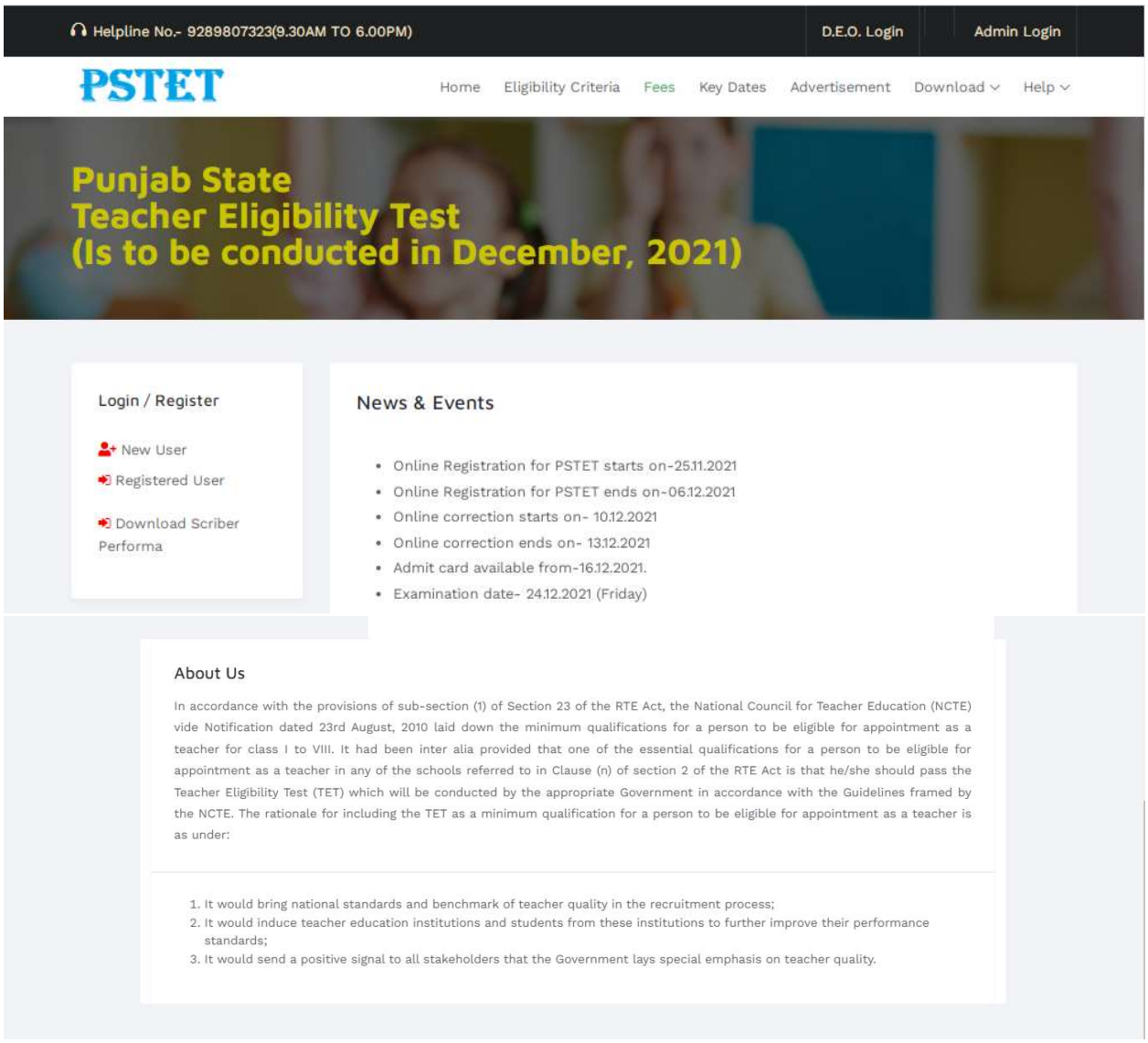
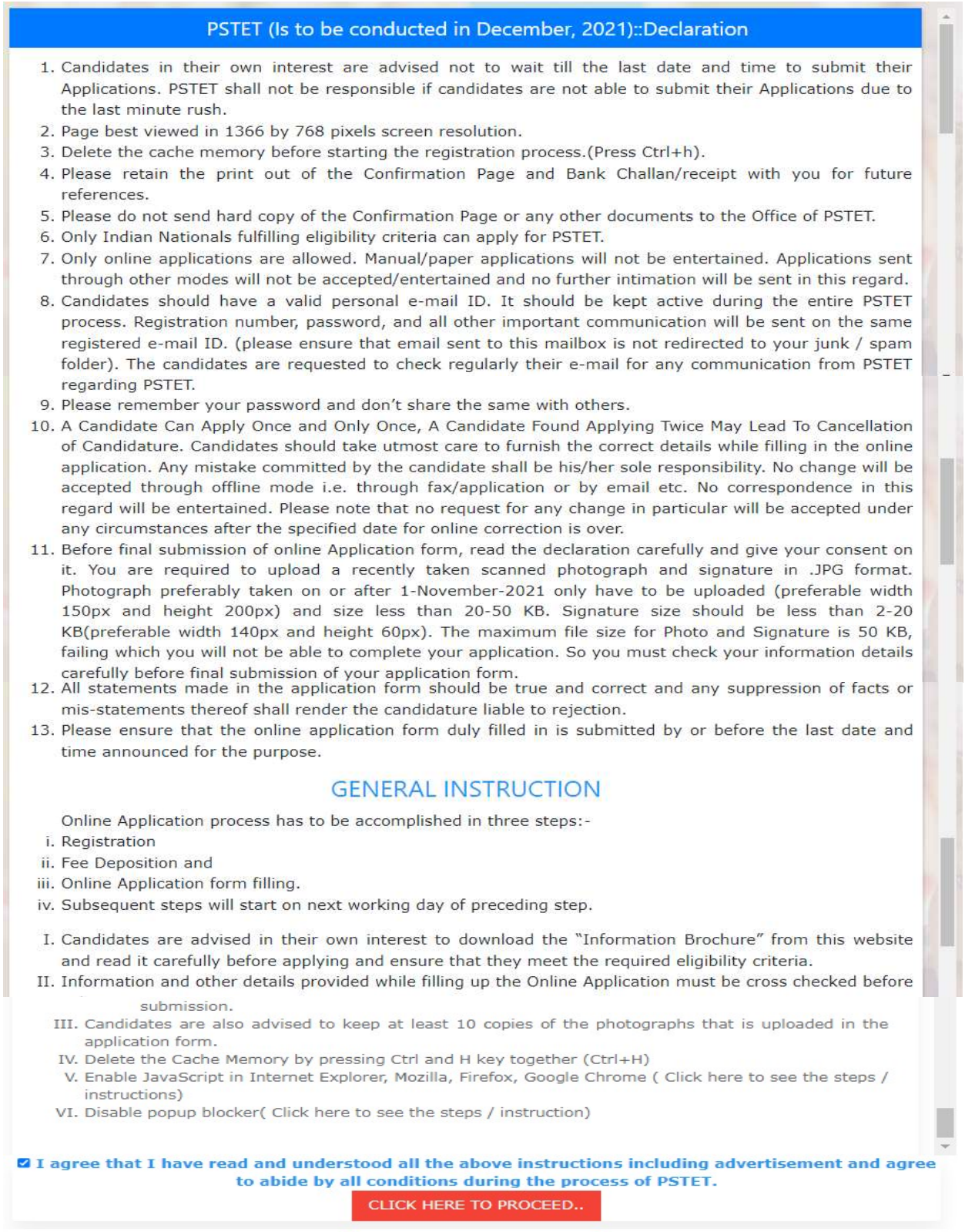
PSTET User Manual

