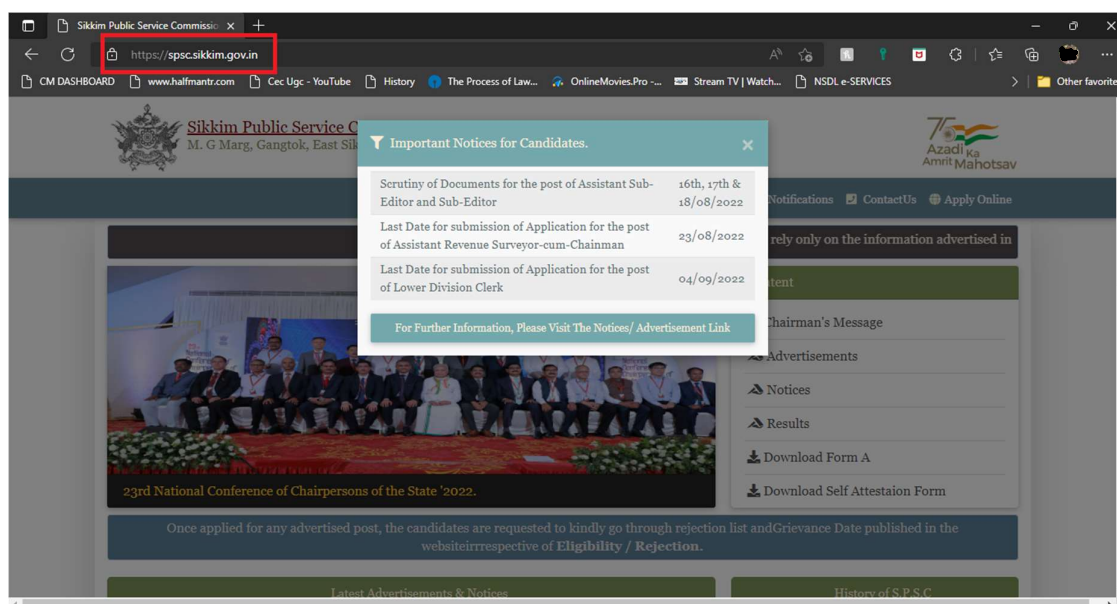


Step by step Guide to filling Online Application Forms at Sikkim Public Service Commission

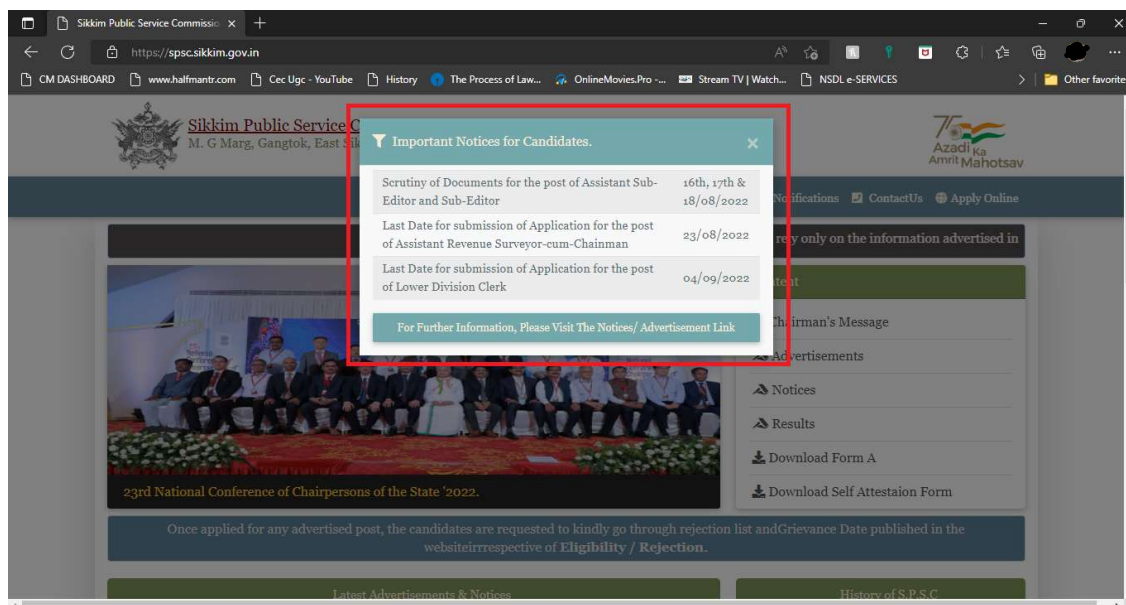
PART-I

Viewing Advertisement for Posts and Other Related Details

- Step 1.** Open your web browser (Google Chrome, Microsoft Edge, Internet Explorer, Firefox etc.)
- Step 2.** On the address bar of the web browser, type in the web link <https://spsc.sikkim.gov.in> and press Enter. This should open the page below:

