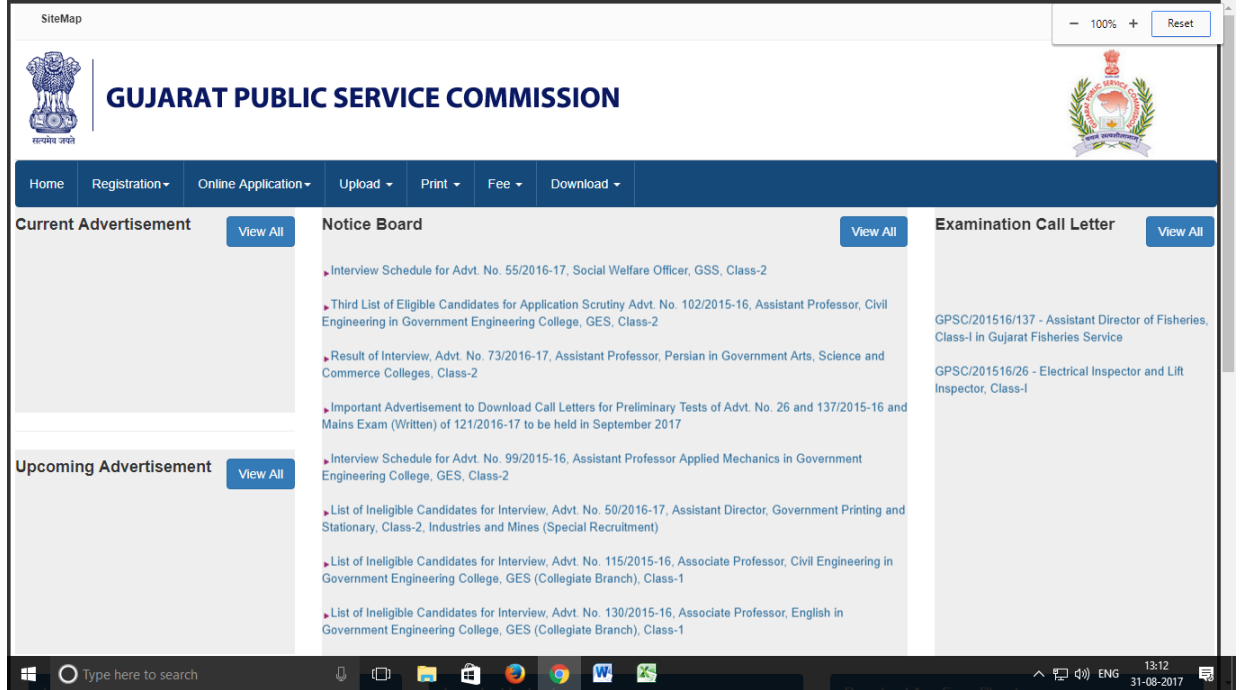
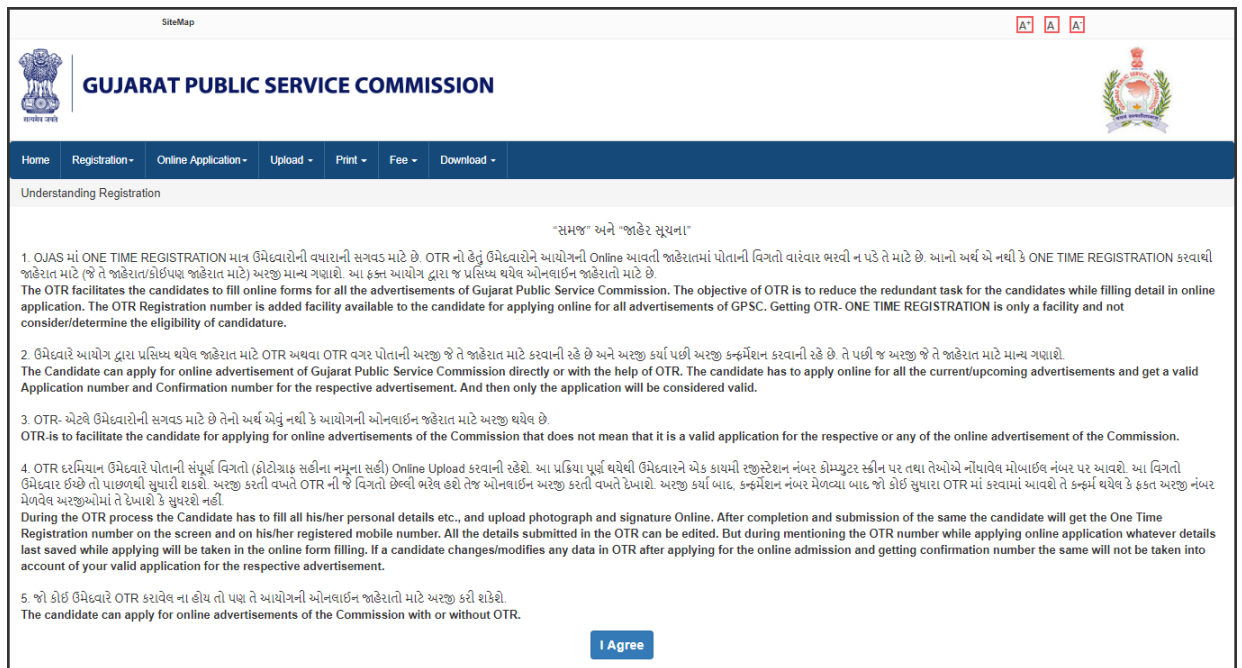