Official Site Link: - PSTET (Is to be conducted December, 2021 (pstet.pseb.ac.in)

1. Home Page



2. For New Users – First agree to given instructions, then click on check box and then press 'click here to proceed' button.



PSTET (Is to be conducted in December, 2021)::Declaration

1. Candidates in their own interest are advised not to wait till the last date and time to submit their Applications. PSTET shall not be responsible if candidates are not able to submit their Applications due to the last minute rush.
2. Page best viewed in 1366 by 768 pixels screen resolution.
3. Delete the cache memory before starting the registration process.(Press Ctrl+h).
4. Please retain the print out of the Confirmation Page and Bank Challan/receipt with you for future references.
5. Please do not send hard copy of the Confirmation Page or any other documents to the Office of PSTET.
6. Only Indian Nationals fulfilling eligibility criteria can apply for PSTET.
7. Only online applications are allowed. Manual/paper applications will not be entertained. Applications sent through other modes will not be accepted/entertained and no further intimation will be sent in this regard.
8. Candidates should have a valid personal e-mail ID. It should be kept active during the entire PSTET process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID. (please ensure that email sent to this mailbox is not redirected to your junk / spam folder). The candidates are requested to check regularly their e-mail for any communication from PSTET regarding PSTET.
9. Please remember your password and don't share the same with others.
10. A Candidate Can Apply Once and Only Once, A Candidate Found Applying Twice May Lead To Cancellation of Candidature. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidate shall be his/her sole responsibility. No change will be accepted through offline mode i.e. through fax/application or by email etc. No correspondence in this regard will be entertained. Please note that no request for any change in particular will be accepted under any circumstances after the specified date for online correction is over.
11. Before final submission of online Application form, read the declaration carefully and give your consent on it. You are required to upload a recently taken scanned photograph and signature in .JPG format. Photograph preferably taken on or after 1-November-2021 only have to be uploaded (preferable width 150px and height 200px) and size less than 20-50 KB. Signature size should be less than 2-20 KB(preferable width 140px and height 60px). The maximum file size for Photo and Signature is 50 KB, failing which you will not be able to complete your application. So you must check your information details carefully before final submission of your application form.
12. All statements made in the application form should be true and correct and any suppression of facts or mis-statements thereof shall render the candidature liable to rejection.
13. Please ensure that the online application form duly filled in is submitted by or before the last date and time announced for the purpose.

GENERAL INSTRUCTION

Online Application process has to be accomplished in three steps:-

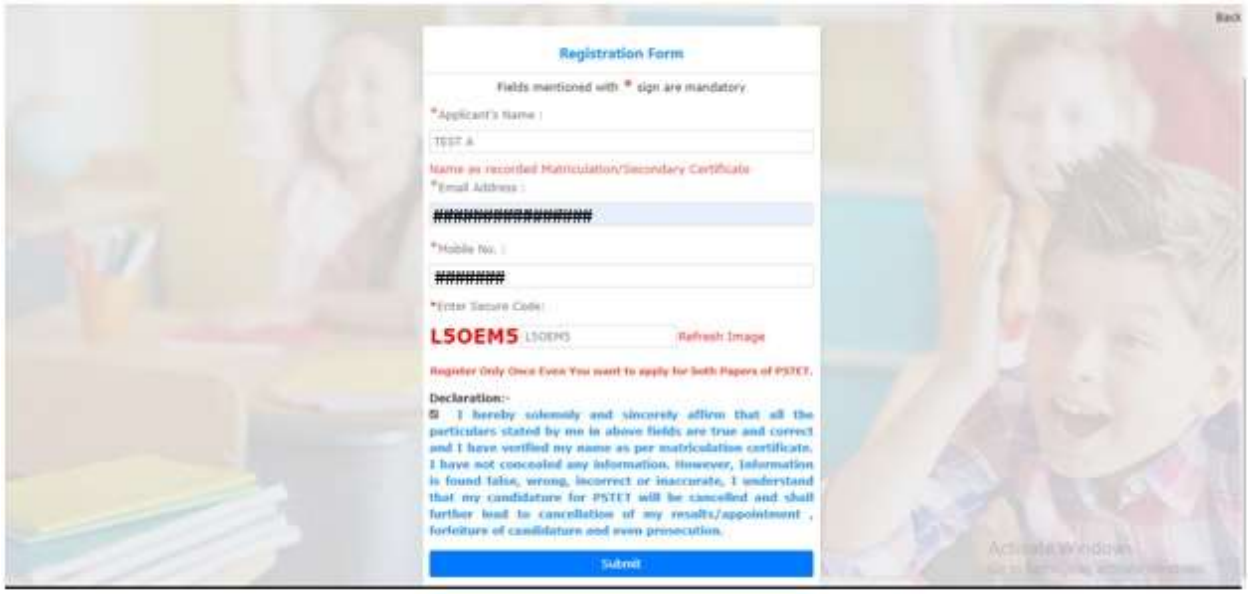
i. Registration
ii. Fee Deposition and
iii. Online Application form filling.
iv. Subsequent steps will start on next working day of preceding step.

