

# HOW TO APPLY

## Important Instructions:

### Registration

1. Before filling the online application form, the candidates are advised to go through the advertisement published on the Bihar Staff Selection Commission website <https://bssc.bihar.gov.in>. To apply, click on the Application Forms (CLICK HERE FOR REGISTRATION) Link.
2. Click on the link of the Online Application for Adv No. 08/25, Post- Sports Trainer (क्रीड़ा प्रशिक्षक) and follow the instructions.
3. On the Registration page, applicants have to fill their Personal details keeping in mind that only one application can be registered against one valid mobile number and email id. The Bihar Staff Selection Commission will not be responsible for any loss of e-mail/SMS sent, bouncing of e-mail/ SMS due to invalid/wrong email id/mobile number provided by the candidate or due to any other reasons.
4. After successful Registration, a system generated Registration Number and Password will be sent to the registered e-mail id and mobile number. Keep this registration number and password safe for your future reference.
5. No change in registration details is allowed once registration is done. Candidates are advised to ensure the information entered on the registration page is correct before submitting the registration.

### Application Step- 1

- After completing the registration process, login to the homepage of <https://www.onlinebssc.com/> with the username and password received on the registered mobile number and email id.
- Candidates are required to enter other Personal Details and Certificate Number in the corresponding field and click on the save button. Verify the details entered on the appeared page and find the edit & next button at bottom of the page. Click the edit button if you want to make any changes in personal details or certificate number otherwise click next to move to the next page for the Payment.

### Step- 2:

- Make payment using bank payment gateway.
- After making the payment, download the payment slip, print it and keep it safe.

### Step- 3:-

- After successful payment, fill the educational details in Step- 3 and save before submitting. If candidate want to edit the information before submit .Follow the same instruction as in point no. 2 of Step- 1.

### Step- 4:-

- Upload your Photograph (See Annexure- A) and scanned signature (See Annexure- B).To save and edit the information, follow the same instruction as in point no. 2 of step- 1. Step- 5:-
- After uploading photograph and signature candidate has to take a LIVE PHOTO and upload it.

### Step-6:-

- Upload the live photo of the candidate.
  - Accept the terms and conditions and click Submit button for final submission. The online application process will be completed.
  - Online application form will not be accepted unless it accepts terms and condition and click final submit button. Step-7:-
- l Take print out of the completed online application form and payment receipt for future reference.

### Edit

- Edit option will be there in all the stages before submitting in that stage, the stage in which the candidate want to change their details, he/she has to click on the edit option and can change their details.
- After submitting the details in the current stage he/she will not be able edit in that stage. So, candidates are advised to verify the details before submitting in each stage.
- Any application, request or correspondence made by candidate to change the information after submission of each steps shall be denied by the commission.

### Download Complete Application Form

- After finally submitting the online application form, you should download the filled application in PDF format and take a print out and keep it safe.
- Request for change/correction in any information in the application form shall not be entertained after the final submission of the online application.
- Candidates are advised not to wait for the last hour to avoid website congestion.

## 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 promise" if a warning message appears.
- c. In the search box, search for JavaScript.Enabled
- d. Toggle the "Java Script.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 "Privacy" click on the "Content settings"
- d. When the dialogue window opens, look for the "Java Script" section and select "Allow all sites to run
- e. Java Script (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. Annexure- A

#### Photograph Image:

- Upload a high-quality passport size recent colored photograph, not less than 6 months old.
- Dimensions: A passport size photograph with a 3.5cm width and 4.5cm height of the face.
- Format: .jpg only
- Standard Print size: 3.5cm X 4.5cm(width X height)
- The size of the file should be between 20KB-50KB
- Background of Photo: White or a light color
- The face of the candidate must cover 60%-70% of the above mentioned size of the photograph.
- Forehead, eyes, nose, and chin should be clearly visible. The main features of the face should not be covered by hair of the head, any cloth, or any shadow.
- Both the ears MUST be visible in the photo.
- The photo should be without any cap/hat.
- For candidates who wear spectacles, photographs with glare on the glasses will not be accepted. If glare cannot be avoided, don't wear spectacles in the photo shoot. Avoid spectacles with dark and tinted glasses.
- The poor quality photographs may result in the rejection of the application form without a refund of the fee.

#### Samples photograph: Fig A



Annexure- B

## Signature Image

The essential specifications for signature are listed below:

- Take an A4 white paper.
- Draw a rectangular box with the following dimensions: Breadth = 2 cm Width = 7 cm
- Sign with a black or dark blue ink pen within the box. The height or width of the signature should be at least 80% of the respective height or width of the rectangular box.
- A signature by any other person or in any other color will be rejected.
- Signature in all CAPITAL LETTERS will NOT be accepted.
- Format: .jpg only
- Maximum Size: 160 X 560 pixels| Minimum Size: 80 X 280 pixels
- Dimensions 3.5cm x 1.5cm (preferred)
- The size of the file should be between (10KB – 20KB)
- Ensure that the size of the scanned image is not more than 50KB
- Get the digital image of your signature along with the box through a scanner.
- Crop the image to the border of the rectangular box and upload it.
- The signature will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
- If the applicant's signature, on the exam day, does not match the signature on Admit Card, the applicant will be disqualified.

Sample Signature: Fig B

Acceptable signatures	
 	 
Unacceptable signatures	
 Signature in other than blue or black ink 	 Signature outside the rectangular box 
 Signature is smaller in size 	 Signature written outside the rectangular box 
 Signature in dark background 	 Signature in typing 
 Signature in CAPITAL 	 Signature in initial 