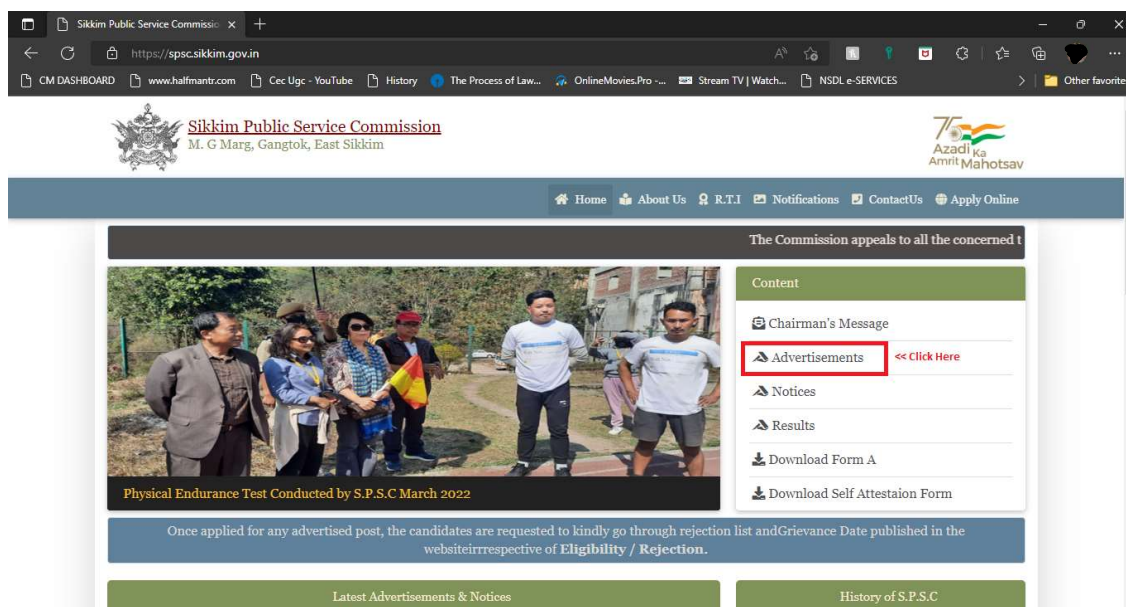


Step 3. You should see a pop-up information box with details of recent advertisements / notices as circled in red below.

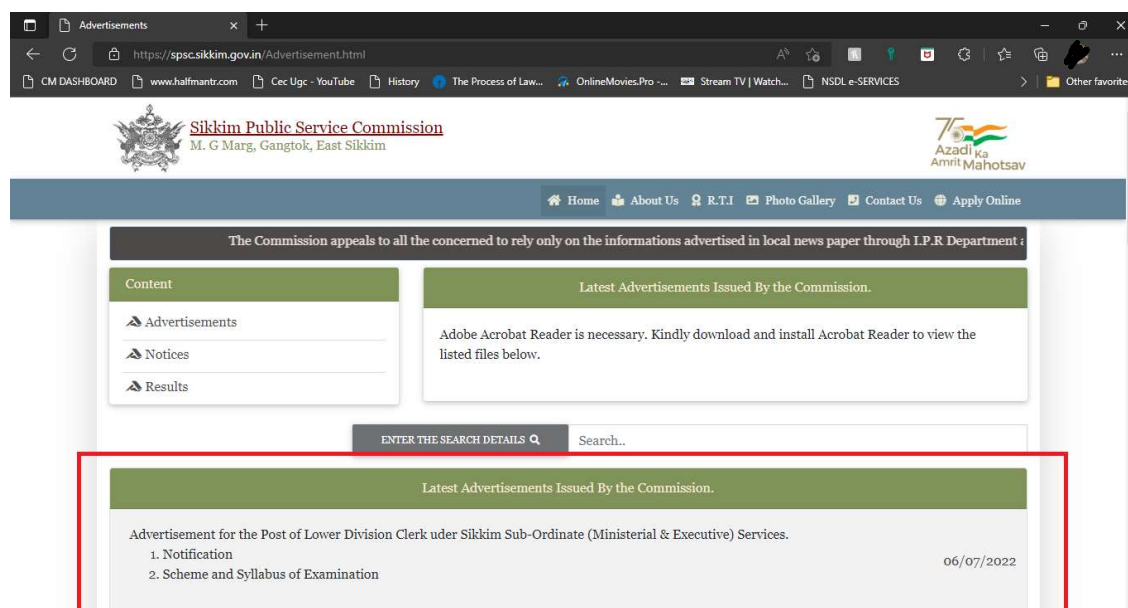


After reading through the messages, you can close the pop-up message box.

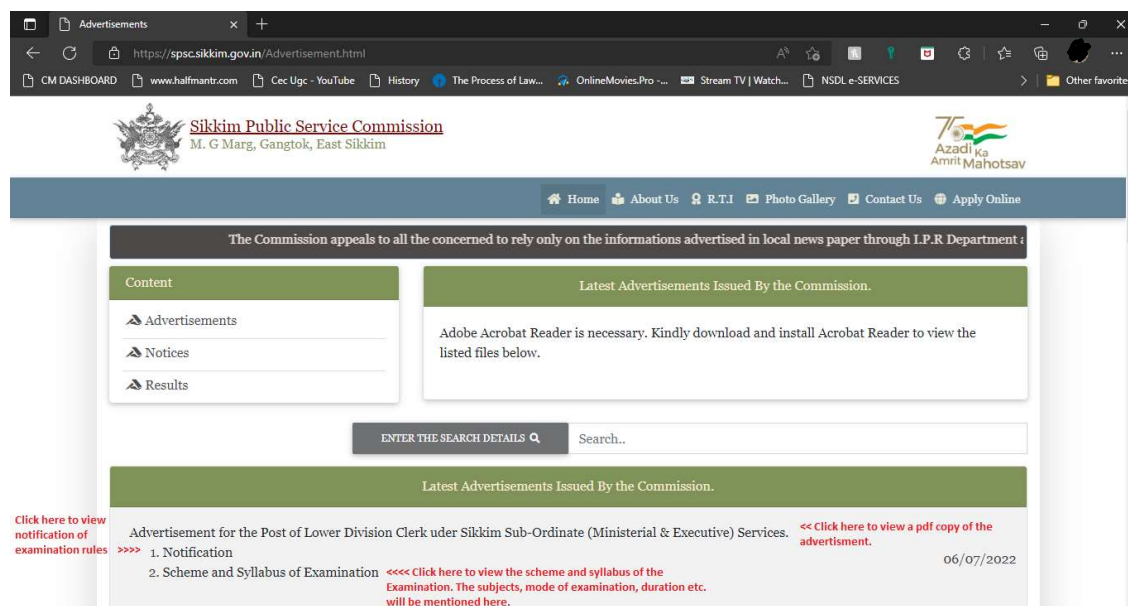
Step 4. To view all the recent advertisements issued by SPSC, click on the 'Advertisements' menu at the top-right hand side of the page as shown below.



Step 5. This should open the Advertisements page which should look like that shown below. You can scroll through the page to view all the advertisements.