I. Candidates are advised in their own interest to download the "Information Brochure" from this website and read it carefully before applying and ensure that they meet the required eligibility criteria.
II. Information and other details provided while filling up the Online Application must be cross checked before submission.
III. Candidates are also advised to keep at least 10 copies of the photographs that is uploaded in the application form.
IV. Delete the Cache Memory by pressing Ctrl and H key together (Ctrl+H)
V. Enable JavaScript in Internet Explorer, Mozilla, Firefox, Google Chrome (Click here to see the steps / instructions)
VI. Disable popup blocker(Click here to see the steps / instruction)

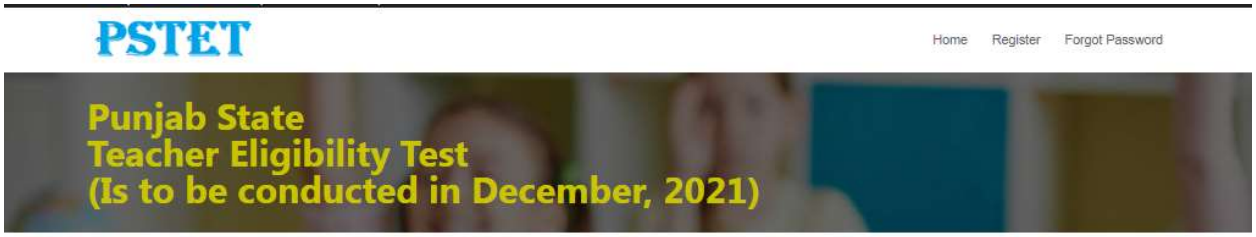
☑ I agree that I have read and understood all the above instructions including advertisement and agree to abide by all conditions during the process of PSTET.

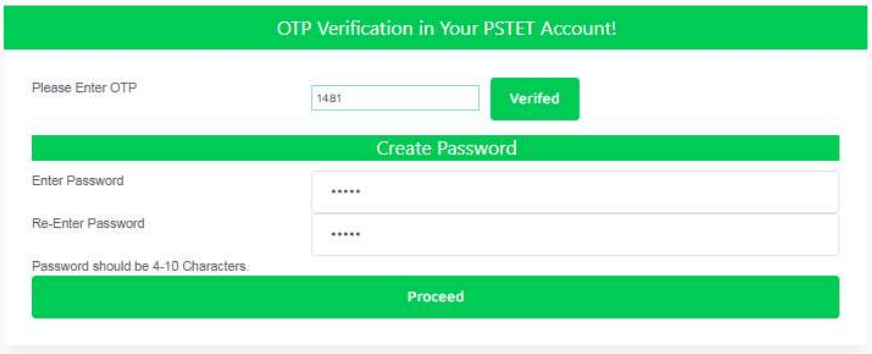
CLICK HERE TO PROCEED..

i) Now, fill the Registration form.

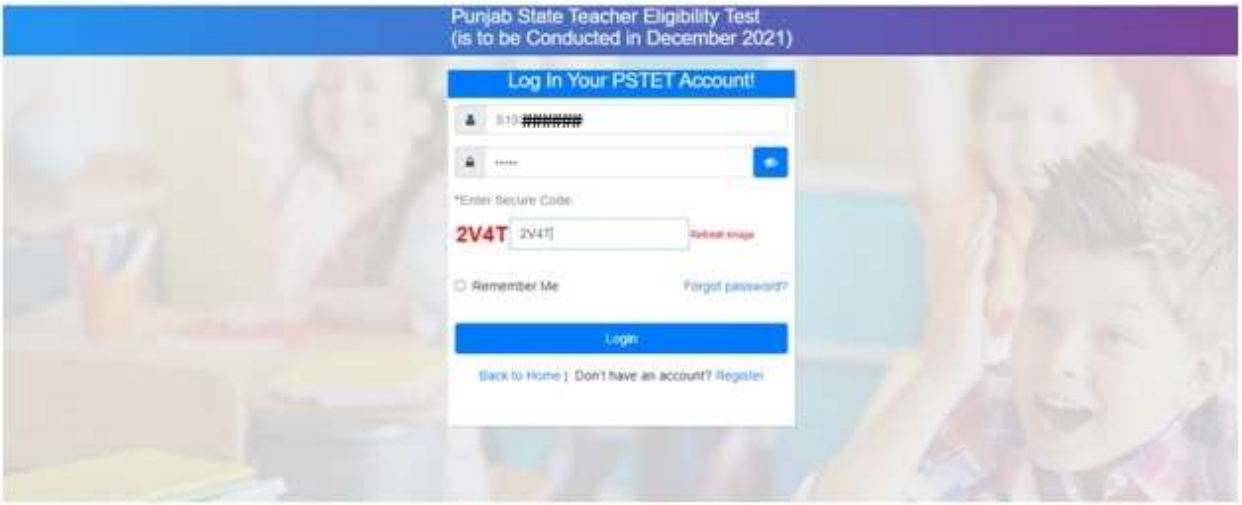


ii) Enter OTP, sent to your registered email address and mobile no. Then verify the OTP, click 'resend OTP' if not received. Create your own password and click to proceed.

