

## PHASES OF PPSC ONLINE APPLICATION SUBMISSION



### ONLINE APPLICATION PROCEDURE

- 1) Visit the official PPSC website <https://www.ppsc.gop.pk/> and click the “Apply Online” button.
- 2) Select the post for which you want to apply and click the “Proceed” button after viewing all the information pertaining to the post / eligibility.
- 3) Read the “Important Instructions” and “EPay User Manual”, select the undertaking checkbox and click the “Apply Online” button.
- 4) Enter your CNIC Number and click the “Proceed” Button.

#### **1 - PERSONAL PROFILE**

- 5) Enter Email Address, Mobile Number, click the “Proceed” Button and Verify your Email Address and Mobile Number at the next page.
- 6) Enter your details i.e. Date of Birth, Gender, Employment Type, Disability Status, Armed Person Status etc. and click the “Proceed” button.
- 7) Enter all the details in the Personal Information Section and click the “Save Information” button. Click the “Proceed” button to proceed your application.

#### **2 - FEE PAYMENT**

- 8) Your Payment System Identifier Number (PSID) will be generated by the system. Pay the requisite fee for the post as per instructions given in the “EPay User Manual” (as mentioned in Step # 3).

#### **3 - IMAGES UPLOADING**

- 9) Upload your latest photograph and CNIC (Front) Image. Please note that maximum size of the image should be less than 25KB size.

#### **4 - QUALIFICATIONS**

- 10) Add your qualification details and click the “Save Information” button.

#### **5 - SERVICE RECORD (IF APPLICABLE)**

- 11) Add your service record (If applicable) and click the “Save Information” button.

#### **6 - FINAL SUBMISSION**

- 12) If you have provided all the required information, “Submit Application” button will be enabled. Click the button to go to the Application Submission Page. At the Application Submission Page, read the undertaking, select the undertaking checkbox and click “Submit Application” button.
- 13) Finally, you'll get an Application Number, which shows that you have successfully submitted the application. You will also get intimation of Application Submission and Token Number (For Editing / Printing of your application) through Email and SMS.

## HOW TO CONTINUE / SUBMIT THE INCOMPLETE APPLICATION ?

In case, you have left the PPSC website before the submission of online application, the next time, you start the online application process, system will resume from where you had left out last time i.e. you will have to provide information only for the remaining steps. Already provided information will not be required again. You may continue your application by the following procedure:

- 1) Visit the PPSC Website and click the 'Apply Online' button from the home page.
- 2) Select your post, read the instructions and enter your CNIC Number.
- 3) Fill out the remaining information as required by the system and submit your application.