Step 6. For any advertised post, you can view pdf copies of advertisement, notification and scheme and syllabus for the examination by clicking on the respective links as shown below:

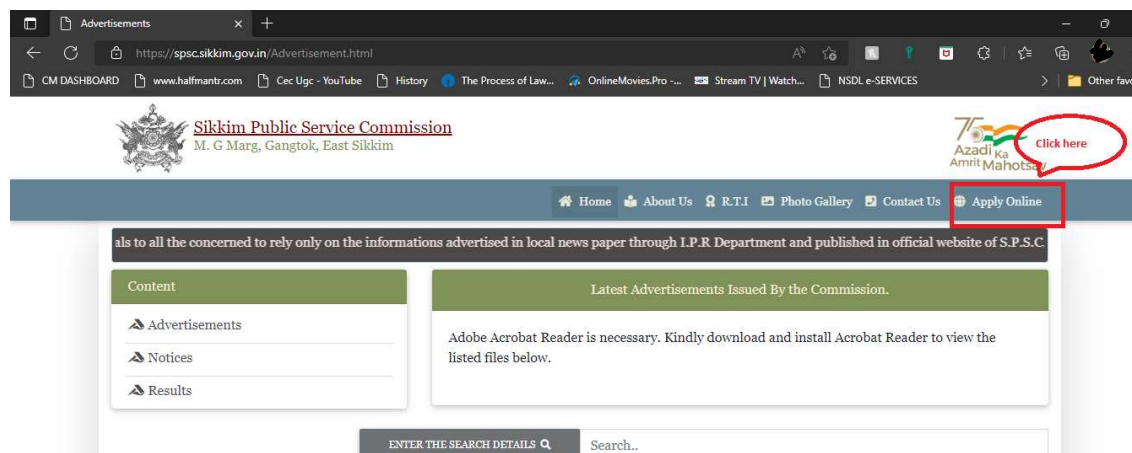


Step 7. Once you have gone through the advertisement, the various eligibility conditions and are ready to proceed to submitting your online application, you can move onto the [Part-II](#) of these guidelines.

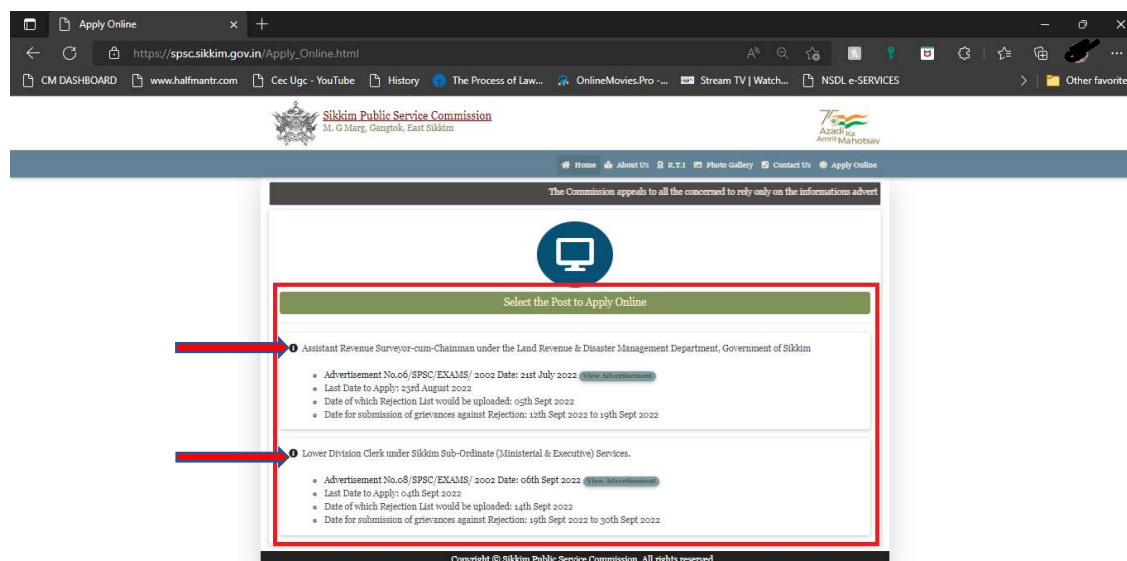
PART-II

Submitting Online Applications

Step 8. To initiate your application process, please click on the 'Apply Online' link on the top right had corner as shown below:

