

## ODISHA PUBLIC SERVICE COMMISSION

### INSTRUCTION TO FILL-UP ONLINE APPLICATION

1. Before filling up the form in OPSC please ensure you have valid e-Mail ID, soft copy of your recent passport size photograph, scanned copy of signature and Left Thumb Impression.
2. **Please ensure the correctness of all the information entered in the application before submitting the application.**
3. If you don't have the e-mail id, you may create a mail id at [www.yahoo.com](http://www.yahoo.com), [www.gmail.com](http://www.gmail.com), [www.rediffmail.com](http://www.rediffmail.com) etc. free of cost.
4. Log on to <http://www.opsonline.gov.in> to access the home page of the ONLINE APPLICATION.
5. Click on Online application for various examinations of OPSC

### On-Line Application Submission System

[Home](#) [Guidelines to the Candidates](#) [FAQs](#) [OPSC](#) [Bank](#) [Feedback](#)

Please choose the Examination you want to apply for and click on the Link

Advt. No.	Examination	Date of Notification	Closing Date	Fee Payment Last Date	Action
<a href="#">021213</a>	ASSISTANT ENGINEER ELECTRICAL	04-AUG-12	04-SEP-12	06-SEP-12	<a href="#">Apply Online</a> <a href="#">Application / Challan Re-Print</a>
<a href="#">031213</a>	LECTURER IN ARTS AND CRAFTS	04-AUG-12	04-SEP-12	06-SEP-12	<a href="#">Apply Online</a> <a href="#">Application / Challan Re-Print</a>

6. Before filling up the form candidates are advised to carefully go through the advertisement published in the News paper/ Click the link on the website as mentioned below.

Advt. No.
<a href="#">021213</a>

7. Place the mouse over the Apply online menu

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8. Now you will get a declaration web page and read the declaration carefully.

**DECLARATION :**

1. I have passed the H.S.C. or it's Equivalent Examination with Odia as one of the subject.

**OR**

I have passed Odia test equivalent to ME School Standard as per the terms of the Advt.

2. I have read the provisions in the Rule, Instruction and the Notice of the Commission carefully and I hereby undertake to abide by them.

3. I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, action can be taken against me by the Commission.

**WARNING**

1. Any misinformation or wrong information in the application form will be seriously viewed and the candidate is liable to be debarred from all PSC exams.

**Y 5 LHS** [Click here if you cannot recognize the code.](#)

Enter Security Code :  (Please enter the text in the image above. Text is not case sensitive.)

9. If you agree to all the terms and condition mentioned in the declaration section, enter the Security code as displayed on the screen and then click on %agree to all% .+ Otherwise click on %don't want to apply+.

10. Then you will get the complete application for as indicated below

**Application for Recruitment of Lecturers In Ayurvedic Colleges of the State**

**Note: Please complete the form within 20 Minutes.**  
Before proceeding, please ensure that you have read **GUIDELINES TO CANDIDATES** instructions and information to be fed is readily available with you.

**Application for the Discipline**

**Basic Details :**

Full Name :  (Maximum 35 Characters)

Father's Name :  (Maximum 35 Characters)

Mother's Name :  (Maximum 35 Characters)

Category :  UNRESERVED  SEBC  SC  ST

Sub Caste :

Gender :  Male  Female

Physically Challenged Category : **Definition of Disability**  Not Applicable  OH  VH  HH

Percentage of Disability :  %

Whether Ex-Serviceman : **Definition of Ex-Serviceman**  Yes  No

11. Enter the information in the form which is asked for and select appropriate option during entering information like Category(SC,ST,SEBC&UR), Gender, Physically challenged category etc.

12. The category of the candidate will be decided on the basis of his/her birth. That means the cast certification must be in the name of the Father.

13. If the candidate is Physically Handicapped, enter the percentage of disability mentioned in the disability certificate issued by medical board.



18. If you have any post qualification experience, please enter it in following screen

Post Qualification work experience details (Start from present Employer) :										
Name of the Employer :	Designation and Rank if any	Total Period of Service						Nature of duties performed	Remarks(Reason for Leaving Service)	Length of Service (Y/M)
		From			To					
<input type="text"/>	<input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

19. If you have been debarred by any Public Service Commission in India from appearing any examination, please enter the relevant information

Please fill in the details below if You have been debarred by the UPSC/OPSC/any other PSC from appearing any Examination :			
Name of the P.S.C.	Name of Post / Service / Examination	Year of Examination	Period of Debarment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20. If anybody from your relation working in OPSC, please enter his information in following screen

Relation, if any, with any staff of the Commission :		
Name	Designation	Relation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

21. Before uploading the photograph, Signature and Left thumb impression (LTI) please read the guideline.

22. Click on upload photograph to upload your recent passport size photograph.

**Photograph and Signature :**

**Guidelines for scanning the Photograph & Signature**


Allowed Photo Size 25KB to 100 KB  
 Allowed Signature Size 10 KB to 50KB  
 Allowed Left Thumb Impression Size 10 KB to 50KB