INSTRUCTIONS AND PROCESS FOR HOW TO APPLY

1. The above mentioned One Time Registration (OTR) is at present optional; you can directly visit <https://qpssc-ojas.gujarat.gov.in> home page. Click on “Registration”->Apply the following screen with advertisement will appear:



2. On clicking on “Online Application”->Apply the following screen with advertisement will appear: and also click on “I Agree” (if you agree) and proceed ahead.



“સમજ” અને “જાહેર સુચના”

1. OJAS માં ONE TIME REGISTRATION માત્ર ઉમેદવારોની વપરાશની સગવડ માટે છે. OTR નો હેતુ ઉમેદવારોને આયોજની Online આવૃત્તિ જાહેરાતમાં પોતાની વિગતો વારંવાર ભરવી ન પડે તે માટે છે. આનો અર્થ એ નથી કે ONE TIME REGISTRATION કરવાથી જાહેરાત માટે (જે તે જાહેરાત/કોઈપણ જાહેરાત માટે) અરજી માન્ય ગણાશે. આ ફક્ત આયોજ દ્વારા જ પ્રસિધ્ધ થયેલ ઓનલાઇન જાહેરાતો માટે છે.
The OTR facilitates the candidates to fill online forms for all the advertisements of Gujarat Public Service Commission. The objective of OTR is to reduce the redundant task for the candidates while filling detail in online application. The OTR Registration number is added facility available to the candidate for applying online for all advertisements of GPSC. Getting OTR- ONE TIME REGISTRATION is only a facility and not consider/determine the eligibility of candidature.
2. ઉમેદવારે આયોજ દ્વારા પ્રસિધ્ધ થયેલ જાહેરાત માટે OTR અથવા OTR વગર પોતાની અરજી જે તે જાહેરાત માટે કરવાની રહે છે અને અરજી કર્યા પછી અરજી કન્ફર્મેશન કરવાની રહે છે તે પછી જ અરજી જે તે જાહેરાત માટે માન્ય ગણાશે.
The Candidate can apply for online advertisement of Gujarat Public Service Commission directly or with the help of OTR. The candidate has to apply online for all the current/upcoming advertisements and get a valid Application number and Confirmation number for the respective advertisement. And then only the application will be considered valid.
3. OTR- એટલે ઉમેદવારોની સગવડ માટે છે તેનો અર્થ એવું નથી કે આયોજની ઓનલાઇન જાહેરાત માટે અરજી થયેલ છે.
OTR-is to facilitate the candidate for applying for online advertisements of the Commission that does not mean that it is a valid application for the respective or any of the online advertisement of the Commission.
4. OTR દરમિયાન ઉમેદવારે પોતાની સંપૂર્ણ વિગતો (ફોટોગ્રાફ સહીના નમુના સહી) Online Upload કરવાની રહેશે. આ પ્રક્રિયા પૂર્ણ થયેથી ઉમેદવારને એક કાયમી સ્ટુડેશન નંબર કોમ્પ્યુટર સ્ક્રીન પર તથા તેઓએ નોંધાયેલ મોબાઇલ નંબર પર આવશે. આ વિગતો ઉમેદવાર ઇંગ્લેંડ તો પાછળથી સુધારી શકશે. અરજી કરતી વખતે OTR ની જે વિગતો છેલ્લી ભરેલ હશે તેજ ઓનલાઇન અરજી કરતી વખતે ઠેકાણે. અરજી કર્યા બાદ, કન્ફર્મેશન નંબર મેળવ્યા બાદ જો કોઈ સુધારા OTR માં કરવામાં આવશે તે કન્ફર્મ થયેલ કે ફક્ત અરજી નંબર મેળવેલ અરજીઓમાં તે ઠેકાણે કે સુધારશે નહીં.
During the OTR process the Candidate has to fill all his/her personal details etc., and upload photograph and signature Online. After completion and submission of the same the candidate will get the One Time Registration number on the screen and on his/her registered mobile number. All the details submitted in the OTR can be edited. But during mentioning the OTR number while applying online application whatever details last saved while applying will be taken in the online form filling. If a candidate changes/modifies any data in OTR after applying for the online admission and getting confirmation number the same will not be taken into account of your valid application for the respective advertisement.
5. જો કોઈ ઉમેદવારે OTR કરાવેલ ના હોય તો પણ તે આયોજની ઓનલાઇન જાહેરાતો માટે અરજી કરી શકેશે.
The candidate can apply for online advertisements of the Commission with or without OTR.