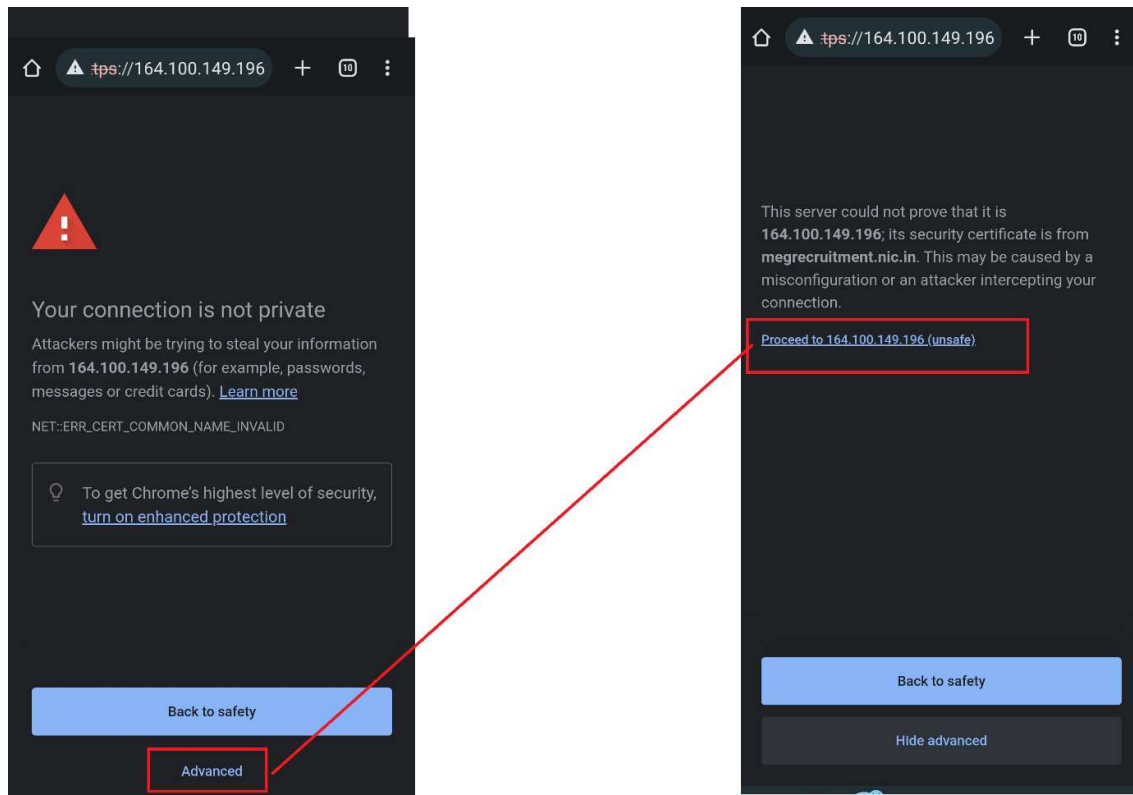


Step 9. This should take you to the page shown below where you can see all the advertisements which are currently open for candidates.



Step 10. Click on the post to which you wish to apply as marked by the arrows above.

Step 11. It should take you to page as shown below. In case you receive any security warning, you can ignore the same and proceed to the site.



The screenshot shows the login page of the Sikkim Public Service Commission Online Recruitment Application System. The browser address bar shows the URL <https://164.100.149.196/spsc/login.htm>. The page header includes the Sikkim Public Service Commission logo and the text "SIKKIM PUBLIC SERVICE COMMISSION ONLINE RECRUITMENT APPLICATION SYSTEM". Below the header, there are links for "Download Admit Card/Call Letter" and "Login". The main content area features a registration prompt: "Register once and apply for any post any time in the future at the click of a button." A red box highlights the "Click Here To Register" link. To the right, a red arrow points to the "Login" link with the text "<<< Click here to register yourself with SPSC." Below this, there are two sections: "Benefits of Online Registration" and "Login". The "Benefits of Online Registration" section lists seven points: 1. One time registration for all recruitments under SPSC. 2. Fill the form once, and you can apply for any number of advertised post now and anytime in the future. 3. Apply for advertised post from any place at any convenient time. 4. Registered applicants can query the status of their applications through the Commission's website. 5. Apply for multiple posts in less than 5 minutes. 6. Avoid long queues at the Office/Cells. 7. Records all your previous applications. A link "Click Here To Read Terms And Conditions" is provided. The "Login" section contains a form with fields for "Office", "Registered Email Id", and "Password", and a "Login" button. A red error message "This field is required" is shown next to the "Office" field. At the bottom, there is a footer with the text "Designed and developed by National Informatics Center" and a "Scroll to top" button.

Register once and apply for any post any time in the future at the click of a button.

Register yourself in case you haven't.
[Click Here To Register](#)

<<< Click here to register yourself with SPSC.

Download Admit Card/Call Letter Login

Benefits of Online Registration

1. One time registration for all recruitments under SPSC.
2. Fill the form once, and you can apply for any number of advertised post now and anytime in the future.
3. Apply for advertised post from any place at any convenient time.
4. Registered applicants can query the status of their applications through the Commission's website.
5. Apply for multiple posts in less than 5 minutes.
6. Avoid long queues at the Office/Cells
7. Records all your previous applications

[Click Here To Read Terms And Conditions](#)

Login

Office *

Registered Email Id *

Password *

Login

* This field is required

You may please send an email to the following for assistance:

- For any TECHNICAL assistance relating to registrations, adding of qualifications or problems faced while applying online, please mail to gulrez.sohliya@nic.in

Designed and developed by National Informatics Center

Scroll to top

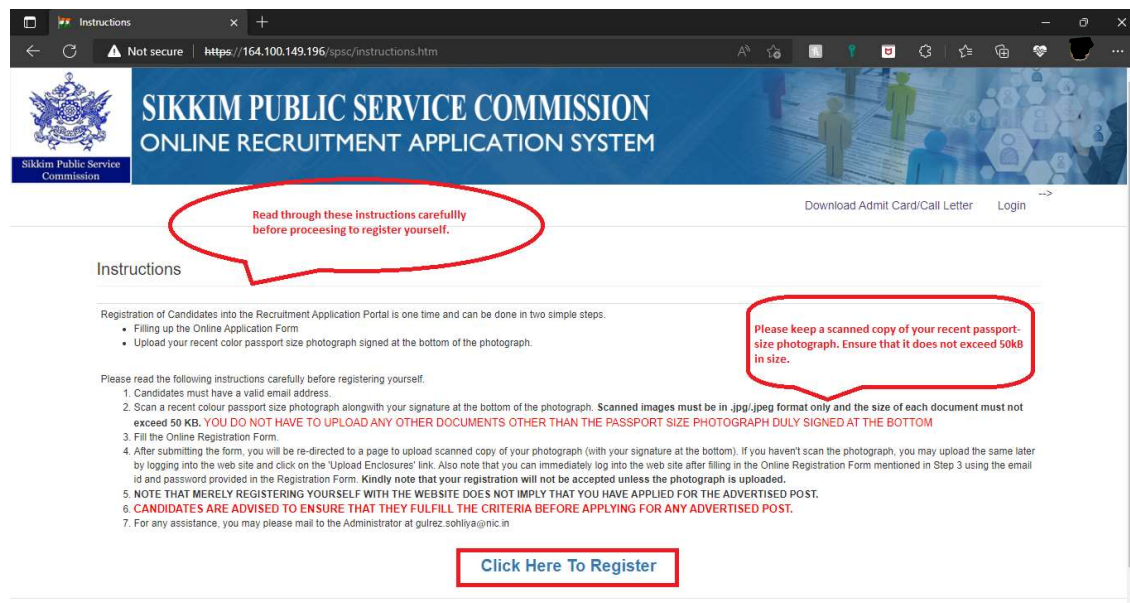
- Step 12.** All prospective candidates need to register themselves with the SPSC Online Recruitment Application System. You can register yourself by clicking on 'Click Here to Register' button as marked in red box in the above picture.
- Step 13.** In case you wish to get yourself registered, you can proceed to [Section-A](#) which will guide you through the registration process.
- Step 14.** In case you have already registered yourself, you can skip Section-A and proceed to [Section-B](#) which will cover the actual application process.