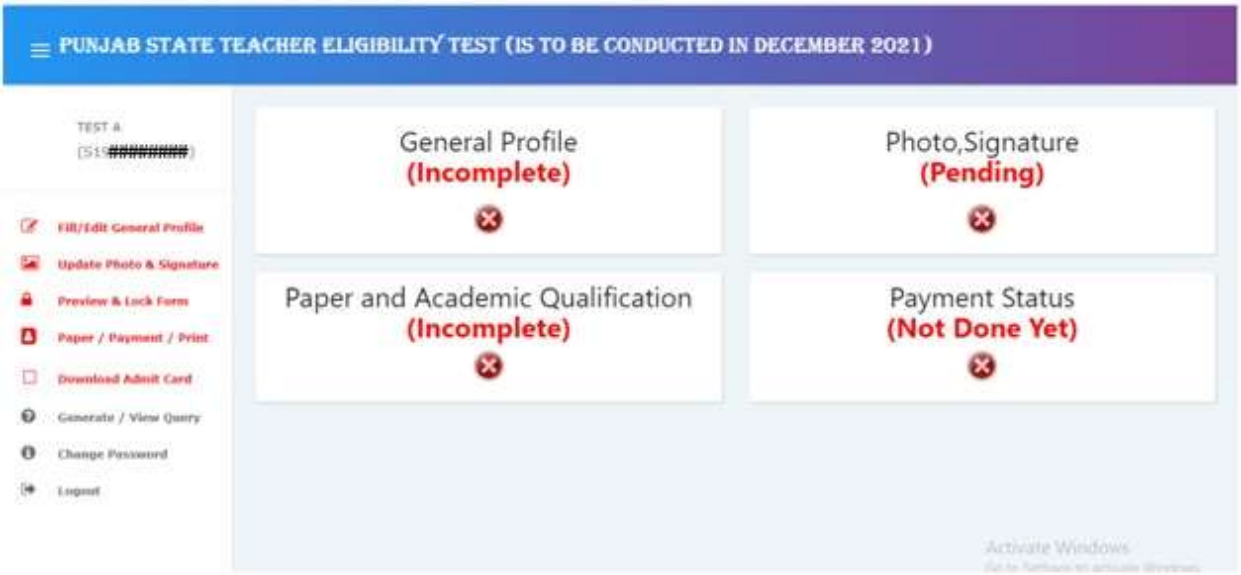




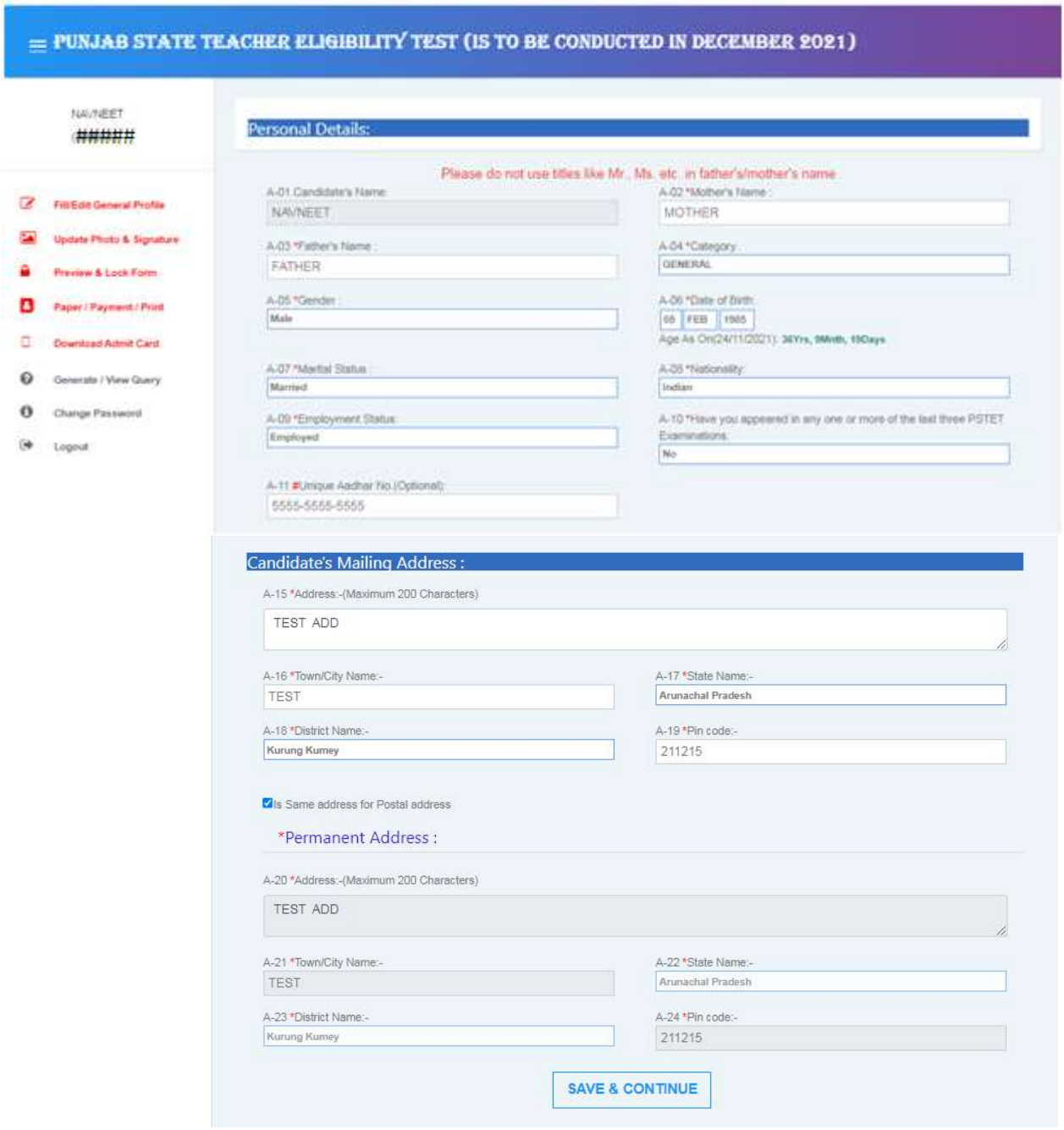
3. For Registered Users – enter the Registration ID and Password which was created by you.