3. Now fill in the all the details carefully .

SiteMap

GUJARAT PUBLIC SERVICE COMMISSION

Home Registration - Online Application - Upload - Print - Fee - Download -

Registration

Note:

- Special Characters not allowed <%>'()&+;-;!> . - * etc.
- * indicates mandatory field.

Personal Details (વિગતો ભરવાનું ક્ષેત્ર)

Title Surname * First Name * Father/Husband Name Mother's Name *

Gender * Male Female Date of Birth * Marital Status * Married Unmarried Separated Category *

Re-Select Gender * Male Female

1. Here first select the prefix of "Mr./Mrs./Ms./Dr." from the drop down menu
2. In the "SURNAME" field please enter only your surname for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your surname is "PATEL" you will fill the box only with your surname "PATEL"
3. In the "FIRST NAME" field please enter only your Name for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Name is "SURESH" you will fill the box only with your "First Name" as "SURESH"
4. In the "FATHER/HUSBAND NAME" field please enter only your "Father/Husband Name" for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Father's Name is "RAMSAJIVAN" you will fill the box only with your "Father/Husband Name" as "RAMSAJIVAN"
5. In the "MOTHER's NAME" field please enter only your "Mother's Name" for example if your Mother's Name is "SARITA RAMSAJIVA PATEL" then as your Mother's Name is "SARITA" you will fill the box only with your "Mother's Name" as "SARITA"
 - i. **NOTE:**
 - ii. **Candidates are requested not use any special characters i.e. < % > ' () & + - ; ! > . - * etc. in the above fields.**
6. Select your "Gender" Male or Female, re-select it again to confirm your choice. You can change/edit/modify your choice till you have
 - a. **indicates mandatory field.**

not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

7. Enter your "Date of Birth" in "DD/MM/YYYY" format, re-enter it again to confirm your date of birth deligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options.. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
8. Select your "Marital Status" either as "Married" or "Unmarried" or "Separated"
9. Select your "Category". If you belong to reserve category and if you apply as a General category candidate then no reservation rule will be applicable for such an applicant though he belongs to reserve category.

a.

The screenshot shows a registration form with two main sections:

- Communication Details (સંદેશ-વ્યવહારની માહિતી):** This section is divided into two columns. The left column contains fields for Present Address, State (GUJARAT), District (Select), Taluka, PIN Code, Mobile No, Re-Type Mobile No, and Aadhaar Number. The right column contains fields for Permanent Address, State (GUJARAT), District (Select), Taluka, Pin Code, Email, Re-Type Email, and Nationality (Indian). There are red text prompts: "SMS Alert મેળવવા માટે (OTP Will be Sent to Verify Mobile No)" and "Registration Details Will be Sent to EMAIL".
- Other Details (અન્ય માહિતી):** This section contains several fields and checkboxes. It includes a question in Gujarati with Yes/No radio buttons, Name of Sports (Select), Sport Level (સમત નુ સ્તર) (Select), and two fields for registration details. Below this are checkboxes for "Physically Challenged (As Per Published Advertisement Percentage)" with options: Blindness, Deaf & Dumb, Not Applicable, Low Vision, Hearing Handicap, and Orthopedics (OA, OL, BL, OAL, BLV), and Other. At the bottom, there are fields for Widow (વિધવા) with Yes/No radio buttons, Widow Certificate No., Widow Certificate Date, and another registration detail field.

10. In the "Present Address", the candidate has to write the current address where he/she is staying and in the "Permenant Address" the candidate has to write his/her permanent address where he wishes to be informed regarding the proceedings of the advertisement as his present address may be temporary. Whereas his/her permanent address would be a place where always he/she

or parents or guardians may reside permanently and would accept all the communications in future as present address is for a short period.

