

Instruction to the candidates for filling online applications

Candidates are required to apply online using the website www.dsssbonline.nic.in

- Candidates will be required to complete the Online Application Form, the instructions available in the above mentioned site through drop down menus. The time cap to fill complete online application is 30 minutes.
- The candidates are required to pay a fee of Rs. 100/- (Rupees One Hundred) only (except SC/ST/Physically Handicapped/ Ex-Serviceman candidates who are exempted from payment of fee) by depositing the money in any branch of State Bank of India (SBI) by cash before the closing date.
- Before start filling up of Online Application the candidate must have his/her photograph and signature duly scanned in the jpg format in such a manner that each file should not exceed 40 KB. (also see guidelines for uploading photograph and signature image).
- The Online Applications Form can be filled upto the last date of Advertisement for the post after which link will be disabled.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications, then he/she must ensure that the Applications with higher RID (Registration ID) is complete in all respect. In case of multiple Applications, the Applications with higher RID shall be entertained by the DSSSB. The earlier Application shall stand rejected and fee paid against one RID(Registration ID) shall not be adjusted against any other RID (Registration ID).
- The applicants must ensure that while filling their Application Forms, they are providing their valid and active E-mail IDs as the DSSSB may use electronic mode of communication while contacting with them at different stages of examination process.

- The candidate should also give one Cell phone number on which they may receive SMS from this board.
- The applicants are advised to check their emails at regular intervals and ensure that the email address ending with @nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- Candidate are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.
- To submit the payment, see the guidelines "How to make payment".
- When the Application process is complete, the candidates are advised to check present position of Application from status box.
- After the submission of challan, the candidate will receive SMS for valid submission of Application within 48 hours of the deposit.