4. Status Page – Check status.



5. Fill / Edit General Profile – click on Save & Continue button.



5.1 Application Form: The Application Form is divided in three parts - Personal Details, Candidate's Mailing Address and Permanent Address.

Personal Details

a) A-01. Candidate's Name: - You don't need to enter Candidate's Name, as it's already entered.
b) A-02. Mother's Name: - enter Mother's Name as per the Matriculation Certificate.
c) A-03. Father's Name: - enter Father's Name as per the Matriculation Certificate.
d) A-04. Category: - select category of your choice from dropdown list.
e) A-05. Gender: - select gender from dropdown list.
f) A-06. Date of Birth: - choose date, month, year as per the Matriculation Certificate.
g) A-07. Marital Status: - select marital status (married/unmarried) of your choice from dropdown list.
h) A-08. Nationality: - select nationality from dropdown list.
i) A-09. Employment Status: - select employment status, Employed or Not Employed from dropdown list
j) A-10. Have you appeared in any one or more of the last three PSTET Examinations: - select Yes or No from dropdown list. If yes, then fill the previous three attempt's roll no.
k) A-11. Aadhar Number: - Please enter your Aadhar no. (optional)
l) A-12. If Differently - Abled: - Select any option from dropdown list, if you are PH then go to A-13
m) A-13. Do You Need Writer (Scriber)? – Select option Yes or No, If it is YES then go to A-14
n) A-14. Writer (Scriber) Details: Enter Scriber's Name and Date of birth as well.

Candidate's Mailing Address

a) A-15. Address: - enter your mailing address; your address should be within 200 characters.
b) A-16. Town/City Name: - Enter town/city name in the box.
c) A-17. State Name: - select state name of your choice from dropdown list.
d) A-18. District Name: - select district name from dropdown list.
e) A-19. Pin Code: - enter your pin code against to your district.

*If your Permanent Address is same as Mailing Address, click on check box (Is same address for postal address)

Permanent Address

a) A-20. Address: - enter your mailing address; your address should be within 200
b) A-21. Town/City Name: - Enter town/city name in the box
c) A-22. State Name: - select state name of your choice from dropdown list
d) A-23. District Name: - select district name from dropdown list
e) A-24. Pin Code: - enter your pin code against to your district

*To submit your Application Form, click on **SAVE & CONTINUE** button.

6. Upload Photo & Signature – click on Save & Continue button.

Upload Photo & Signature: To upload photo, click on choose files – you'll be able to see selected files. Same procedure applies to upload Signature afterwards, click on **SAVE & CONTINUE** button (Upload the Photo and Signature according to size chart for each.)

7. Preview & Lock Form – To lock your form, click on LOCK FORM button.

Preview & Lock Form: Check your details, if you don't want to edit, click on **LOCK FORM** button to lock your form. Once you **LOCK** your form, you'll not be able to edit General profile, Photo & Signature. You can take a print of your Form as well.

8. Paper/ Payment / Print –Apply for paper, Print, Pay Now

Paper / Payment / Print: You can View your application form to check details, Apply for paper I, Paper II or both (Paper I & Paper II) of your choice. Once you apply for Paper, Click on Pay Now to make payment.

Apply (Paper I, Paper II, Both (Paper I & Paper II))

a) **P-01 Apply For(Paper I):** If you want to apply for Paper I, choose Radio button for Paper I (option A)
b) **P-02 Minimum Educational Qualifications:** Select Educational qualification of your choice
c) **P-05 Academic Details:** For Sr. Secondary, first click on check box near to Sr. Secondary, select passing year, enter Board/University, enter max marks, enter obtain marks, same procedure for the Graduation section. All the fields are required against each Sr. Secondary/Graduation.
d) **P-06 Diploma/Degree:** Fill the details of Degree/Diploma of your choice. All the fields are required against each Degree/Diploma.

e) **P-01 Apply For (Paper II):** If you want to apply for Paper I, choose Radio button for Paper I (option A)
f) **P-03 Subject Offered for Paper II:** Select subject which is offered for paper II of your choice
g) **P-04 Minimum Educational Qualifications:** Select Educational qualification of your choice
h) **P-05 Academic Details:** For Sr. Secondary, first click on check box near to Sr. Secondary, select passing year, enter Board/University, enter max marks, enter obtain marks, same procedure for the Graduation section. All the fields are required against each Sr. Secondary/Graduation.
i) **P-06 Diploma/Degree:** Fill the details of Degree/Diploma of your choice. All the fields are required against each Degree/Diploma.

j) **P-01 Apply For (Both (Paper I & Paper II)):** If you want to apply for Paper I, choose Radio button for Paper I (option A)

k) **P-02 Minimum Educational Qualifications:** Select Educational qualification of your choice

l) **P-03 Subject Offered for Paper II:** Select subject which is offered for paper II of your choice

m) **P-04 Minimum Educational Qualifications:** Select Educational qualification of your choice

n) **P-05 Academic Details:** For Sr. Secondary, first click on check box near to Sr. Secondary, select passing year, enter Board/University, enter max marks, enter obtain marks, same procedure for the Graduation section. All the fields are required against each Sr. Secondary/Graduation.