Section-A

Registration Process

The Registration on the SPSC Online Recruitment Application System is a One-time requirement only. Once a you have registered yourself, you will be allotted a user-id and password using which you can log into the SPSC Online Recruitment Application System and apply to various posts for which you fulfil the required qualification. However, candidates should review their profile periodically and update any of their information which may have changed recently. All communication from the SPSC would be made to the registered email-id and mobile phone numbers only. So, it is vital to ensure that your details are complete and correct.

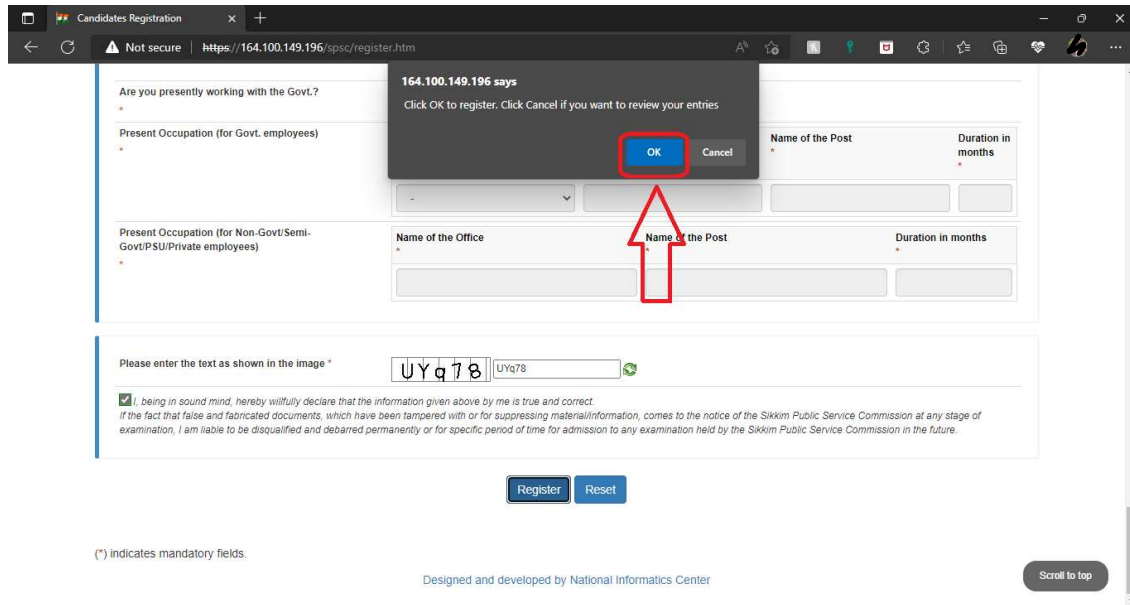
- Step 15.** After you have clicked on the 'Click here to register' link as instructed step 12 above, you should be directed to the following page. Please read through the instructions carefully before proceeding to the registration page. You will need a scanned copy of your recent passport size photograph. The size of the file should not exceed 50 kilobytes. Once you have understood the instructions, please click on the 'Click Here To Register' link at the bottom of the page as shown below.



Once you have filled in all the details, and are satisfied that the details entered are correct and complete in all respect, scroll down to the bottom of the page. Enter the captcha code, check the declaration and press the Register button as shown below.

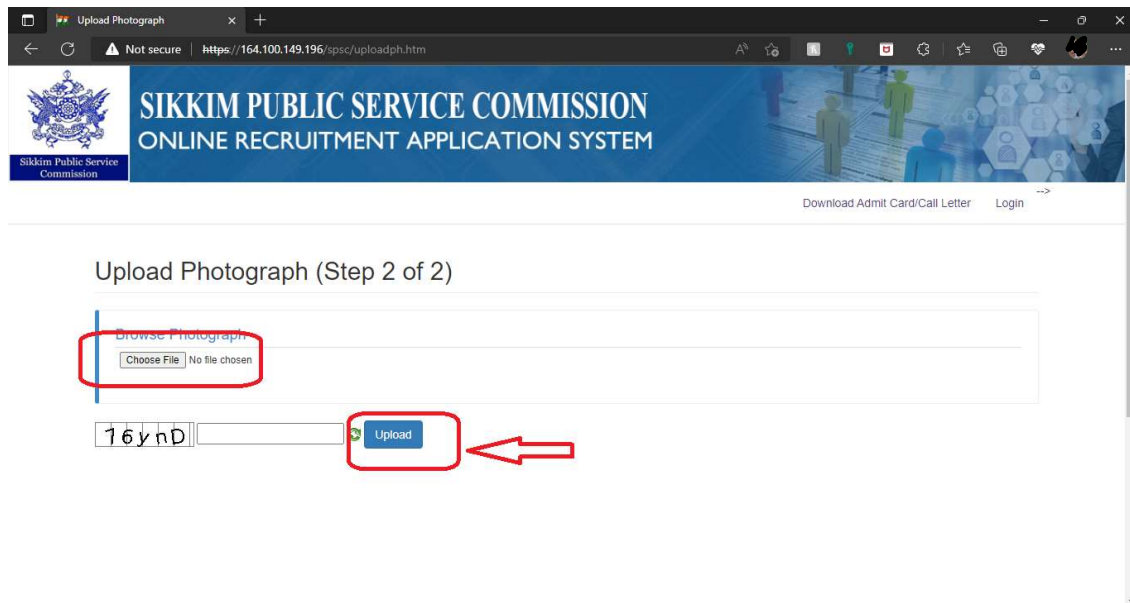
Page 8 of 16

Step 17. A pop-up message box should appear as shown below. Click on OK to continue with the registration. Click Cancel if you wish to review the details entered.