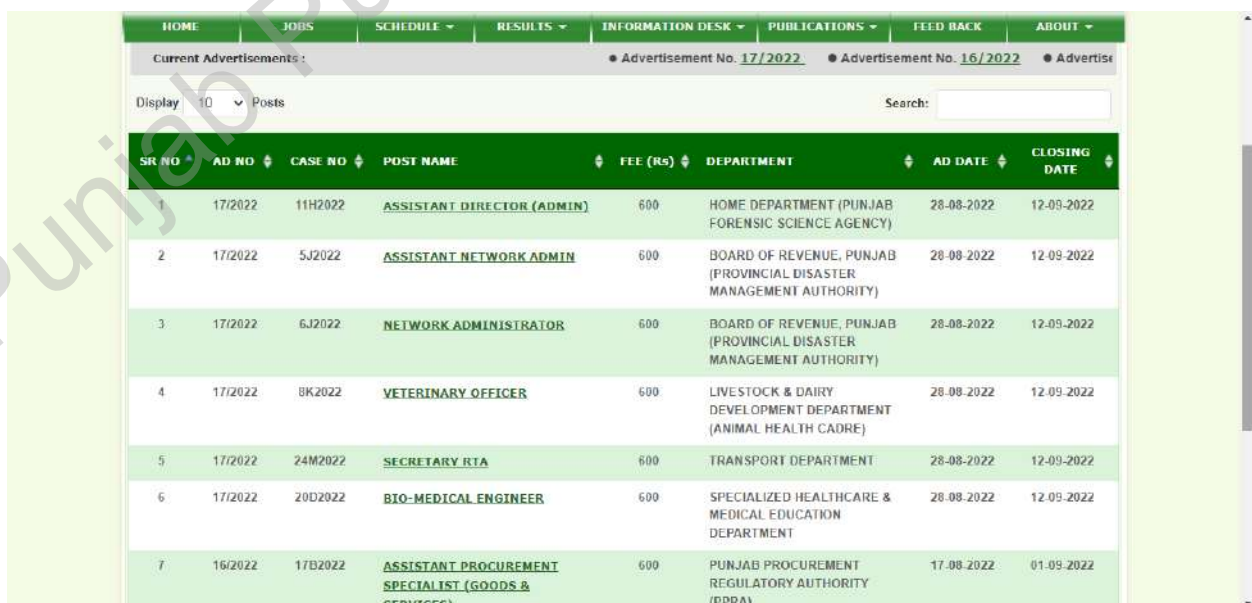
## STEP-BY-STEP ILLUSTRATION FOR ONLINE APPLICATION SUBMISSION

The step-by-step illustration for the applying online procedure is as under:

- 1) Visit the official PPSC Website <https://www.ppsc.gov.pk/> and click the "Apply Online" button.



- 2) Select the post for which you want to apply.



SR NO	AD NO	CASE NO	POST NAME	FEE (Rs)	DEPARTMENT	AD DATE	CLOSING DATE
1	17/2022	11H2022	ASSISTANT DIRECTOR (ADMIN)	600	HOME DEPARTMENT (PUNJAB FORENSIC SCIENCE AGENCY)	28-08-2022	12-09-2022
2	17/2022	5J2022	ASSISTANT NETWORK ADMIN	600	BOARD OF REVENUE, PUNJAB (PROVINCIAL DISASTER MANAGEMENT AUTHORITY)	28-08-2022	12-09-2022
3	17/2022	6J2022	NETWORK ADMINISTRATOR	600	BOARD OF REVENUE, PUNJAB (PROVINCIAL DISASTER MANAGEMENT AUTHORITY)	28-08-2022	12-09-2022
4	17/2022	8K2022	VETERINARY OFFICER	600	LIVESTOCK & DAIRY DEVELOPMENT DEPARTMENT (ANIMAL HEALTH CADRE)	28-08-2022	12-09-2022
5	17/2022	24M2022	SECRETARY RTA	600	TRANSPORT DEPARTMENT	28-08-2022	12-09-2022
6	17/2022	20D2022	BIO-MEDICAL ENGINEER	600	SPECIALIZED HEALTHCARE & MEDICAL EDUCATION DEPARTMENT	28-08-2022	12-09-2022
7	16/2022	17D2022	ASSISTANT PROCUREMENT SPECIALIST (GOODS & SERVICES)	600	PUNJAB PROCUREMENT REGULATORY AUTHORITY (PPRA)	17-08-2022	01-09-2022

- 3) Click the “Proceed” button after viewing all the information pertaining to the post / eligibility. Read the “Important Instructions” and “EPay User Manual”, select the undertaking checkbox and click the “Apply Online” button.

- 4) Enter your CNIC Number and click the “Proceed” Button.

## 1 - PERSONAL PROFILE

- 5) Enter Email Address & Mobile Number and click the “Proceed” Button after which contacts verification page will open. Review your contact details.

If rectification in the Email Address or Mobile Number is required, click “Change Email / Mobile” and If the Email Address and Mobile Number are correct, click the “Verify” button.

**VERIFY YOUR CONTACT INFORMATION**

Please verify your contact information as it will be used for correspondence and you will not be able to modify it later on.