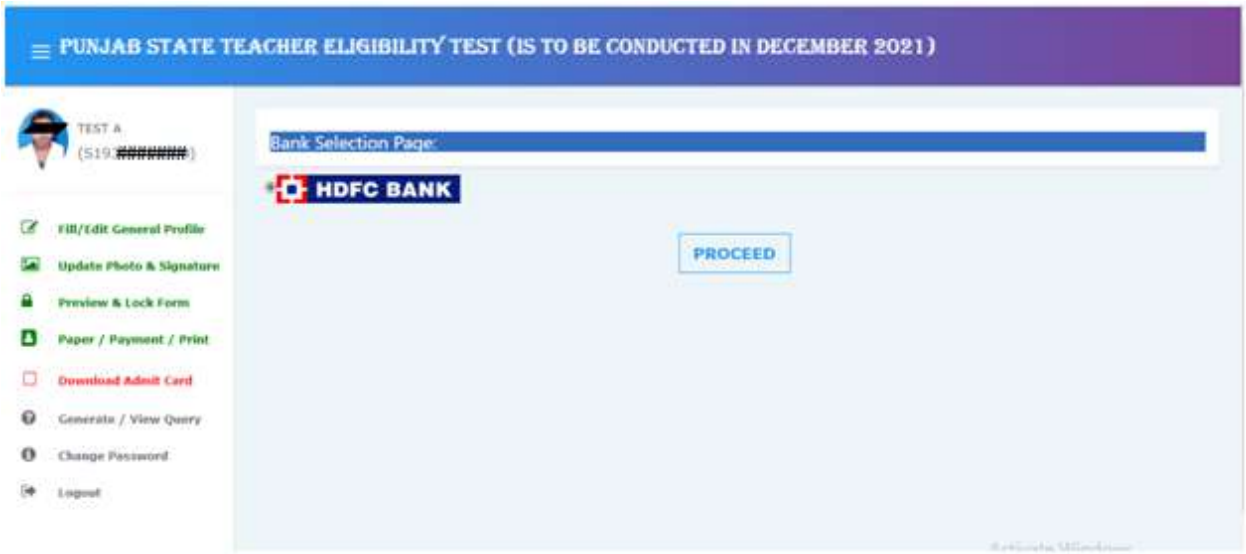
o) **P-06 Diploma/Degree:** Fill the details of Degree/Diploma of your choice. All the fields are required against each Degree/Diploma.

*At last, agree on instruction given below, click on check box and to Save you details, click on **Update** button.

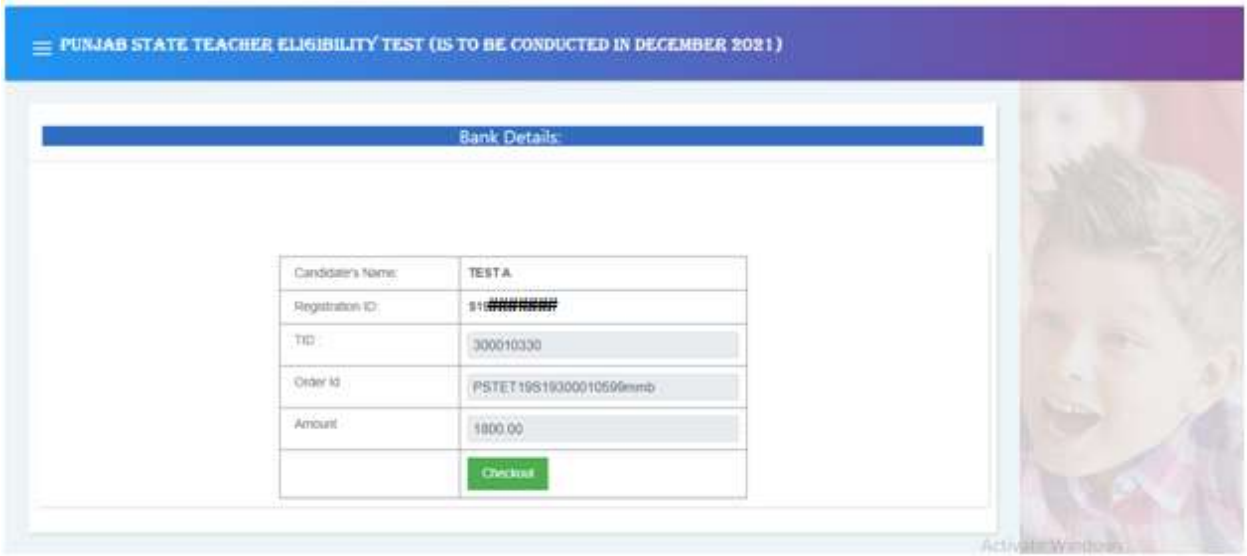
9. Click on View to view your application form:-

** You can also modify your paper once you add paper.

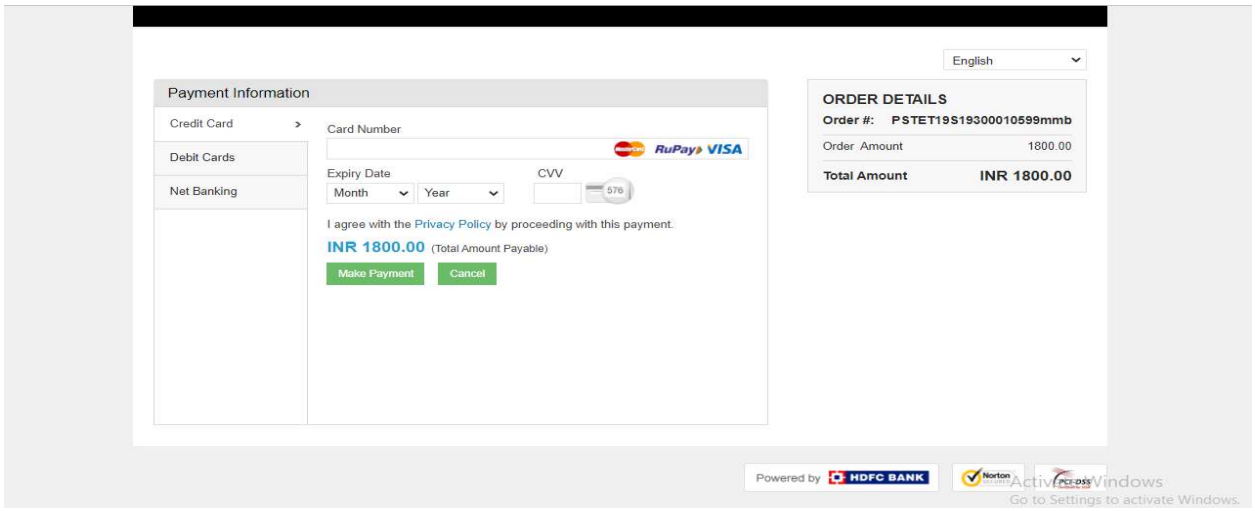
i) Click on Pay Now to make payment, select bank and click to proceed.

