



**Procedure for Online Submission of Application**

1. **On-line application facility will be available from**
2. Online submission of the application may be made at website [www.ssconline2.gov.in](http://www.ssconline2.gov.in) . Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application contains two parts :-  
Part I Registration  
Part II Registration
3. In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make any correction in the application.
4. Candidate may press “I agree” button after declaration once he/ she finds that information supplied by him/ her is in order and no correction is required. Thereafter no correction/ modification etc. will be allowed.
5. A page with Registration NO. will now be generated. Note down the registration number or take out the print out of the page. Candidates using sifyitest site will also get a SMS containing Registration Number. The application procedure is incomplete without part II registration. Part II registration requires filling of payment details, uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with part I registration. On-line application will be complete only if scanned signature and photo are uploaded as per instructions. Incomplete online application will be rejected summarily.
6. Candidates who have to pay application fee can pay fee online through SBI net banking, or cash through SBI bank challan.
7. To pay fee in cash, candidate should take print out of challan generated online after completion of part I registration. Deposit the requisite fee in pay branch of State Bank of India and then continue with the part II registration.
8. Those who want to pay online through SBI net banking, can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to part II registration.
9. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be of resolution 100 pixel widths by 120 pixels height.
10. Then upload you scanned signature in 8 – bit JPG format. The digital size of the file must be of resolution 140 pixel width by b60 pixels height.
11. Emails will be received by the candidates registering only. Copy of email may be retained to produce before the Regional Office in the event of any discrepancy.
12. **Candidates are advised to go through the instructions carefully before filling up the application form.**
13. Request for change/ correction in any particulars in the Application Form shall not be entertained under any circumstances. **The Department will not be responsible for any consequences arising out of non acceptance of any correction/ addition/ deletion in any particular filled in application form whatever the reasons may be.**
14. Copy of challan through which fee is paid or details of online payment must be retained and produced on demand.