

HOW TO APPLY

Important Instructions:

What all do you need to complete the online application process. As an applicant you would need the following:

1. Requisite qualification as an advertisement.
2. Caste certificate/ Non-creamy Layer Certificate/ EWS(Economically Weaker Section) Certificate (if applicable)
3. DQ(Disabled Quota) certificate/ Ex- Serviceman certificate/ Bihar Employee Certificate (if application)
4. An active E-mail ID for registration and for receiving all future correspondence.
5. An active Mobile Number to receive SMS.
6. Access to facilities of the computer with internet connectivity, printer and scanner.
7. A recent passport-sized colour photograph (for scanning and uploading in "jpg" format only. The File size of the scanned photograph should not be more than 50KB and less than 20KB). See **Annexure-A** for a Sample Photo reference
8. Your signature using a Blue/Black pen on a white sheet (for scanning and uploading in "jpg" format only. File size of scanned photograph should not be more than 20KB and less than 10KB). See **Annexure-B** for a Sample Photo reference
9. Interested candidates fulfilling the eligibility criteria mentioned in the advertisement can submit an online application.
10. Applications will be accepted only through online mode. Application submitted through any other mode will not be accepted.
11. Access to an online payment facility/service such as
 1. Net Banking
 2. Credit card
 3. Debit card
 4. UPI

How to Apply Online Application Form:

1. Before filling up the application form, the candidates are advised to go through the advertisement published on the BSSC website <https://bssc.bihar.gov.in>. To apply, click on the Application Forms (Apply) Link.
2. Click on the link of the Online Application for Stenographer / Instructor(Stenographer), Advt. No.- 01/2023 and follow the instructions.
3. On the Registration Details page, applicants have to fill in their details keeping in mind that only one application can be registered against one valid mobile number and email ID. The BSSC 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. 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.
5. After successful Registration, a system-generated Registration number and password will be sent to the registered email id and SMS will be sent to the registered mobile number.

6. After logging in candidates are required to enter personal details, Correspondence address, and Permanent address 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 changes in personal details, Correspondence address, and Permanent address otherwise click Next. You will be directed to the Payment Page.
7. Make payment using the SBI Payment Gateway or ICICI bank Payment Getaway.
8. After successful payment, fill in the educational details. To save, and edit the information, follow the same instruction as in point no.6.
9. Upload your scanned photograph and signature. To save and edit the information, follow the same instruction as in point no.6.
10. After successfully uploading the Signature and Photograph, Accept the terms and conditions and click Submit button for final submission. The online application process will be completed.
11. Print the application form and payment slip. Keep the copy for all future correspondence with the Bihar Staff Selection Commission, Patna.
12. Request for change/correction in any information in the application form shall not be entertained after the final submission of the online application.
13. 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, I promise" if a warning message appears.
- c. In the search box, search for JavaScript. Enabled
- d. Toggle the "JavaScript. 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 "JavaScript" section and select "Allow all sites to run
- e. JavaScript (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 coloured photograph.
- The coloured photograph must be a recent passport-style colour picture.
- Dimensions: A passport size photograph with a 3.5 cm width and 4.5 cm height of the face.
- Format: jpg only
- Standard Print size: 3.5 cm X 4.5 cm (width X height)
- The size of the file should be between 20kb-50 kb
- Background of Photo: White or a light colour
- 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 photoshoot. □ 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 colour 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 3.5 cm x 1.5cm (preferred)
- The size of the file should be between (10KB – 50KB)
- 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

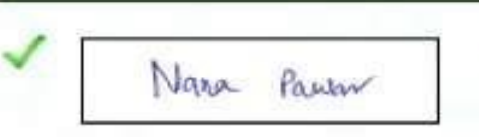
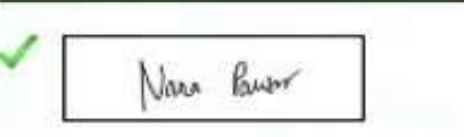
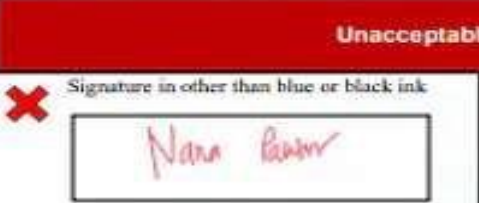
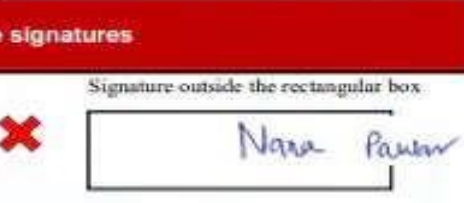
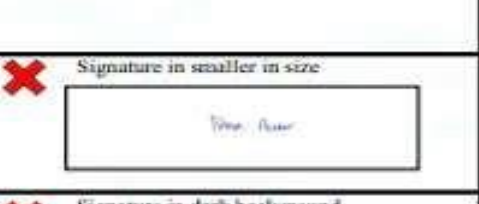
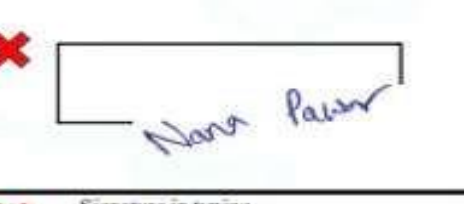


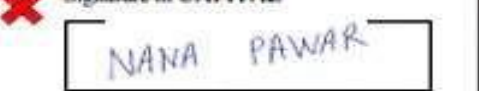
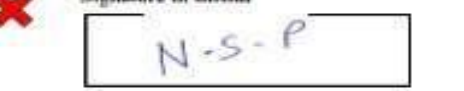
Acceptable signatures	
	
Unacceptable signatures	
 <p>Signature in other than blue or black ink</p>	 <p>Signature outside the rectangular box</p>
 <p>Signature in smaller in size</p>	
 <p>Signature in dark background</p>	 <p>Signature in typing</p>
 <p>Signature in CAPITAL</p>	 <p>Signature in initial</p>

Fig- B