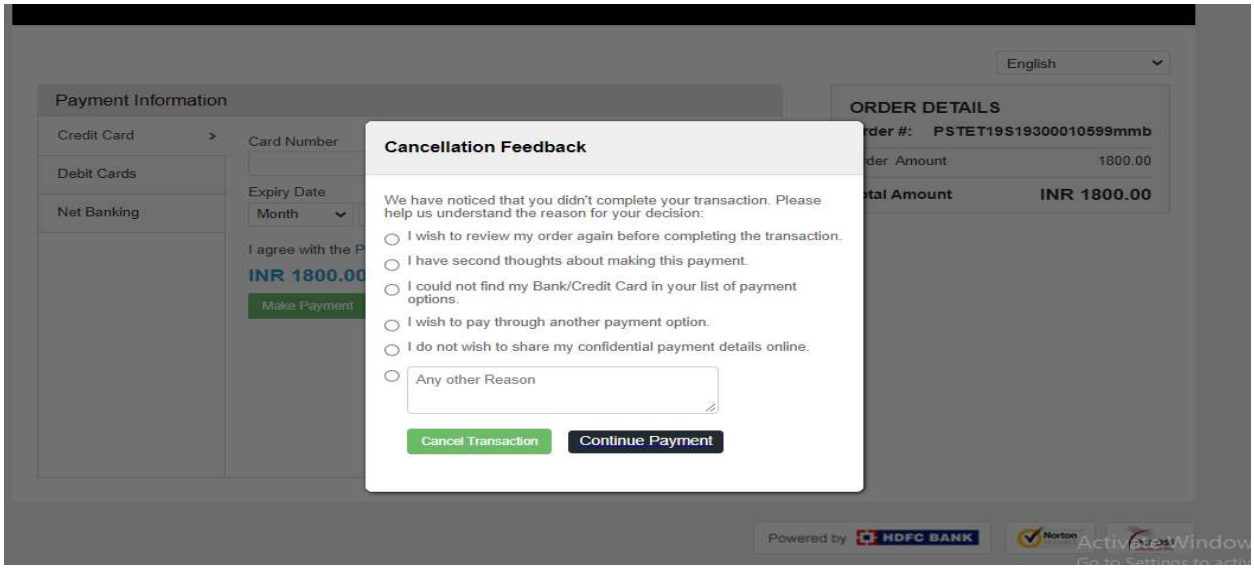


A: - Check details and click on checkout button for further process.

