Maharashtra Public Service Commission

mahampsc.mahaonline.gov.in

Online Application System
User Manual
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>User - Checklist</td>
</tr>
<tr>
<td>2</td>
<td>Application Process Flow</td>
</tr>
<tr>
<td>3</td>
<td>Steps : Application Process</td>
</tr>
<tr>
<td>4</td>
<td><strong>Step 1</strong>: New User Registration / Create User Account (1&lt;sup&gt;st&lt;/sup&gt; time user)</td>
</tr>
<tr>
<td>5</td>
<td><strong>Step 2</strong>: Profile Creation (One time activity)</td>
</tr>
<tr>
<td>6</td>
<td><strong>Step 3</strong>: How to Apply...? - Application Submission</td>
</tr>
<tr>
<td>7</td>
<td><strong>Step 4</strong>: Payment of Application Fees</td>
</tr>
<tr>
<td>8</td>
<td>Use of <strong>My Account</strong> menu</td>
</tr>
<tr>
<td>9</td>
<td>Cancel Application</td>
</tr>
</tbody>
</table>
Checklist

User – Checklist

Below is the list of document that candidate should keep ready while using MPSC - Online Application System first time.

A) Mobile No:
   - Valid mobile no is required for registration of user in the system.

B) Email ID:
   - Valid Email ID is required for registration of user in the system.

C) Documents: (Photograph & Signature)
   - Scanned copy of photograph in JPEG/JPG format Max size 50kb
     (Dimensions: breadth 3.5 cms * height 4.5 cms)

   - Scanned copy of signature in JPEG/JPG format Max size 50kb
     (Dimensions: breadth 3.5 cms * height 1.5 cms)
Application Process Flow

For Competitive Examinations, after Payment status updated as Paid, candidate need to "Select Centre" to complete the online application process.

There is no need of Centre selection for other exams.
Steps: Application Process

1. New User Registration / Create User Account (1st time user)

2. Profile Creation (One time activity)

3. How to apply...? - Application Submission

4. Payment of Application Fees

5. Centre Selection (only in case of Competitive Examination)
1 New User Registration / Create User Account (1\textsuperscript{st} time user)

- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- Go to address bar and type the URL: \texttt{mahampsc.mahaonline.gov.in} and press Enter to open MPSC Online Application System.
Click on **New User Registration** button as highlighted below
1 New User Registration / Create User Account (1\textsuperscript{st} time user) cont...

- Fill all mandatory information (marked with *) and click on \textit{Create User} button as highlighted below
After clicking on **Create User** button, if all input is proper then system will show below message. Then click on **OK**

![Message](image)

- Candidate should note **User name** and **Password** using which user is created in the MPSC application.
Profile Creation (One time activity)

- Login into system with Registered User Name and Password. Home page will get open as shown below. It will display **Steps of Application Submission** as well as **Latest News** related to MPSC advertisements & Examinations.
2. **Profile Creation (One time activity) cont...**

- Click on **Profile Creation** button as highlighted below to fill candidate's information.

![Profile Creation Button](image)

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**Steps of Application Submission**

**Application Submission Process**

There are FOUR stages of application submission.

1. Entering your Profile Information
2. Application Submission
3. Fees Payment
4. Centre Selection (only in case of Competitive Examinations)

**Detail Steps**

- If you are new user, create user name and password for log in into MPSC website.
- After log in into MPSC website, enter your complete profile. Keep ready Scanned copy of your photograph of size (breadth 3.5 cms* height 4.5 cms) and your scanned signature of size (breadth 3.5 cms* height 1.5 cms) with you before start entering profile information. Images must be in jpg format and size of image must not exceed 50 kb.
- Then click on “Click here to apply” link available in front of advertisement.
- Data available in your profile will be automatically displayed in your application form. Fill remaining information in application and submit.
- After submitting application, Click on “My Account” link. Click on Type of recruitment link at the left side on page (Direct recruitment/Competitive/Departmental/Limited). Select the
2 Profile Creation (One time activity) cont...

Profile is divided in 6 Steps as highlighted below. Fill data and click on SAVE button to save filled data and to go to Next Profile Step. Initially Profile Status will be InComplete

Step 1 – Personal Information: This step captures candidate's personal information like Full name, Date of Birth, Maharashtra Domeciled, Disability, Caste/Category etc.
2 Profile Creation (One time activity) cont...

- Click on **SAVE** button to save filled data in personal detail as shown below.

- Click on **OK** button to proceed further & to go to next step.
Step 2 – Address Information: Click on Step 2. This step captures candidate's address information like Current Address details as well as Permanent Address details.

Click on SAVE button after filling all details.
Step 3 – Other Information: Click on Step 3. This step captures candidate's information like Ex-Serviceman, Govt employee, Sports person. Physical details like Heigh (in cms), Weight (in kgs), Chest inflated/deflated (in cms).

Click on SAVE button after filling all details.
Profile Creation (One time activity) cont...

