

FREQUENTLY ASKED QUESTIONS

Q1. What is the process of submitting an Online Application Form?

Please refer step by step process of submitting an online application form.

Step 1: is to Generate Application ID by submitting basic mandatory information. A mail SMS is triggered on successful registration, with Application Number and Password.

Step 2: Candidate has to Login again, and submit Personal, Educational, Experience details and upload photograph before making the payment to complete the application process.

Q.2: Would the details I fill in before generation of Application ID saved?

No details are saved till the Application ID is generated. If you exit before the Application ID is generated, you will have to start afresh.

Q.3: What happens if my computer switches off while I am filling my Application?

If you logout or your connection is interrupted at any stage after generation of Application ID, you will be directed to the place where you last left your Application, when you log in again with your Application ID and Password.

Q.4: What do I do if I have Submitted wrong details by mistake?

Mandatory details submitted in Step 1 i.e. upon generation of application ID cannot be changed at any stage of the application process. Candidates are requested, to apply afresh with new mobile number and email ID.

Other information's, at Step 2 i.e. educational qualification, experience details etc. can be changed until the time you have made the payment. You get edit option at the Preview stage.

Q.5: If I apply online, do I also have to post the application to SHSB?

No. You don't need to send the application to SHSB

Q.6: What is the significance of Application number?

The Application number is a unique number to identify your application. Hence the same to be quoted in all your future correspondence with SHSB.

Q.7: I am a final year student, appeared for the exam and awaiting result. I will complete my studies before the written examination. Can I apply?

No. You must complete your minimum qualification on or before the cutoff date as per Advertisement.

Q.8: How do I pay my exam fees?

A Non-refundable processing fees of Rs 500/- for candidates belonging to UR, BC, EBC and EWS categories and Rs. 250/- by the candidates belonging to SC/ST categories, Women from all Category and Divyang (PwD) is to be deposited online via the process as defined below. No other mode of payment is acceptable. The Society will not be responsible for payments made by any other mode and no further communication will be entertained.

Q.9: In case my application is rejected, will my examination fees be refunded?

No. The examination fees once paid will not be refunded under any circumstances.

Q.10: I am unable to view or print the filled in online application form even after clicking the "Print application" button. What do i do?

There may be a pop-up blocker on your system that is blocking the print-out from opening.

Remove the pop-up blocker and try again. You can use the Login button to go to the login page. Login using your Application number and date of birth and take print-out of your application. You can print out your application from any system with a printer.

Q.11: I have had my education in Bihar/ my father is working in Bihar. Can I claim Local Resident of Bihar status?

Unless you have a local resident Certificate (For Employment Purposes), issued in your name by an officer not below the rank of Civil SDO, you will not be considered a local Resident of Bihar.

Q.12: I am a Candidate belonging to other state/ UT. Can I apply for this examination?

Yes. You can apply for this examination. You will be treated in UNRESERVED/GENERAL Category even if you belong to reserved category in your State/UT.