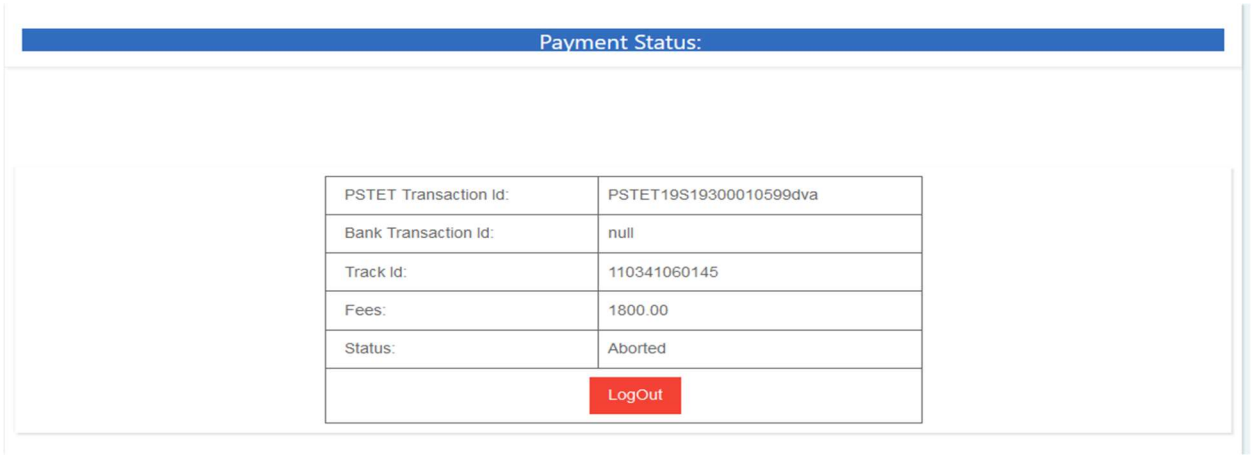


B: - Make payment or Cancel

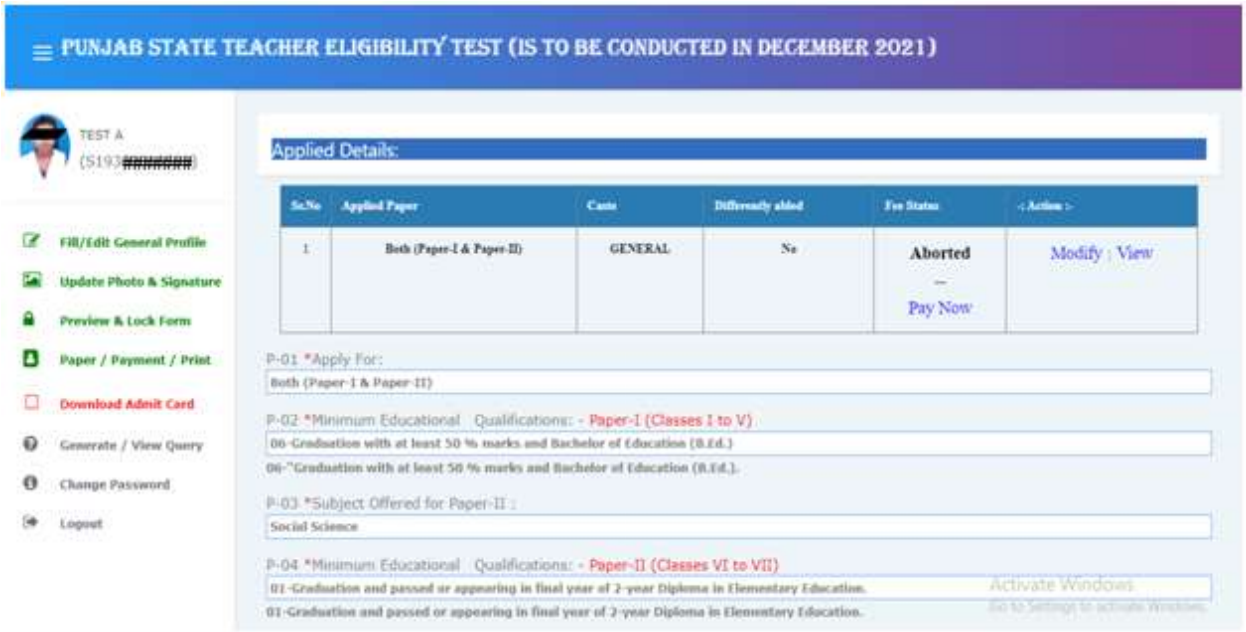


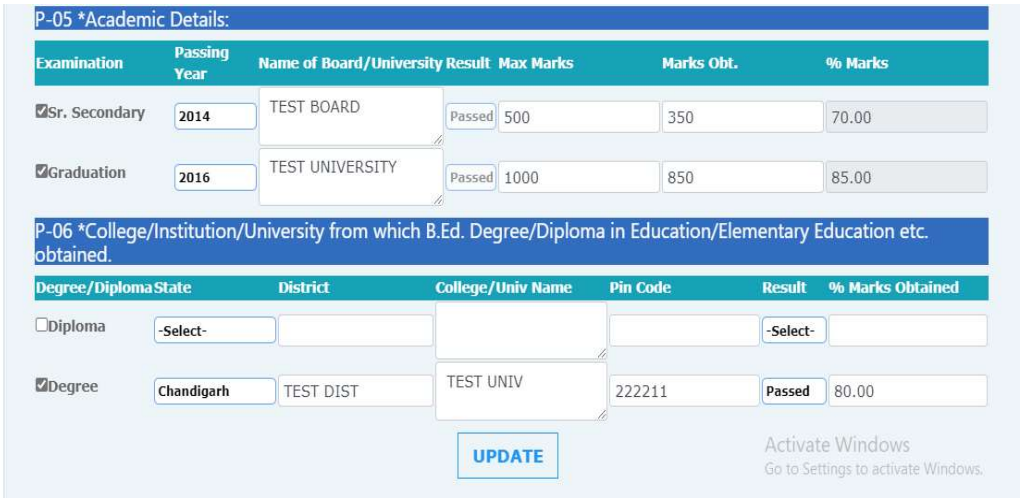


C: - Check details and Logout

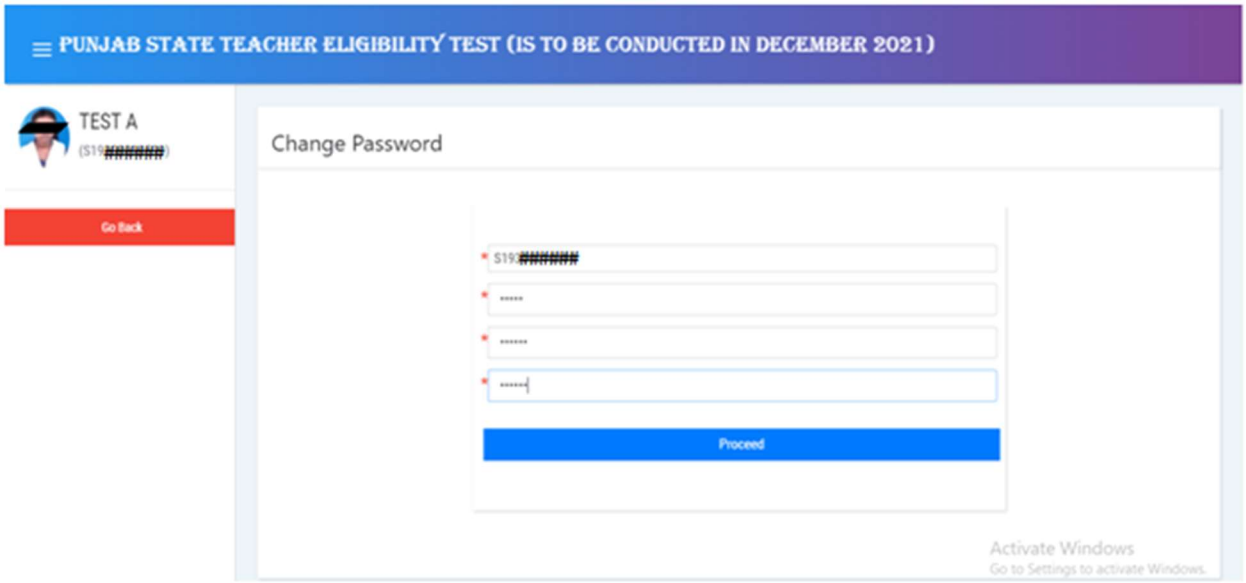


10. Check Fees Status, if you want to modify your paper click on Modify.





9. Change Password – click on Proceed button.



10. Logout.