User Manual for Online Application

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

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	Step By Step Process for Registration 🛷 Advertisement 🥝 Application Status 🥥 Net	W
	Application for the recruitment on various posts	
	Please Log In User ID : Password : Enter Code Shown: New Registration Loger	
	Software Solution Provided by NIC, Bihar State Centre, Patna Important Incructions For Filing Application 1 Register Your self by giving Personal Information (Click here to register) 2 Use User ID and Pasaword to Login 3 Only Eligible Candidates as per Department advertisement must fill up the Form 4 Only Eligible Candidates as per Department advertisement must fill up the Form 5 After filling up application form advertisement must fill up the Form 6 Verify Your Entries Betroe Submitting finally, No modification can be made after final aubert. 9 Verify Your Entries Betroe Submitting finally, No modification can be made after final aubert. 9 Following Plant and Signature be sure that 9 Image Size should be less than 30 kb 9 Signature Image Size should be less than 30 kb 9 Signature Image Size should be less than 30 kb	
	In case of any technical problem in filling Application Form please send e-mail to <u>servicesbih@gmail.com</u> . 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.

epartment of P	lanning and Deve	elopment	Home (SLo
		User Registration	
	Name		
	Fassword		
	Confirm Fassword		
	Father's Name		
	Date of Birth		
	Gender -Se	elect-	
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	Enter Code Shown:		
		Registed 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.

oartment	of Planning and Development	Home User ID : HBN63
	Welcome Sudama Kumar	
	• Online Application	
	 Edit/Update/Final Application Submission 	
	 Update Photo and Signature 	
	 Print Application 	

User Manual for Online Application

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

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	Middle Mame							
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Fathers/Mothers/3	Rusbanda Marris * 3	anjay Kun	nar	1.12				
	Date of Birth * 0	G-AUQ-198	5	120				
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	Category -	GEN						
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- 6. 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.
- 7. 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.
- 8. Image Size for Photo should be less than 50 kb & Preferred Dimension : 200 x 230 px
- 9. Image Size for Signature should be less than 20 kb & Preferred Dimension : 140 x 60 $\,\rm px$