Post Applying For: [Redacted]

Department: [Redacted]

Advertisement Number / Case Number: [Redacted]

Email Address: [Redacted]

Mobile Number: [Redacted]

Verify Change Email / Mobile

6) Enter your details i.e. Date of Birth, Gender, Employment Type, Disability Status, Armed Person Status etc. and click the “Proceed” button.

**PERSONAL INFORMATION**

You are applying for the post of **SECRETARY RTA** in the **TRANSPORT DEPARTMENT**

Post Applying For: SECRETARY RTA

Department: TRANSPORT DEPARTMENT

Advertisement Number / Case Number: 17/2022 | 24M2022

Age Criteria: Male: 22 to 30 + 7 – 37 years Female: 22 to 30 + 10 – 40 years As per Government of the Punjab Notification st No.SOR-I (S&GAD)9-36/81 dated 21 May 2012 and th Notification No.SOR-I (S&GAD)9-2/2022 dated 26 January 2022. Age and sex of the transgender will be based on the contents of their CNIC.

Gender: Female \*

Gender Eligibility: Male, Female & Transgender.

Date of Birth: 15-06-2000 \* (As per Matriculation Certificate and can't be modified later on)

Are you Government Employee? Yes \*

i) Select Service Type: Punjab \*

ii) Select Service Nature: Regular \*

iii) Date of joining: 12-07-2017 \*

7) Enter all the details in the Personal Information Section and click the “Save Information” button after which your data will be saved and acknowledgement message will be displayed by the system. Click the “Proceed” button to proceed your application.

**PERSONAL INFORMATION**

You are applying for the post of **SECRETARY RTA** in the **TRANSPORT DEPARTMENT**

Applicant Name: (As per Matriculation Certificate) [Redacted] \*

Religion: Muslim \*

Name of the Religion: Islam \*

CNIC: [Redacted]

CNIC Expiry Date: 13-08-2022 \*

Postal Address: [Redacted] \*

Phone Number: [Redacted]

Mobile Number: [Redacted]

Email: [Redacted]

Father's Name: xyz \*

Domicile: Lahore \*

## 2 – FEE PAYMENT

- 8) Your Payment System Identifier Number (PSID) will be generated by the system. Pay the requisite fee for the post as per instructions given in the “EPay User Manual” (as mentioned in Step # 3) and click the “Next” Button.

Candidate Details	
CASE NUMBER:	29J2022
POST NAME:	FOOD GRAINS SUPERVISOR (RAWALPINDI)
CLOSING DATE:	
MOBILE NUMBER:	
EMAIL:	
<b>AMOUNT DUE:</b>	<b>600</b>

Please pay the requisite fee for the post before proceeding further.

Next

PSID Details	
Your PSID detail is given below	
Candidate Name:	
PSID NUMBER:	
AMOUNT DUE:	600
EXPIRY DATE:	

Dear Arslan Iqbal, please take print of PSID details or note PSID number (of 17 digits) for payment of fee, via:

1. ATM
2. Internet / Mobile App
3. 1 Link Member Bank Branches

ATM

Internet / Mobile App

1 Link Member Bank Branches

## 3 - IMAGE UPLOADING

- 9) Upload your latest photograph and CNIC (Front) Image. Please note that maximum size of the image should be less than 25KB size.

HOME | JOBS | SCHEDULE | RESULTS | INFORMATION DESK | PUBLICATIONS | FEED BACK | ABOUT

### USER APPLICATION PROFILE

CNIC Number:	
Post Name:	SECRETARY RTA
Department:	TRANSPORT DEPARTMENT
Advertisement Number / Case Number:	17/2022 / 24M2022
<b>Note:</b> Please upload your own CNIC picture and recent passport size picture. Irrelevant uploading will lead to cancellation of your candidature.	
Candidate Image and CNIC:	
Pictures Uploading Status:	Picture uploaded successfully   CNIC Picture uploaded successfully
Fee Payment Status:	Exempted (PPSC Employee)
Personal Record Status:	Data saved successfully
Education Record Status:	Data not entered

ADD

## 4 - QUALIFICATIONS

10) Add your qualification details and click the “Save Information” button..