**Step 4 – Qualification Information**: Click on Step 4. This step captures candidate's Qualification details. Candidate should enter all qualifications achieved in details like (SSC, HSC, Graduation, Post graduation etc)

Click on **ADD** button after filling all details to add details. Multiple entries can be done.
After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Qualification Type</th>
<th>Name of Degree</th>
<th>Subject</th>
<th>State</th>
<th>Board/University</th>
<th>Result</th>
<th>Result Date</th>
<th>Attempts</th>
<th>Percentage</th>
<th>Course Duration (In Months)</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC</td>
<td>SSC</td>
<td>MAHARASHTRA</td>
<td>State Board</td>
<td>Passed</td>
<td>02/03/2010</td>
<td>1</td>
<td>65</td>
<td>12</td>
<td>First Class</td>
<td></td>
</tr>
</tbody>
</table>

Click on **SAVE** button after adding all details to save all filled details.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Qualification Type</th>
<th>Name of Degree</th>
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<td>1</td>
<td>65</td>
<td>12</td>
<td>First Class</td>
<td></td>
</tr>
</tbody>
</table>
**Step 5 – Experience Information**: Click on Step 5. This step captures candidate's Experience details. Candidate should enter all Professional Experience in details.

Click on **ADD** button after filling all details to add details. Multiple entries can be done.

<table>
<thead>
<tr>
<th>Employment (Present/Past)</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation/Department</td>
<td>Mahaonline Ltd</td>
</tr>
<tr>
<td>Designation</td>
<td>Software Engineer</td>
</tr>
<tr>
<td>Whether the post is Gazetted?</td>
<td>No</td>
</tr>
<tr>
<td>Nature Of Appointment</td>
<td>Permanent</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>5000</td>
</tr>
<tr>
<td>Basic Pay</td>
<td>5500</td>
</tr>
<tr>
<td>From Date</td>
<td>01/02/2012</td>
</tr>
</tbody>
</table>

**Is Office/Institution owned by Govt. of Maharashtra?**

- Yes

**Nature Of Post**

- Administrative
2 Profile Creation (One time activity) cont...

- After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Employment(Present/Past)</th>
<th>Organisation/Department</th>
<th>Is Office/Institution owned by Govt. of Maharashtra?</th>
<th>Designation</th>
<th>Nature Of Post</th>
<th>Nature Of Appointment</th>
<th>Full Time/Other</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present</td>
<td>Mahaonline Ltd</td>
<td>N</td>
<td>Software Engineer</td>
<td>Administrative</td>
<td>Permanent</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

- Click on **SAVE** button after adding all details.
Profile Creation (One time activity) cont...

Step 6 – Upload Photo/Signature: Click on Step 6. This step captures candidate's Photo and Signature.

Click on Choose File button to select image to upload.
2 Profile Creation (One time activity) cont...

- It will open a window to select scanned photo/signature as shown below.

Select appropriate image file and click on **OPEN** button.
Profile Creation (One time activity) cont...

After selecting both images (Photograph/Signature), it will display both images.

Click on **SAVE** button to save selected Photograph and Signature.

Image Size uploaded should not exceed 50kb.
Image Height uploaded should not exceed 4.5cms.
Image Width uploaded should not exceed 3.5cms.
Profile Creation (One time activity) cont...

- After filling entire profile information and click on **SAVE** button the status of profile will change to **Complete**.

- Now candidate can apply to any examination in this system.
How to Apply...? - Application Submission

Go to mahampsc.mahaonline.gov.in and enter your login credentials (User Name and Password), click on Login button as highlighted below.
After Successful login, Home page will be displayed as below,

Click on **Online Application** button to View all available MPSC Advertisements to apply.

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**Steps of Application Submission**

**Application Submission Process**

There are FOUR stages of application submission.

1. Entering your Profile Information
2. Application Submission
3. Fees Payment
4. Centre Selection (only in case of Competitive Examinations)

**Detail Steps**

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- After log in into MPSC website, enter your complete profile. Keep ready Scanned copy of your photograph of size (breadth 3.5 cms* height 4.5 cms) and your scanned signature of size (breadth 3.5 cms* height 1.5 cms) with you before start entering profile information. Images must be in jpg format and size of image must not exceed 50 kb.
How to Apply – Application Submission cont...

All available exams will be displayed as below.

To apply for any advertisement, click on “Click Here to Apply”
On click of "Click Here to Apply", if all criteria of advertisement are matching with candidate's profile filled in system then the application form will be open as below.

Application form will fetch candidate's all required information from candidate's profile.

3 How to Apply – Application Submission cont...
3  
How to Apply – Application Submission cont...

- Check all information displayed in application form. Fill all questions asked (if any), select Post preference (if any).

After checking all information from application form, click on Submit button to submit the form.

- After application submission, candidate has to pay application fees in My Account.
On click of **Submit** button and Successful application submission, it will display message with Transaction Id as highlighted below.