The screenshot shows a web browser window with the address bar displaying 'https://164.100.149.195/spsc/register.htm'. The page is titled 'Candidates Registration'. A modal dialog box is open in the center, displaying the IP address '164.100.149.196 says' and the message 'Click OK to register. Click Cancel if you want to review your entries'. The dialog has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangle, and a red arrow points to it from below. The background form contains fields for 'Present Occupation (for Govt. employees)', 'Present Occupation (for Non-Govt./Semi-Govt/PSU/Private employees)', 'Name of the Office', 'Name of the Post', and 'Duration in months'. There is also a CAPTCHA field with the text 'UYq78' and a 'Register' button.

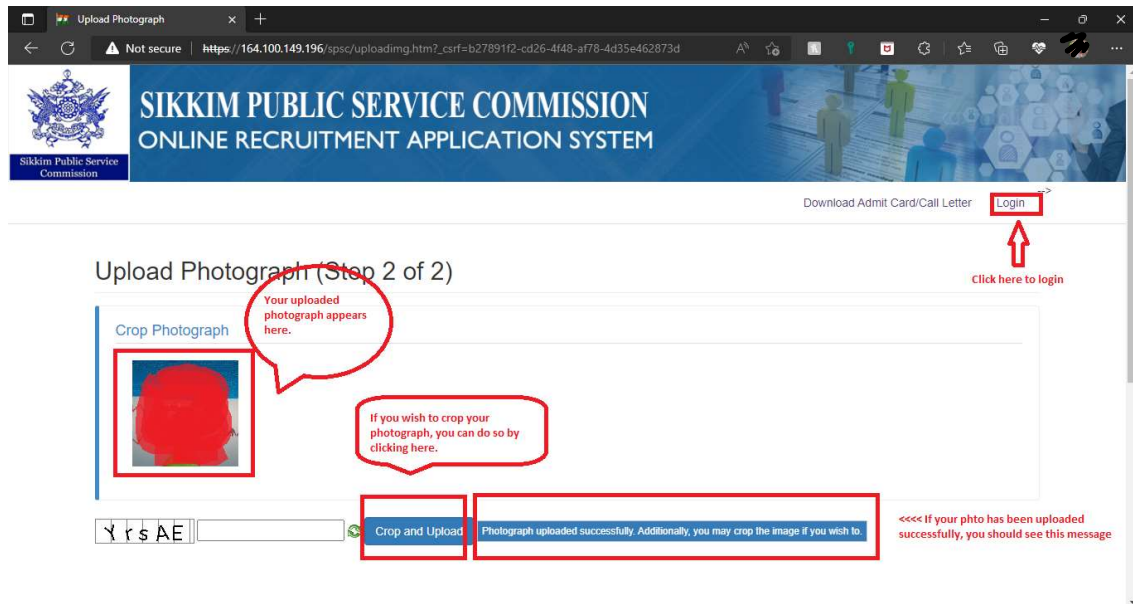
Step 18. Once you click on OK, the following page should open asking you to upload your passport size photograph.



The screenshot shows the 'Upload Photograph' page of the Sikkim Public Service Commission. The header includes the commission's logo and the text 'SIKKIM PUBLIC SERVICE COMMISSION ONLINE RECRUITMENT APPLICATION SYSTEM'. Below the header, there is a section titled 'Upload Photograph (Step 2 of 2)'. It features a 'Browse Photograph' button, which is highlighted with a red rectangle. Below this button is a 'Choose File' button and a 'No file chosen' text. A red arrow points to the 'Upload' button, which is also highlighted with a red rectangle. The page also includes a CAPTCHA field with the text '16ynD' and a 'Login' link.

Choose the file with your photograph by clicking on the 'Choose File' button. Enter the captcha and then click the 'Upload' button.

Step 19. You should see the page as shown in the next step.



Step 20. Your registration process is now complete. You can now click on login (top right corner) and login to your account using the registered e-mail id and your chosen password.

Section-B

Application Process

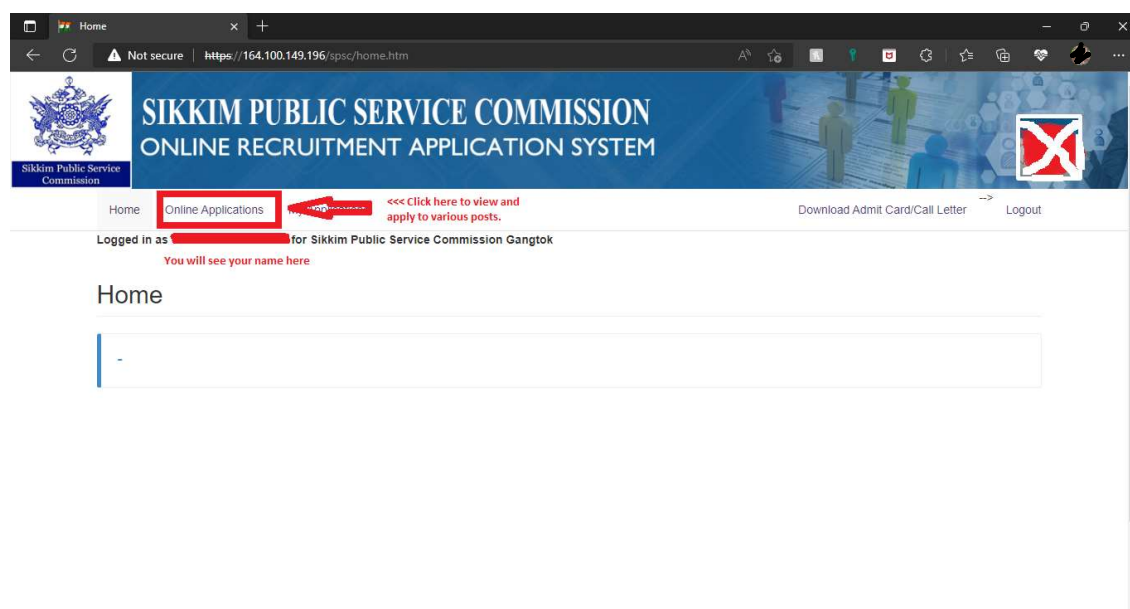
- Step 21.** Go to the login page.
- Step 22.** Select 'Sikkim Public Service Commission (Gangtok)' against the field **Office.**
- Step 23.** Enter your registered email-id and password as shown below and click on Login button.