DEGREE	Obtained Marks / CGPA	Total Marks / CGPA	Result Declaration Date	Examination System	Division / Grade	Percentage	Board or University
Select MATRICULATION	590	850	26-08-2007	A	1st	59.41	B.I.S.E Lahore
Select INTERMEDIATE	890	1100	25-9-2009	A	2nd	80.91	B.I.S.E Lahore
Select B.Sc. Engg. (Transport)	890	1500	12-10-2012	A	2nd	59.33	Punjab University

**EDUCATION DETAILS**

Describe one level of Education at a time, and add your all required qualification.

You are applying for the Post of SECRETARY RTA in the TRANSPORT DEPARTMENT

Name of Certificate / Degree:	B.Sc. Engg. (Transport)	Select your Degree
Board / University:	Punjab University	Select Board / University Name
If Board / University is not given in the above list:	<input type="text"/>	Enter the name of Board or University if it is not in the list.
Major Subject (s):	<input type="text"/>	Enter Major Subject(s)
Result Declared on:	<input type="text"/>	
Examination System:	Annual	
Marks Obtained /CGPA:	<input type="text"/>	
Total Marks / CGPA:	<input type="text"/>	
Division / Grade:	First Division	
<input type="button" value="Add another Education"/>		
<input type="button" value="Delete Record"/>		

## 5 - SERVICE RECORD

11) Add your service record (If applicable), click the save information and press next button.

Post Name	Department Name	Starting Date	Serving?	Ending Date	Scale	Experience Relevant?
Select		05-03-2020	Yes	12-09-2022	14	Yes

**SERVICE RECORD**

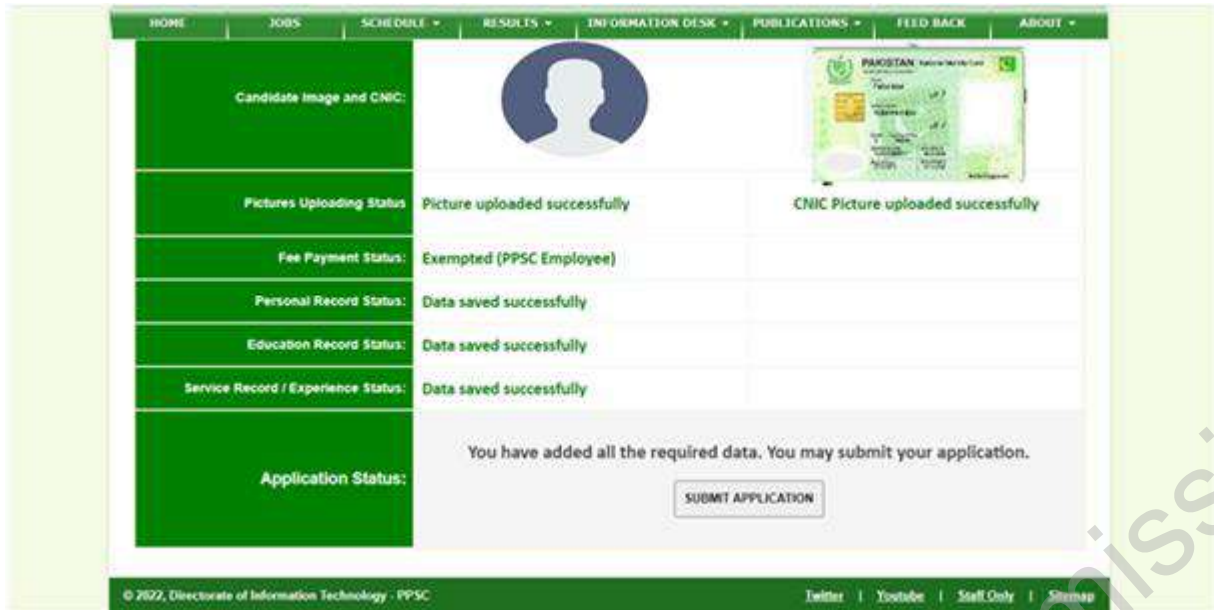
Describe one level of Service Record/ Experience at a time. Enter Most Recent First