Click on **OK** to proceed Further.
Application submission process gets completed after successful fees payment
After successful Application submission, candidate should go to My Account as shown below.

Click on My Account button.

<table>
<thead>
<tr>
<th>Competitive</th>
<th>Name Of Post</th>
<th>Apply Start Date</th>
<th>Date Of Closing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>149/2014</td>
<td>Clerk Typist (Marathi/English) Exam-2014</td>
<td>31-05-2014</td>
<td>22-06-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Advertisement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Recruitment</th>
<th>Name Of Post</th>
<th>Apply Start Date</th>
<th>Date Of Closing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>122/2014</td>
<td>Assistant Professor - English, Non Autonomous Government Engineering Colleges, Maharashtra Engineering College Teachers Service, G-1-A</td>
<td>20-05-2014</td>
<td>09-06-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Advertisement</td>
</tr>
</tbody>
</table>
Payment of Application Fees cont...

- **My Account**: This page will display candidate's all information of profile as well as all Applications submitted by candidate.

Click on **Examination Type** of Advertisement for which candidate want to pay the fees.

**Examination Type** are highlighted below.
On selection of Examination Type, all applied advertisement list will be displayed as below.

To pay the fees, click on **Pay Now** button.
On click of **Pay Now**, it will ask to select Mode of Payment,

Candidate can pay fees using three options:

- **Online Payment**
- **Maha-e-Seva kendra**
- **Bank Challan**
Online Payment: If candidate selects Online Payment mode then system will redirect candidate to Payment Gateway to proceed the Online Payment Process.

Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.
4 Payment of Application Fees cont...

**Maha-e-Seva Kendra**: If candidate selects Maha-e-Seva kendra as Payment mode then it will display **Paying Slip** as below.

Candidate should take print out of the Paying Slip and go to nearest Maha-e-Seva kendra for application fees payment.

*Paying slip is not receipt of exam fees payment. Candidate has to take proper receipt of payment made by him from Maha-e-Seva Kendra operator*
Payment of Application Fees cont...

**Bank Challan (SBI)**: If candidate selects Payment mode as Bank Challan then system will display Bank Challan as shown below.

Candidate should take print out of the Challan and after **2-3 hrs**, pay the fees in nearest SBI branch.

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```
CASH ONLY

MAHARASHTRA PUBLIC SERVICE COMMISSION
Application Fee Details
Cash can be tendered at any branch of State bank of India
SBI-SWO-PLEASE GO THROUGH CBS SCREEN-8888

FEE TYPE
Registration ID/Ref No.
Date of Birth (DD/MM/YYYY)
Applicant's Name
Application Fee Rs.
Transaction/Deposit Date (DD/MM/YYYY)
Transaction ID (Bank Journal No.)

NOTE
1) Application No. (for MPSC Office Purpose) 140000002733702052719
2) Candidate to ensure the Registration ID/Ref No. and Date of Birth is correctly entered by Bank.
```
4 Payment of Application Fees cont...

- After successful payment, Payment status of Examination will get change to **Paid**.

**In case of SBI Bank Challan, 48 hrs time is required to get status updated as Paid.**

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- **Status Paid** indicates the Completion of Application Submission process except Competitive Examination.

- **In case of Competitive Examination, Centre Selection step is next to complete the application submission process.**
Centre Selection (Only in case of Competitive Examination)

After successful Application submission and Fees payment, candidate should go to My Account for Centre Selection and to complete the Application Submission process.

Click on My Account button.
In My Account, click on Competitive Examination as highlighted below to view all applied advertisement list.
Centre Selection (Only in case of Competitive Examination) cont...

- Select the Examination details by clicking on **Check Box** and click on **Select Centre** button.
Centre Selection (Only in case of Competitive Examination) cont...

Select Centre from Centre list and Check Available Capacity for selected centre.

If available then click on Submit button to allocate the centre for Competitive Examination.

Centre selection completes the Application Submission Process (Competitive Examination)
Complete Application Submission Process

Completion of all below steps successfully completes the Application Submission Process.

1. New User Registration / Create User Account (1st time user)
2. Profile Creation (One time activity)
3. How to apply...? - Application Submission
4. Payment of Application Fees
5. Centre Selection (only in case of Competitive Examination)
Use of My Account

- In My Account, candidate can **View / Edit / Print** his/her own profile.

- My Account options:
  - Hall Ticket, Result, Interview, Receipt of Payment, Select Centre, Retotalling, Post Preference, Physical Test, Recommendation Letter.

Select Examination and click on above button to view.
Cancel Application

- Login into system with Registered User Name and Password. Go to "My Account" link.
- Select the Year and Post name.
- Select Examination and click on Cancel Application.
- For cancelling application Candidate has to specify valid reason.
Rules to Cancel Application

- Candidate can cancel His/Her application after successful submission of Application (including fees).

- Application can be cancelled on Internet at this website till last date of Application submission.

- No refund in Application cancellation.
Thank You...!!!
&
Wish you best of luck for your exam...!!!