

THE PUNJAB STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement and information is available on the website i.e. sugarfed.pbrectt.in
2. Applications will be accepted online (only) **from 30.10.2025 to 19.11.2025 and last date of deposit of fee will be 21.11.2025 till midnight (23.59 PM).**
3. No application shall be entertained by hand or by post in the Department.
4. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However, your primary source of information / intimations will remain the above-mentioned website.
5. Please scan your Photograph & Signatures (on white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
6. Please keep following details ready with you before starting your online application.
 - a) Personal demographic details including Date of Birth and Nationality.
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation Category Details
 - e) Soft Copies of scanned Photograph and Signatures.
 - f) Soft Copies All documents pertaining to Educational, Professional qualification and experience.
7. Fill out the form available on the above mentioned website.
8. Click on button "Online Form" and fill all Registration Details (The name of the candidate, Father/Husband, Mother should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature) and click "NEXT".

9. This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact, you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
10. Click on “Complete Your Form” to complete the form.
11. This will take you to “Posts Selection Page”. Select Authority / Post / Category and click on “Add Post”. Repeat this process to select all the posts for which you wish to apply. Once you have selected all the posts click on “Next Step”.
12. This will take you to “Educational Qualification” Page.
13. Fill information regarding 10th, 10+2, Degree, Post-Graduation and Diploma (if done). Click “Next” after filling all qualification details. This will take you to “Other Information” Page.
14. Fill Correspondence and Permanent address and upload the scanned copies of photograph and signatures (jpg format and less than 100kb each) and click “Next”. This will take you to “Verify and Confirm” page.
15. Read Preview of Application carefully. If you want to change anything – click on “Edit Form”, this will take you back to “Registration” Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification etc., only then check the **“I Agree”** box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. **Submission of Application does not endorse your eligibility.**
16. Submit the Application form by clicking on the **“Submit”** button.
17. Now you are ready for Online payment.
18. **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
19. Click on the Payment link to pay Fee in the mode most suitable to you. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on “I Agree” and then on “Initiate Payment”.

20. Application fees (non-refundable) amounting to as shown below will be payable separately for each application. The last date for depositing the fee will be as per schedule mentioned above. Candidates seeking Fee relaxation must ensure that they have valid certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.

APPLICATION FEE (NON-REFUNDABLE) PER POST:-

a) General Category/Freedom Fighter/Sports	- Rs. 1000/-
b) SC/BC/EWS	- Rs. 250/-
c) Ex-Serviceman & Dependent	- Rs. 200/-
d) Physically Handicapped	- Rs. 500/-

21. Fee paid in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**

22. The candidates can check his/her fee transaction status by either clicking on payment link, logging in and then clicking on "Past Payments" (top Right corner) (Status "Successful" means Fee confirmed, Refresh if Status is "Pending" or "Not Completed", Initiate transaction again if Status is "Failed") OR logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.

23. Take TWO printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during counseling along with the original copies of following:

- a) Relevant Degree/Diploma Certificates, Registration Certificate and Experience Certificate.
- b) Reserved Category Certificate issued by the Competent Authority (If Applicable).
- c) Proof of Date of Birth Certificate by Birth certificate/Matriculation/Higher Secondary certificate.
- d) Certificate as proof of age relaxation if claimed.
- e) Proof of being Departmental Candidate, if applicable.

24. Any correction in the particulars can be made by the candidate himself/herself on the website. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to acceptance of Declaration and SAVING of Application form.
25. Conditions which may render you ineligible
- a) Insufficient fee
 - b) Wrong/incomplete information given in the Application Form
 - c) Candidates debarred by any government department/board/commission
 - d) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
26. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information will, generally, be sent through post or other means. Any information that is uploaded on the above-mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time will be, entirely, of the candidate.
27. For any clarification regarding the online filling of the form, the candidate send email at sugarfedrectt@gmail.com.
28. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above.
29. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.
30. Examination centers for written test will be notified at the time of downloading of admit card-cum-Roll No. slip. The candidates will report at the Examination center one hour before the scheduled time along-with admit card-cum-Roll No. slip and the same passport size photograph as uploaded in the ON-LINE Application form, so that proper frisking of the candidates could be made.
31. No request for change of examination center will be entertained.
32. Question Paper along with the Answer Key will be posted on the website, within one day after the examination for calling objections, if any, from the candidates. You can submit

your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.

33. Selection will be made purely on the basis of merit in computer based type test subject to fulfillment of eligibility conditions. Written is only for shortlisting candidates for the computer based type test. Simply appearing in the written test / computer based type test does not give any right to the candidates for appointment. As such, candidates are advised to ensure that they fulfill the eligibility conditions to the post applied for. No interview will be conducted.