You are applying for the Post of SECRETARY RTA in the TRANSPORT DEPARTMENT

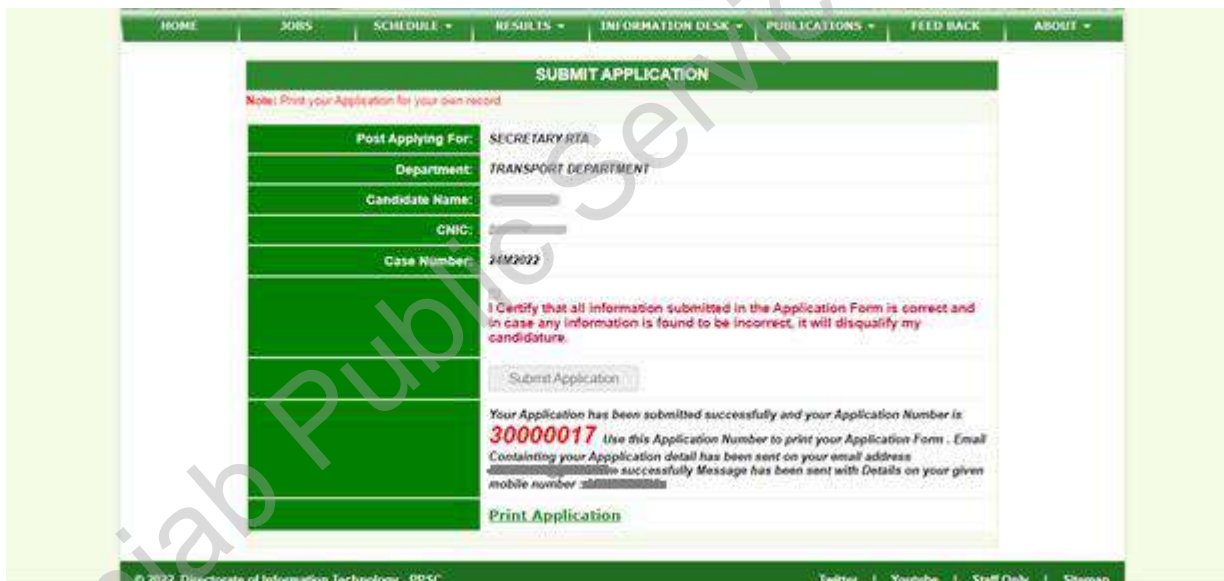
Post Held:	<input type="text"/>	Job / Designation Name
Department / Office:	<input type="text"/>	Department / Office Name
Post Starting Date:	<input type="text"/>	Joining Date (dd-mm-yyyy)
Currently Serving?	-- Select --	Select "Yes" if you are currently serving
Scale (if Any):	<input type="text"/>	Pay Scale (if any)

## 6 - FINAL SUBMISSION

12) If you have provided all the required information, “Submit Application” button will be enabled. Click the button to go to the Application Submission Page. At the Application Submission Page, read the undertaking, select the undertaking checkbox and click the “Submit Application” button.



13) Finally, you'll get an Application Number, which shows that you have successfully submitted the application. You will also get intimation of Application Submission and Token Number (For Editing / Printing of your application) through Email and SMS.



### **IMPORTANT NOTE REGARDING EDITING OF ONLINE APPLICATION**

***You can only edit your application if your application has been submitted successfully (After the completion). If your application has not yet been submitted, please follow the following steps to submit your application:***

- 1) Visit the PPSC Website and click the "Apply Online" button from the home page.***
- 2) Select your post, read the instructions and enter your CNIC Number.***
- 3) Fill out the remaining information as required by the system and submit your application.***

**END OF DOCUMENT**