The screenshot shows the login page of the Sikkim Public Service Commission Online Recruitment Application System. The page has a blue header with the commission's logo and name. Below the header, there is a navigation bar with links for 'Download Admit Card/Call Letter' and 'Login'. The main content area features a registration prompt: 'Register once and apply for any post any time in the future at the click of a button.' followed by a link to 'Click Here To Register'. Below this, there are two sections: 'Benefits of Online Registration' and 'Login'. The 'Benefits' section lists seven points: 1. One time registration for all recruitments under SPSC. 2. Fill the form once, and you can apply for any number of advertised post now and anytime in the future. 3. Apply for advertised post from any place at any convenient time. 4. Registered applicants can query the status of their applications through the Commission's website. 5. Apply for multiple posts in less than 5 minutes. 6. Avoid long queues at the Office/Cells. 7. Records all your previous applications. The 'Login' section contains a form with three fields: 'Office' (a dropdown menu set to 'Sikkim Public Service Commission (Gangtok)'), 'Registered Email Id' (a text box with a redacted email address), and 'Password' (a text box with masked characters). A blue 'Login' button is positioned below the password field. At the bottom of the login form, there are links for 'Forgot User Id' and 'Forgot Password'.

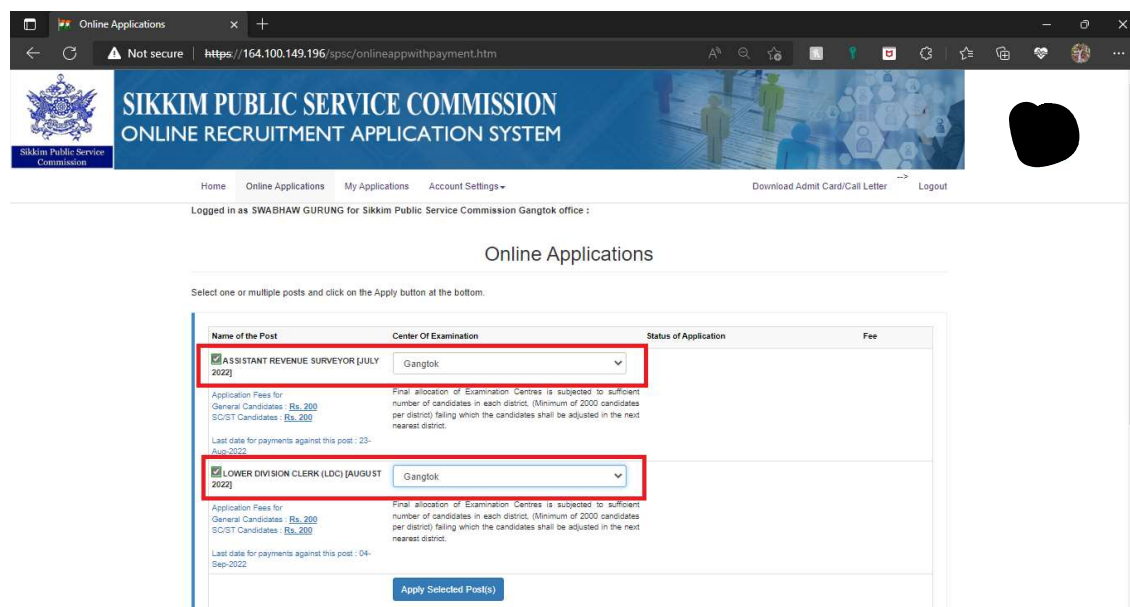
- Step 24.** You should see the home page as shown below.

The screenshot shows the home page of the Sikkim Public Service Commission Online Recruitment Application System after a successful login. The page has a blue header with the commission's logo and name. Below the header, there is a navigation bar with links for 'Home', 'Online Applications', 'My Applications', and 'Account Settings'. The main content area features a login status message: 'Logged in as [redacted] for Sikkim Public Service Commission Gangtok' followed by a link to 'You will see your name here'. Below this, there is a section titled 'Home' with a large empty box for displaying the user's name.

Step 25. Click on the 'Online Applications' link as shown below



Step 26. Select all the posts to which you wish to apply. Click on the button 'Apply Selected Post(s)' at the bottom of the page.



Step 27. Now you need to make payment of the prescribed examination fee.

Step 28. Various options for making the payment online would be displayed in the next page. You should check the amount to be paid and merchant name as SIKKIM PUBLIC SERVICE COMMISSION.

Step 29. Select the payment option that you want and fill in all the required details.

Step 30. Once all details have been entered, click on the Make Payment button at the bottom to make the payment.

Step 31. If your payment is successful, you should see the following message:

The screenshot shows a web browser window with the URL https://megrecruitment.nic.in/spc/billdeskresponse.htm. The browser's address bar and tabs are visible at the top. The page header features the Sikkim Public Service Commission logo on the left and a blue banner with the text "SIKKIM PUBLIC SERVICE COMMISSION ONLINE RECRUITMENT APPLICATION SYSTEM" in white. Below the banner, there is a link "Download Admit Card/Call Letter" with a right-pointing arrow. The main content area displays "Payment Successful." in a large, bold, black font. Below this, a table lists transaction details: Transaction Code (0XXXXXXXXXX002), Bill desk Reference No (YXXXXXXXXXX03), Bank Reference No (XXXXXXXXXX231), and Amount (Rs. 200.00). At the bottom of the page, a small line of text reads "Designed and developed by National Informatics Center".

Congratulations! Your application has been successfully submitted.

Step 32. You can take a screenshot of this page or note down the details for future reference.

