

## **IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**

### **A. GENERAL INSTRUCTIONS**

1. Only online application submitted before the closing date (19.12.2019 05:30 PM) will be accepted. Application form sent in any other mode will be rejected.
2. Incomplete application and Applications submitted without **photograph along with signature, only signature, relevant documents and application fees (if applicable)/Final Submission (if fee is not applicable)** will be summarily rejected.
3. It is the responsibility of the applicant to ensure that all the details are successfully submitted online along with the payment of requisite Application Fees, if applicable before the closing date.
4. In order to avoid last minute rush, the candidates are advised to apply at the earliest and not to wait for last date of submission of application form.
5. The fee will be collected through online payment mode via application software only. Any processing charges towards the same plus service tax, if any, will have to be borne by the Applicant. Fee through any other mode like Demand draft, Pay Order, Cheque or Challan will not be accepted.
6. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.

### **B. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION**

#### **(i) STEPS FOR SUBMITTING THE APPLICATION FORM**

The complete Application can be submitted in the following 3 steps:

**STEP-1:** Submission of Applicant's Details

**STEP-2:** Uploading of scanned Photograph along with Signature, Only Signature and relevant documents

**STEP-3:** If Fee is applicable, **Make Payment** of application fee online. In case, Application Fee is not applicable then Submit Application by clicking on **Submit Application** button

#### **Note:**

1. An **Application Number** is generated on completion of STEP-1 so that applicants may complete STEP-2 and STEP-3 later on but not later than closing date by using this number and Date of Birth.
2. Applicant can also view and print details of submitted Application form along with Photograph/ Signature, Status of Payment (whether Success or Pending) and Application Status.

#### **(ii) PROCESS FOR SUBMISSION OF APPLICATION FORM**

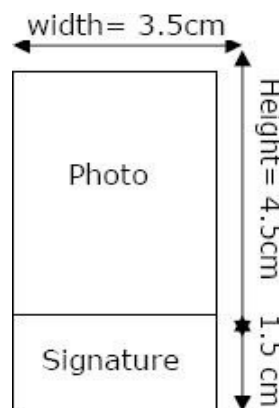
1. Applicant has to read the instructions and check the "**I Agree**" check box provided at the bottom of the form after declaration if applicant is sure that he /she meets the prescribed eligibility details for the posts for which he/she wants to apply.
2. Applicant can then start the process for submission of Application form by clicking "**Proceed to Apply Online**" button. Applicant is required to provide all the mandatory information [Marked with \* (asterisk) sign]

in the application form.

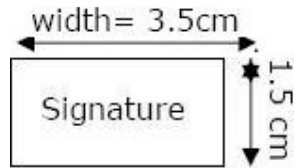
3. In the STEP-1 of application form, candidate has to validate his/her mobile with OTP in the **Contact Details Section**. After specifying all the mandatory information as required in STEP-1 of submission of Application Form, Applicants will have to check the **“I Agree”** check box to agree to the specified declarations and also to the fact that the information furnished by him/her is correct to the best their knowledge and in case any of the furnished information is found wrong later on his/her candidature is liable to be cancelled.
4. The Applicant will then have to click the **“Continue”** button to Preview the details entered by him/her. If all details are correct, the applicant can proceed to STEP-2 by clicking the **“Save Step1 & Proceed”** button otherwise click EDIT application button to make corrections in the application form.
5. On clicking the **“Save Step1 & Proceed”** button, a Unique Application Number will be generated and further he/she will be allowed to upload his/her scanned Photograph along with Signature, only signature and relevant documents to complete STEP-2 & STEP-3 of submission of Application Form.

**Note:**

- a. Applicants are advised to note down the generated Application Number. However, information regarding the generated Application Number will also be sent to the Applicant via SMS or will also be emailed. In case applicant forgot the application number, he/she can also retrieve application number from the **“View/Print Application → Forgot Application”** menu option given at top of Home Page.
- b. Applicant can also fill up the STEP-2 and STEP-3 of the application later on but before the closing date.
- c. Each candidate shall affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Black Pen in another box of 3.5 cms x 1.5cms below the photograph on the same Paper. Scan the above photo and signature in a single file in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form. Sample image is given below.



- d. Each candidate shall affix his/her signature (of size 3.5 cms x 1.5 cms) on a White Paper with Black Pen. Scan the above signature in a JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form. Sample image is given below.



- e. Candidates should upload only the relevant document in PDF Format (Size less than 250 KB of each file)
  - i. Certificate of Date of Birth (issued by Municipality, etc. or Matriculation/High School/SSC Certificate)
  - ii. Caste Certificate (SC/ST/OBC), if applicable
  - iii. EWS Certificate, if applicable
  - iv. Mark Sheet of Essential Qualification which makes him/her eligible for applying for the post
  - v. Person with disability certificate (PWD), if applicable.
  - vi. Identity Card
6. After completion of STEP-1, applicant can complete **STEP-2** and **STEP-3 later on** by clicking on “**Complete STEP-2 & STEP-3 (If Step-1 of Registration has already been completed and Application No. received)**” on the Main Page.
7. **Before making payment or final submission, applicant can make changes in the STEP-1 & STEP-2 of application form. (Note: No changes will be allowed after making payment or final submission of application form)**
8. In case payment of Application Fees is successfully made by the Applicant, a message of Successful Transaction is shown followed by the display of Payment Details from where the Applicants can note down/print the transaction details of the payment made for future reference.
9. While making the payment, if message is displayed as “**Transaction Unsuccessful/Transaction declined/Transaction Failed**” , it means that the requisite application fee has not been received, in such scenario the applicants are advised to make the payment again from the option “**Complete STEP-2 & STEP-3**” on the main page. In case payment has been deducted from the account and payment status of the application is still shown as “PENDING”, the candidate is advised to make payment again and ensure that payment status is SUCCESS. Applicants who are required to pay fee should ensure that his/her payment is **not** shown as ‘PENDING’ in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page.
10. Application will be treated as incomplete/rejected unless accompanied by Payment of Application Fee, if applicable. In case, fee is not applicable, candidate must click on '**Submit Application**' button at STEP-3 to complete the application otherwise it will be treated as incomplete/rejected.
11. Applicants can view the Application details entered along with status of application by clicking on the **View/Print Application** menu option available on the home page by providing Application number, Identity details and Date of Birth. Applicant should ensure that the Applicant Status on Application form is “**Submitted Successfully**” otherwise application will be treated as incomplete and rejected. Applicant can print application form by clicking on **Print** button.