Upload Photo :  No file chosen

23. Click on Choose file+button and select your photograph file to upload.

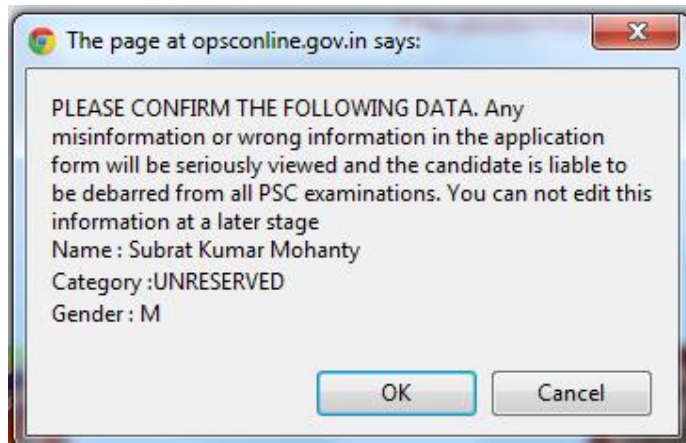
24. Please upload the scanned copy of Signature and Left Thumb impression in similar manner.

25. After uploading the images, please ensure that the Photograph, Signature and LTI is clearly visible.

26. If you enter all the information correctly, please click on  button otherwise

click on  to recheck the application form.

27. After pressing the submit button a warning message will come as follows



28. If the information provided in the form is valid/ok press OK button to confirm or press Cancel to go back to form for modification.

29. On pressing OK button again your system will ask you to confirm whether all data entered in the form are correct or not. If correct press OK button.



30. Then the next screen will appear with your entire application form with a unique 12 digit registration number. Take a printout of the application form and Bank challan for payment of examination fee at any nearest SBI.

31. This 12 registration number will be sent to you through SMS as well as your mail id given in the application form.




**Note :**

1. The applicants are advised to submit only single application; however if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher RID (Registration ID) is complete in all respects like applicants' details, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
2. The Question Papers in all Subjects will be put in English only except in language papers. The candidates will specify the option of the language (English or Odia) in the application form. No candidate will be permitted to use more than one language in the same answer script. Option once exercised cannot be changed.

**HOW TO MAKE PAYMENT OF EXAMINATION FEE**

1. Print the Challan form+after successful submission of Application

**Please Use Screen No. 8888 for Payment and Pay Between 14-06-2012 and 01-07-2012**

 ODISHA PUBLIC SERVICE COMMISSION STATE BANK OF INDIA	 ODISHA PUBLIC SERVICE COMMISSION STATE BANK OF INDIA	 ODISHA PUBLIC SERVICE COMMISSION STATE BANK OF INDIA
<b>BANK COPY</b>	<b>CANDIDATE COPY</b>	<b>OPSC COPY</b>
Use Screen No. : 8888	Use Screen No. : 8888	Use Screen No. : 8888
Fee Type : 00031	Fee Type : 00031	Fee Type : 00031
Name of Exam : Lecturer in Ayurveda Colleges	Name of Exam. : Lecturer in Ayurveda Colleges	Name of Exam. : Lecturer in Ayurveda Colleges
Registration ID : 130200000010	Registration ID : 130200000010	Registration ID : 130200000010
Candidate's Name : SUBRAT MOHANTY	Candidate's Name : SUBRAT MOHANTY	Candidate's Name : SUBRAT MOHANTY
Date of Birth : 03-03-1988	Date of Birth : 03-03-1988	Date of Birth : 03-03-1988
Amount : Rs.50/-	Amount : Rs.50/-	Amount : Rs.50/-
Amount in words : Rs. fifty only	Amount in words : Rs. fifty only	Amount in words : Rs. fifty only
SBI Branch Name : _____	SBI Branch Name : _____	SBI Branch Name : _____
SBI Branch Code : _____	SBI Branch Code : _____	SBI Branch Code : _____
Transaction ID : _____	Transaction ID : _____	Transaction ID : _____
Transaction Date : _____	Transaction Date : _____	Transaction Date : _____
Signature of the Depositer	Signature of the Depositer	Signature of the Depositer
Authorised Signatory with Stamp	Authorised Signatory with Stamp	Authorised Signatory with Stamp

2. You will see your registration No, name, date of birth and amount of fee to be paid on the challan.

3. Please ensure the printout of the challan is clear.
4. Take the challan to the nearest SBI branch and pay the requisite fee mentioned on the challan at the Bank counter. After depositing the the fee at counter, Official of the bank will put the voucher number, put bank seal and put his signature.
5. Bank will keep %Bank copy+portion of the challan and return %Candidate copy+and %PSC copy+of the challan.