**REGISTRATION & APPLICATION PROCESS**

1. Candidates are required to apply online through APSC website. No other means/ mode of application will be accepted.

2. Applicants are first required to go to the APSC website [https://apscrecruitment.in](https://apscrecruitment.in) and register himself or herself by clicking on ‘Register Here’ link.

3. Candidates are required to have a valid Email ID and Mobile Number for registering.

4. After creating an account, candidates need to login with the credentials.
5. After login, candidate will be able to see the live advertisements of APSC in ‘Apply Section’.

6. The applicants are requested to read the eligibility criteria and other relevant details carefully before applying for the advertisement.

7. Candidate can click on ‘Apply’ to fill up the application form, as shown below image;
8. Candidate fills up the form.

9. Candidate should carefully fill all the information as asked in the application form and click on ‘Preview’ button before final submission.
10. After previewing the details as filled in by the candidate he/she can either click ‘Submit’ for final submission or click ‘Cancel’ button for necessary corrections before final submission.

11. Candidates must ensure all relevant fields in the application are filled in correctly before final submission, since editing/cancellation after final submission will not be allowed.

12. On completion of form submission applicant has to pay application fee along with processing fee as applicable.
13. Click on “Pay Now” button, it will redirect to the payment page.

14. The Candidate will get the Payment receipt Details.

15. Application fee once paid by the applicant will not be refunded.

16. In case of failure of the payment candidate should click on button ‘Validate Payment’ to verify the payment from bank. In instances of double debit i.e. amount debited twice for the same transaction, the bank will automatically refund the fee to the candidate within 5-7 working days.

17. Applicant’s application will not be considered if fee is not paid for that application. Candidate may also fill their online form through Common Service Centres.