

12. HOW TO APPLY:

- a. Candidates must carefully go through the details of this Advertisement available in the Website of OPSC before filling up online application form.
- b. Candidates must apply online through the concerned Website of the OPSC <http://opsc.gov.in>. Applications received through **any other mode** would not be accepted and summarily rejected.
- c. **Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.**
- d. The online application form is automated and system driven & will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed. The candidate must also verify the submitted copy of online application after its submission. If the candidate further wants to modify any information, she/he has to cancel the application and apply again within the last date of submission of application.
- e. Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left-hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible; otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- f. Candidates should keep at least four copies of latest passport size photograph which is uploaded to the online application form for future use.
- g. *On successful submission of the online Registration, a unique “**Permanent Public Service Account Number (PPSAN)**” will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/Re-registration and finally submitted Online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- h. **The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last hour rush.**
- i. Admission certificate to the eligible candidates of OCS Preliminary Examination and Main written examination will be uploaded in the Website of the OPSC prior to the date of Preliminary & Main written examination. The date & Programme of the Preliminary & Main written examination will be published in the Website of the Commission and Newspapers. The candidates are required to download their Admission Certificate/ Instructions to Candidates from the Website. No separate correspondence will be made on this score.
- j. “NOTICE” to candidates for document verification & interview shall be uploaded in the website of OPSC prior to the date of Document Verification/Interview.
- k. **Any complaint** on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail (opsc@nic.in) within **07(Seven) days of completion of the examination.**
- l. **Experience has shown that the candidates do submit online application form with omission/error/without uploading documents and subsequently send e-mail/letter to the Commission for rectification. The Commission is under no obligation to entertain such request/representation.**