

SUBORDINATE SERVICES SELECTION BOARD, PUNJAB

(Advertisement No. 2 of 2021)

For the Post of Junior Draftsman (Civil, Mechanical and Architecture)

INSTRUCTIONS FOR APPLYING ONLINE

1. Candidates have to apply only online on web-site <http://sssb.punjab.gov.in> from 16.01.2021 to 11.02.2021.
2. Click on New Registration and Enter appropriate details. After getting the User Name and password Click on 'Basic Info, Academic Info in the left side menu to view Application form.
3. * indicates mandatory fields.
4. Upload your passport size photograph in .Jpeg/ .Png format with in 30kb to 100 Kb only.
5. Upload your signature in .Jpeg/ .Png format with in 30kb to 50 Kb only.
6. Upload document pdf size less than 2 MB.
7. No correction or changes are allowed after the form has been submitted. So the candidate should fill his/her form carefully.
8. On third day after submitting the application form, the candidate shall deposit fee by logging into the online application portal **Make Payment link** under the *****PAY FEE******.
9. After logging candidates will fill in the data as follows after **selecting payment category (Advt. No. 02/2021)** to deposit the fee :-

Enter APPLICATION NO	For example C2020121500004
Enter DATE OF BIRTH	For example 24/07/1990
10. The last date for online application and submission of Online Application Form will be 11.02.2021 by 05.00 PM. After this only fee can be paid till 15.02.2021.
9. In case the candidates fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
10. After depositing fee, candidate can take print out of his/her application form within two days. Candidates are advised to keep this form with them for future use and reference.

11. Only on-line application forms will be entertained i.e. application sent by post/ in person will not entertained. Any application sent physically to the Board shall be summarily rejected.
12. Due to any reason (technical or otherwise) if the fee is not paid, the application shall not be considered.
13. For any clarifications regarding the on-line filling of the form, the candidate can on all working days from 10:00 am to 04.00 pm at SSSB Punjab help-line numbers 0172-2298000 Ext. 5103, 5106 and 5107. For any technical issues in online application candidates can mail to ehelpdesk2@gmail.com.
14. Candidate will be responsible for any mistakes made by him/her in the on-line application form, SSSB Punjab shall not be responsible or liable in any way.
15. The Candidates applying for advertised posts should ensure that fulfill all eligibility conditions for respective posts. Their candidature at all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere submission of application form will not imply that candidate is eligible for advertised posts.