

# User Manual for Online Application

1. After click on online Application the screen will be Appear as below

**Department of Planning and Development**  
Govt. Of Bihar

Home [Login]

Step By Step Process for Registration Advertisement Application Status

**NEW REGISTRATION**

**Application for the recruitment on various posts**

Please Log In

User ID :

Password :

Enter Code Shown:  744

New Registration Login

**Software Solution Provided by NIC, Bihar State Centre, Patna**

**Important Instructions For Filing Applications**

1. Register Your self by giving Personal Information [Click here to register].
2. Use User ID and Password to Login.
3. Only one Application should be filled by one eligible person.
4. Only Eligible Candidates as per Department advertisement must fill up the Form.
5. After filling up application form click on submit button to save your application as draft.
6. You may print the application form as draft.
7. Verify Your Entries Before Submitting finally, No modification can be made after final submit.
8. Submit finally your application form to get Application ID.
9. Print a Copy of Finally submitted Application Form.
10. Before Uploading Photo and Signature be sure that
  - Image Size should be less than 50 kb
  - Preferred Dimension : 200 x 250 px
  - Signature Image Size should be less than 20 Kb
  - Preferred Dimension : 140 x 60 px

**In case of any technical problem in filling Application Form please send e-mail to [eservicesbih@gmail.com](mailto:eservicesbih@gmail.com). Please specify your contact mobile/Phone No. in mail.**

2. Click on the new Registration, the screen will be appear as below .please fill the all field and then click on Register button.

**e-SERVICES**  
Make It your Life Easier

NATIONAL INFORMATION CENTRE **NIC**

**Department of Planning and Development**  
Govt. Of Bihar

Home [Login]

**User Registration**

Name

Password

Confirm Password

Father's Name

Date of Birth

Gender

Email

Mobile No.

Enter Code Shown:  846

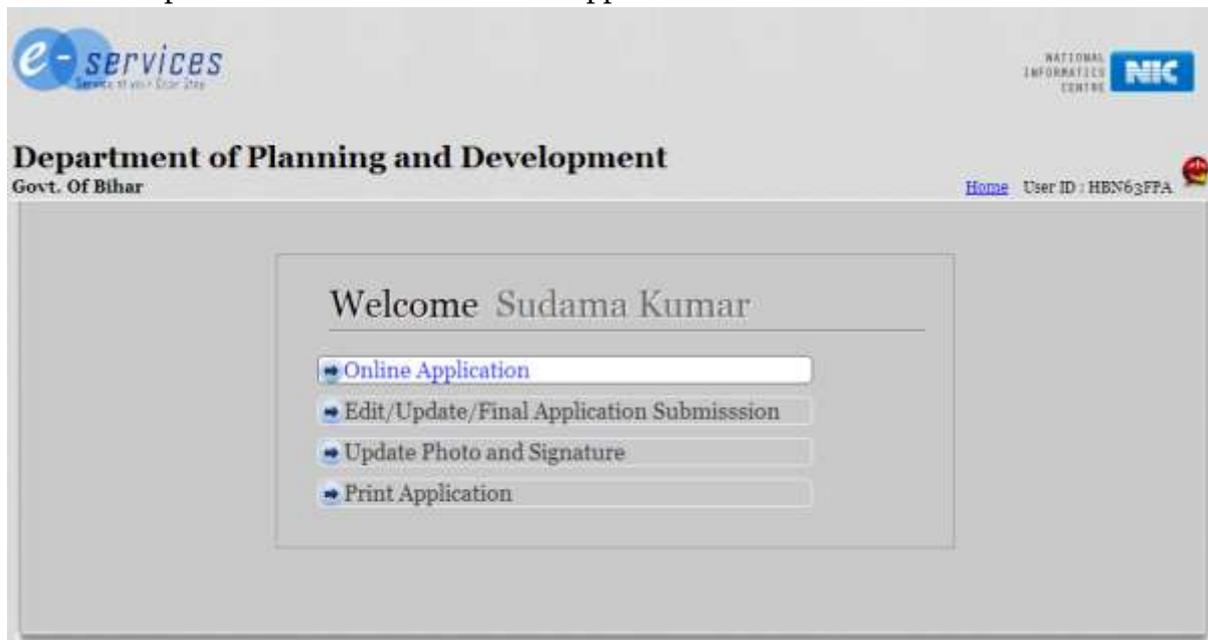
Registered Cancel

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3. After submitting information the below screen will appear



4. Then click on click here to continue or go to the Home page and login with your user id & password. Then the screen will appear as below.



# User Manual for Online Application

- Then click on Online Application. Then the screen will appear as below.

**e-services** NATIONAL INFORMATION CENTRE **NIC**

**Department of Planning and Development**  
Govt. Of Bihar Home UserID: NBN09PFA

Application ID: PAD\*\*\*\*\*  
Application Date: 02-Aug-2013

1. Post Applied: Assistant Director / Assis

2. Candidate Details

First Name: Eudoms  
Middle Name: \_\_\_\_\_  
Last Name: Kumar  
Father's/Mother's/Husband's Name: Benjy Kumar  
Date of Birth: 02-Aug-1985  
Gender: Male  
Category: GEN  
Email ID: benvezskmer@gmail.com  
Mobile: 9807637005  
Mobile: \_\_\_\_\_  
Phone No/STD Code: 06122822522

3. Address for Correspondence

House No./Street/Land Mark: Boring Road  
Town/City/Village: Patna  
Pin Code: 800002  
State: Bihar  
District: PATNA

Permanent Address Same as Correspondence:  Yes

4. Permanent Address

House No./Street/Land Mark: Boring Road  
Town/City/Village: Patna  
Pin Code: 800002  
State: Bihar  
District: PATNA

5. Education/Qualification

	Board/University	Specialization	Passing Year	No of Marks	Class/Grade
1. Matric	--Select--	--Select--	--Select--		--Select--
2. Intermediate/12th	--Select--	--Select--	--Select--		--Select--
3. Graduation	--Select--	--Select--	--Select--		--Select--
4. Post Graduation	--Select--	--Select--	--Select--		--Select--

6. Experience (Starting from earliest to latest in the order specified in the application form)

Organisation	Designation	Sector	From	To	Key Jobs Responsibility / Achievements (max. 500 characters)	Area Of Experience
		--Select--				--Select--

[Click Here Experience](#)

7. Upload Photo & Signature

Photo:  No file chosen  
Signature:  No file chosen

Preferred Dimension : 200 x 230 px  
Image Size should be less than 50 kb  
Preferred Dimension : 140 x 60 px  
Image Size should be less than 20 kb

8. Declaration

I hereby declare that the information submitted by me is true to the best of my knowledge and belief. At any stage during the process of selection and thereafter if any of this information is ascertain to be false my candidature may be rejected.

- After filling the form click on submit button. The application will save as a draft .you can Edit/Update information, signature & photo before final submit.
- Before Final Submission of your application form you must accept declaration. Please take the printout of finally submitted application for further use.  
Note:-After click on final Application submission .there is no provision to correct any information.
- Image Size for Photo should be less than 50 kb & Preferred Dimension : 200 x 230 px
- Image Size for Signature should be less than 20 kb & Preferred Dimension : 140 x 60 px