 320 px के बीच होनी चाहिए )
3. Height of Sign must be between 250 pixel and 320 pixel.( हस्ताक्षर की चौड़ाई 150 px और 220 px के बीच होनी चाहिए )



Capture Live Photo



Save

## NEW APPLICATION

- ❖ Now click on New Application TAB the interface will look like the image below.
- ❖ On this tab you can view the whole document which you have filled in profile creation.
- ❖ Now to check the post according the information provided click on **Check Advertisement criteria TAB**.
- ❖ After that on the right side you can view all the post that the applicant can apply.
- ❖ Once applied for the post then applicant should accept terms and conditions to submit the application.

New Application (नया आवेदन)

Advertisement No. / (विज्ञापन संख्या /)

Examination: (परीक्षा:)

Start Date of Application :  
Last Date of Application :  
Last Date of Challan / Fees :  
Fees Applicable to You :500

(आवेदन की आरंभ तिथि :  
आवेदन की अंतिम तिथि :  
चालान/फीस की अंतिम तिथि :  
आपके लिए लागू शुल्क :500)

Before applying, please download and read the detailed advertisement for number of posts and other information.  
(आवेदन करने से पहले कृपया पदों की संख्या और अन्य जानकारी के लिए विस्तृत विज्ञापन डाउनलोड करें और पढ़ें।)

Download PDF

Select the Post(s) you wish to apply

You are eligible for following post(s) only

Unknown (1)  
Unknown (1)

Reset Apply

Check Advertisement criteria

1. Application Proforma : ( आवेदन प्रोफार्मा )

Full Name(English) rajendra shivajirao kale Full Name(Hindi) राजेंद्र शिवाजीराव काळे

Email ID rsXXXXXXil.com Mobile Number 95XXXXXX35

Date Of Birth 04/04/1978 Mother's Name kanchan

Gender Male Marital Status Married

# DOCUMENT UPLOADATION

- ❖ Once the applicant applies for the relevant position then he needs to upload a set of documents.
- ❖ If the applicant already has uploaded his documents on Digilocker drive then the admin can fetch those documents directly from Digilocker.
- ❖ Otherwise the applicant can upload his documents locally too.
- ❖ Then the applicant has to again capture a Live Photo as done while submitting the application.
- ❖ At the end the applicant should click on Submit and Pay Fees.

Upload/select Uploaded Documents \*

Note: Kindly click on the checkbox to confirm the uploaded document

<input type="checkbox"/> 10th or equivalent examination Proof	Re-Upload	<input type="checkbox"/> Proof of Age	Re-Upload
<a href="#">View Uploaded Document</a>		<a href="#">View Uploaded Document</a>	
<input type="checkbox"/> Proof of Category	Re-Upload	<input type="checkbox"/> Proof of Education Qualification - Graduate (Degree Certificate)	Re-Upload
<a href="#">View Uploaded Document</a>		<a href="#">View Uploaded Document</a>	
<input type="checkbox"/> Proof of Sports Person	Re-Upload	<input type="checkbox"/> Proof of Domicile	Re-Upload
<a href="#">View Uploaded Document</a>		<a href="#">View Uploaded Document</a>	

Capture Live Photo \*



Capture Live Photo

Declaration (घोषणा)

1. I hereby solemnly and sincerely affirm that each and every statement made and the entire information filled in the above online application form is true and correct to the best of my knowledge. (मैं सर्वोत्तम और ईमानदारी से प्रतिबद्ध करता हूँ कि उपरोक्त अनिलखन आवेदन पत्र में दिया गया प्रत्येक विवरण और भरी गई संतुष्ट जानकारी मेरी सर्वोत्तम जानकारी के अनुसार सत्य और सही है।)

2. I have not concealed any material information, however if any information submitted herein is found to be fraudulent, incorrect or misleading, I understand that I am liable for criminal prosecution and I also understand that my application is also liable to be cancelled along with any punitive action as per the discretion of the BPSC. (मैंने कोई भी महत्वपूर्ण जानकारी नहीं छिपाई है, जबकि यदि यहां प्रस्तुत कोई भी जानकारी भ्रामक, गलत या भ्रमक पाई जाती है, तो मैं समझता हूँ कि मैं आपराधिक मुकदमा चलाने के लिए उत्तरदायी हूँ और मैं यह भी समझता हूँ कि मेरा आवेदन भी रद्द किया जा सकता है। शीर्षीवस्ती के शिक्के के अनुसार कोई भी नकारात्मक कार्रवाई के लिए मैं जिम्मेदार हूँ।)