11. If the candidate's Present Address and Permanent Address is same then the candidate must write the Present Address and click on "Copy" button given in between the "Present Address" and "Permanent Address" box.
12. In the Present Address box and Permanent Address box; the characters allowed are A-Z, a-z, 0-9, /, -, \, , , ..
13. Here if you are asked to enter your full name twice then please do enter it diligently, this is a precautionary measure to avoid any spelling mistakes from the candidates' end. Please do not use copy and paste options.
14. Now select the "State" you belong to on Present Address as well as on the Permanent Address. If the State you belong to is not in the list select "Not Entered", Union Territories are included. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
15. Now select the "District" you belong to on Present Address as well as on the Permanent Address; If the District you belong to is not in the list select "Out Side Gujarat". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
16. Now select the "Taluka" you belong to on Present Address as well as on the Permanent Address; If the Taluka you belong to is not in the list select "Other". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
17. Enter your Pin Code in the box given for both Present and Permanent Address without fail. You can change/edit/modify your

choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

18. Enter your valid current Mobile Number to get SMS alert for different stages of communication from GPSC and for any other communication if found necessary by GPSC. Re-type your mobile number again deligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

19. Enter your valid current email-id (to get Application Form in pdf format) and for any other communication if found necessary by GPSC. Re-type your email-id again deligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. For example xyz@gmail.com. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

20. Enter your Aadhaar Card Number as given (Optional)

21. Select your "Nationality"

The screenshot shows a form titled "Other Details (अन्य माहिती)". It contains several sections:

- A question: "शु तमे रमतमभतना वधाराना गुण मेणववा वायकात परावो छी?" with radio buttons for "Yes" and "No".
- Fields for "Name of Sports" (dropdown), "Sport Level(रमत नु रतरे)" (dropdown), "रमतमा भाग वीधानु वधे" (text), and "रमतनु प्रमाणपत्र आपनार डेअरेशन/सिक्ताधिकारी" (dropdown).
- A section for "Physically Challenged (As Per Published Advertisement Percentage)" with checkboxes for "Blindness", "Deaf & Dumb", "Hearing Handicap", "Orthopedics (OA, OL, BL, OAL, BLV)", "Low Vision", and "Other".
- A section for "Widow(विधवा)" with radio buttons for "Yes" and "No".
- Fields for "Widow Certificate No." (text), "Widow Certificate Date" (text), and "प्रमाणपत्र आपनार सक्ताधिकारी" (dropdown).

22. "Sports Details" are to be entered only if you are a sports person and played for "All India School Union Competition" or "Inter-University" or "National and International Level Competitions". Moreover the option of getting bonus marks for as a sports person is only meant for few selected advertisements of Class-3, for example Deputy Section Officer / Deputy Mamlatdar, Class-3 etc. Hence for all other advertisement of Class-2 and above there is no provision of giving bonus marks for sports person. Village/Taluka/District level competition participation is not valid.

23. Please select your option for Physically Challenged from the listed and enter the percentage of disability whenever prompted. If it is not applicable to you then please tick on "Not Applicable"

24. Physically Challenged with Blindness as disability can opt for the facility of having a "Scribe" (લહિયો). For this the candidate has to click / opt for it and then he/she has to apply in advance before the Preliminary / Main Exam asking for a "Scribe" with all the details of the Scribe. The details of the same can be obtained from the detailed advertisement for the respective advertisement published on <https://gpsc-ojas.guarat.gov.in>.

25. If you are not a Widow Please click on the radio button "No" or else click on "Yes" and fill the other details like "Widow Certificate Number", "Widow Certificate Date", and select the appropriate Authority from the drop down menu for "Widow Certificate Issuing Authority".

Ex-Soldier (Army , Navy , Air Force) <input type="radio"/> Yes <input checked="" type="radio"/> No	From Date [Redacted] (dd/mm/yyyy)	To Date [Redacted] (dd/mm/yyyy)	Ex-Servicemen Identity Card No. [Redacted]	માજી સેનક ઓળખ કાર્ડ આપનાર સંસ્થા(ચિકારી) Select
Currently working as Gujarat State Government Employee ? <input type="radio"/> Yes <input checked="" type="radio"/> No	Joining Date in Government Service [Redacted] (dd/mm/yyyy)	Name of Department(ખાતલનું નામ)		

Language Details (સાધનની માહિતી)				
Language Proficiency	Language	Read	Write	Speak
	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gujarati	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Photo અને Signature Upload કરવા માટેની અગત્યની સુચનાઓ :-