Step 33. In case you do not see this message but money is debited from your account then you should note the Bank Transaction Reference number in order to process the refund.

Step 34. To view all the applications that you have submitted successfully, you can go to the 'My Applications' link as shown below

Home Online Applications **My Applications** Account Settings

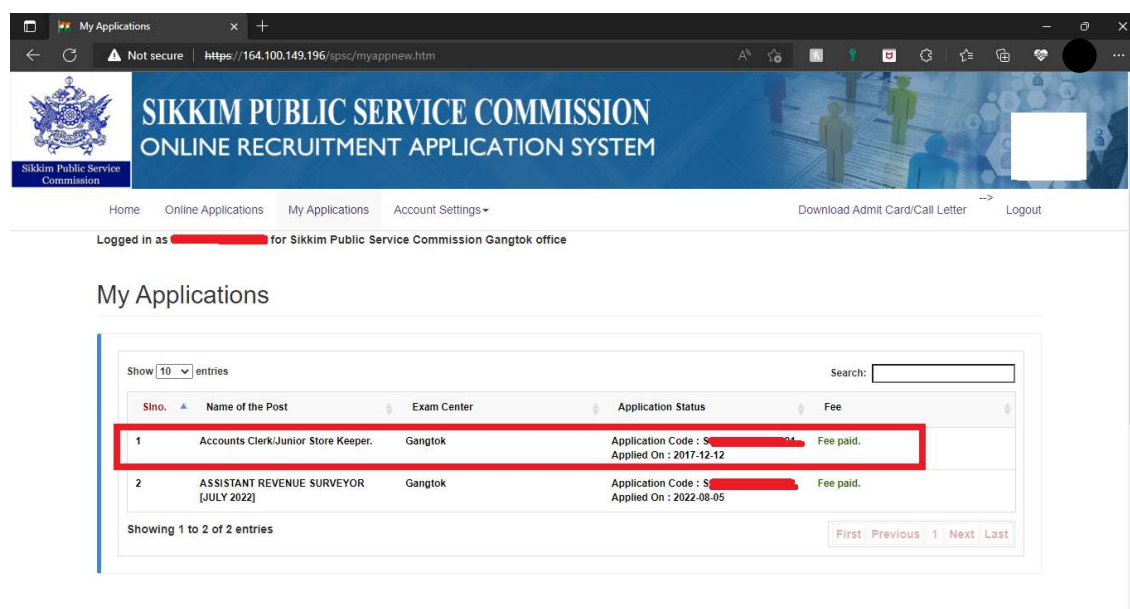
Download Admit Card/Call Letter Logout

Logged in as [redacted] for Sikkim Public Service Commission Gangtok

Home

Click Here

Step 35. The details would be shown as in the figure below.

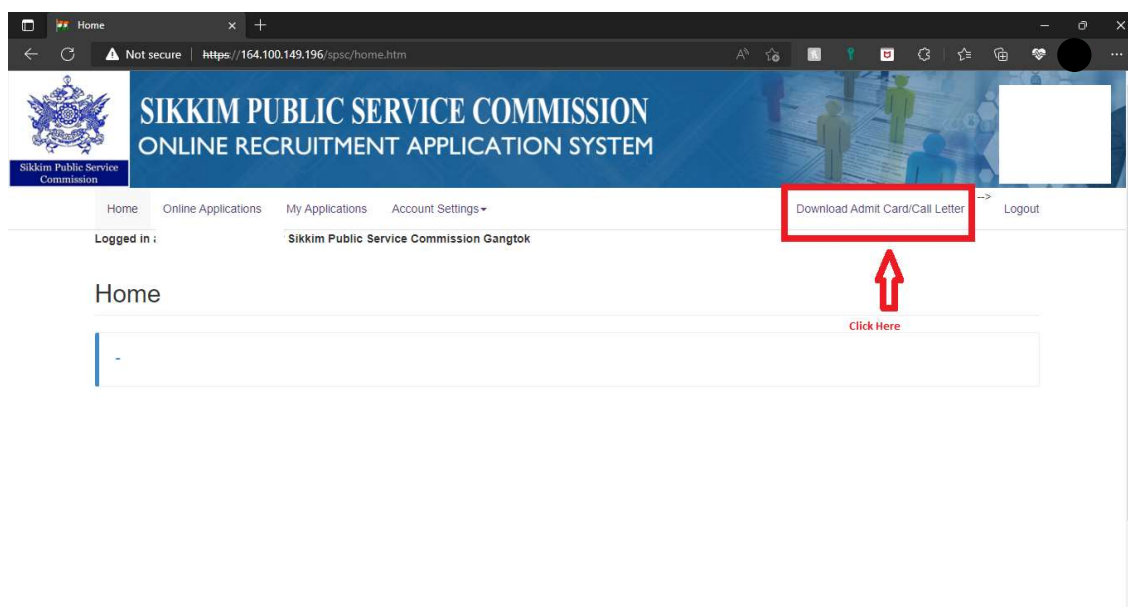


Please see that the post you applied for is shown in the list above. The status of fee payment should be 'Fee Paid'. An application Code would be assigned to each application individually.

PART-III

Downloading Admit Card / Call Letter

- Step 36.** SPSC would publish a notice informing candidates that their admit cards are ready for download.
- Step 37.** To download your admit card, you need to login to your account as described in step 23 above.
- Step 38.** On the Home page, click on the 'Download Admit Card/Call Letter' link at the top right corner as shown below



Step 39. Enter the details as shown below. If there are any admit cards available for download then download link would be displayed.

The screenshot shows the 'Download Admit Card/Call Letter' page. The page has a header with the commission's logo and navigation links. The main content area is titled 'Download Admit Card/Call Letter' and includes a note '(For post(s) advertised after April 2016)'. Below this, there is a form with two dropdown menus: 'Office' (set to 'Sikkim Public Service Commission Gangtok') and 'Admit Card/Interview Call Letter' (set to 'Admit Card'). Below the form, a red box highlights the message: 'List of Examination / Interviews : There is no upcoming Written Examination for the selected office'.

*****Thank You*****