3. I have carefully read all related Rules, Regulations, Laws, Acts, provisions of advertisement and General instructions of the BPSC and I agree to abide by them. I hereby accept in entirety the legality, validity and correctness of all these Rules, Regulations, Laws, Acts, Advertisement, instructions etc. I understand by submitting this application I have accepted the correctness, validity and/or justifiability of all these and that, Had I not accepted the correctness and validity of these rules I would not have submitted this application and further that it will not be open hereinafter to challenge the validity and/or correctness of any Rule, instructions etc. or part thereof. (मैंने शीर्षीवस्ती के सभी संबंधित नियमों, विनियमों, कानूनों, अधिनियमों, विज्ञापन के प्रावधानों और सामान्य निर्देशों को ध्यानपूर्वक पढ़ा है और मैं उनका पालन करने के लिए सहमत हूँ। मैं इन सभी नियमों, विनियमों, कानूनों, अधिनियमों, विज्ञापन, निर्देशों आदि की वैधता, वैधता और शुद्धता को पूरी तरह से स्वीकार करता हूँ। मैं समझता हूँ कि इस आवेदन को जमा करके मैंने इन सभी की शुद्धता, वैधता और/या औचित्य को स्वीकार कर लिया है। यदि मैंने इन नियमों की सत्यता और वैधता को स्वीकार नहीं किया होता तो मैं यह आवेदन प्रस्तुत नहीं करता और इसके अलावा यह किसी भी नियम, निर्देश आदि या उसके भाग की वैधता और/या शुद्धता को चुनौती देने और/या सवाल उठाने के लिए बाध्य नहीं हूँ।)

4. I undertake to submit all the required original certificates/documents at the time of Document Verification for all claims in the application at any stage as per the instructions of the BPSC or any Competent Authority, failing which I understand that my claim(s) in the application shall not be granted apart from any punitive action as per the discretion of the BPSC or any Competent Authority. (मैं शीर्षीवस्ती या किसी सहाय प्राधिकारी के निर्देशों के अनुसार किसी भी स्तर पर आवेदन में सभी दावों के लिए दस्तावेज सत्यापन के समय सभी आवश्यक मूल प्रमाण पत्र/दस्तावेज जमा करने का वचन देता हूँ, ऐसा न करने पर मैं समझता हूँ कि मेरा दावा, आवेदन में शीर्षीवस्ती या किसी सहाय प्राधिकारी के शिक्के के अनुसार किसी भी नकारात्मक कार्रवाई के अलावा अनुमति नहीं दी जाएगी।)

Date: 10/03/2025

Location \*

Candidate Signature (English)

Candidate Signature (Hindi)

Mum

Cancel

Submit & Pay Fees

# PAYMENT GATEWAY

- ❖ In **MY ACCOUNT TAB** click on **Pay Fees** section.
- ❖ This will take you to payment mode which is Online Payment of SBI, the applicant will be taken to **SBI payment gateway**.
- ❖ The applicant will provide with various mode of payments like **UPI, Cards, NET Banking**.
- ❖ Once the payment is successful then the applicant will be taken to the **MY ACCOUNT TAB** section and there, he can **view the receipt or can check his payment history**.

### Select Payment Mode ✕

Online Payment  
You can pay online using Credit / Debit Card or Internet Banking. Last date of online payment is 31/12/2025

SBI

# GRIEVANCE TAB

- ❖ In this tab the applicant has an opportunity to put forth any concerns regarding the application.
- ❖ To apply for grievance the applicant has to follow a certain procedure
- ❖ First, he has to provide details of the advertisement that he has applied using the drop-down.
- ❖ Secondly, he has to provide grievance type like in which section has faced issues like Registration Information, Address information, etc using the drop-down menu.
- ❖ In next frame the applicant has to give the information of grievance sub type from the drop-down in which sub-section the issue has raised.
- ❖ At the end the applicant has to provide a brief summary of the issue in Grievance Description in **500 characters** max limit.
- ❖ Lastly the applicant needs to upload a document with the area of concern in **.pdf format only**. And after that applicant can save his grievance issue and submit it.

The screenshot shows the 'Grievance' tab of the Bihar Public Service Commission website. The header includes the logo and name of the commission, and a navigation bar with options like Home, Profile Creation, New Application, My Account, Correspondence, Grievance (selected), and Logout. The main content area is titled 'Grievance Information : शिकायत सूचना' and contains a table of grievance details.

Sr. No.	Advertisement Name	Grievance Type	Grievance Sub Type	Description	Document	Status
1	001/2025/States Services Examination - 2025	Registration Information	Email Or Mobile	Invalid Otp		Pending
2	005/2025/Member under State Consumer Disputes Redressal Commission	New Application	New Application View	A	No Document	Pending
3	001/2025/States Services Examination - 2025	Registration Information	Email Or Mobile	NA	No Document	Pending

Below the table, there are input fields for 'Advertisement\*', 'Grievance Type (शिकायत का प्रकार)\*', and 'Grievance Sub Type (शिकायत का उप प्रकार)'. A 'Grievance Description (शिकायत विवरण)' field is also present with a character count of 0/500. A 'Grievance Related Documents (शिकायत संबंधित दस्तावेज) (.pdf)' section includes 'Choose File' and 'No file chosen' options. At the bottom, there are 'Save' and 'Cancel' buttons.