- (i) Photo સ્કેન કરીને JPG ફોર્મેટમાં અપલોડ કરવો.
- (ii) Photo નું માપ 5 સે.મી. લંબાઇ અને 3.6 સે.મી. પહોળાઇનું હોવું જોઇએ.
- (iii) Photo અને Signature ની Size 15 KB થી વધારે રાખવા નહિ.
- (iv) જો Photo અને Signature ની Size 15 KB થી વધી જાયતો Scanner ના DPI Resolution ના સેટીંગ બદલીને ફરીથી સ્કેન કરવું.
- (v) Signature માટે સહેદ કાગળ ઉપર કાળા/બલુ કલરમાં સહી કરીને તેને સ્કેન કરીને JPG ફોર્મેટમાં અપલોડ કરો.
- (vi) Signature નું માપ 2.5 સે.મી. લંબાઇ અને 7.5 સે.મી. પહોળાઇનું હોવું જોઇએ.

26. If you are not an Ex-Servicemen Please click on the radio button "No" or else click on "Yes" and fill the other details "From Date" (in DD/MM/YYYY" format), To Date (in DD/MM/YYYY" format), "Ex-Servicemen Identity Card No." and select the appropriate Authority from the drop down menu for "Ex-Servicemen Certificate Issuing Authority".

27. If you are not an "Gujarat State Government Employee"; if no then Please click on the radio button "No" or else click on "Yes" and fill the other details like "Joining Date in Government Service" (in DD/MM/YYYY" format) and "Name of the Department (ખાતલનું નામ)".

28. Please tick on the languages you know i.e. Language Proficiency as shown in the above picture.

Upload Photograph/ફોટો અપલોડ કરો

Note : Quality of Photograph is Good Enough to Be Identifiable and Acceptable.
નોંધ : સફેદ કાગળ ઉપર કાળા/લવ્યુ કલરમાં સહી કરીને તેને સ્કેન કરીને JPG ફોર્મેટમાં અપલોડ કરો.

No file chosen

ફોટાનું માપ: 5 સે.મી. લંબાઇ 3.6 સે.મી. પહોળાઇ
Photo ની Size 15 KB થી વધારે રાખવી નહિ.

Upload Signature/સહી અપલોડ કરો

Note : Please Sign on White Paper with Dark Pen and Scan it in JPG format.
નોંધ : સફેદ કાગળ ઉપર કાળા/લવ્યુ કલરમાં સહી કરીને તેને સ્કેન કરીને JPG ફોર્મેટમાં અપલોડ કરો.

No file chosen

સહીનું માપ: 2.5 સે.મી. લંબાઇ 7.5 સે.મી. પહોળાઇ
Signature ની Size 15 KB થી વધારે રાખવી નહિ.

Declaration

આથી હું ખાતરીપૂર્વક જાણુ છું કે ઉપર જણાવેલ વિગતો મારી જાણ મુજબ સાચી છે
નોંધ: OJAS REGISTRATION એ માન ઉમેદવારોને અરજી કરવા માટેની વધારાની સગવડ છે.
OJAS REGISTRATION નો હેતુ ઉમેદવારોને OJAS મા Online આવતી જાહેરાતમાં પોતાનો વિગતો વારંવાર ભરવી ન પડે અને અરજી ઝડપથી થાય માન તે માટે છે. આનો અર્થ એ નથી કે REGISTRATION કરવાથી જાહેરાત (જે તે જાહેરાત/કોઈપણ જાહેરાત) માટે અરજી થયેલ છે.
ઉમેદવારે OJAS દ્વારા પ્રસિધ્ધ થયેલ જે તે જાહેરાત માટે OTR અથવા OTR વગર પોતાની અરજી તે જાહેરાત માટે અવગથી કરવાની રહેશે.

Yes NO

29. Now proceed for uploading the Photograph by clicking on "Choose file", browse option opens select the photograph file you want to upload and click on "UPLOAD" as the photograph gets uploaded it will appear on the right hand side. Here you are requested to verify your photograph is properly uploaded.
30. Now proceed for uploading the Signature, a sample of the "Signature" is given just above the upload option. Now click on "Choose file", browse option opens select the signature file you want to upload and click on "UPLOAD" as the signature gets uploaded it will appear on the right hand side. Here you are requested to verify your Signature is properly uploaded.
31. In the above picture please read the Declaration correctly and then proceed on Clicking "Yes" to submit the form or else click on "No"
32. Click on "Save" to submit the form or else click on "Clear" to re-enter the form again.