

User Guidelines for submitting online application

[Before online registration and submission of online application, please keep ready image files (in .jpg format) of the necessary documents which are mentioned below with size]

Specification of size of image files(in .jpg format)

- ✚ Passport photo (less than 100 KB)
- ✚ Signature (less than 20 KB)
- ✚ Each relevant document (less than 500 KB)

Steps to be followed by the applicant:

- Applicant will have to complete his/her online registration first.
- Applicant will have to proceed for registration by clicking on "Registration" available on the first page of the portal.
- During the online registration, applicant will have to put his/her desired password.
- After successful completion of registration applicant will have to proceed for filling online application for desired post by clicking on "Login by Registered Applicant" available on the first page of the portal.
- A login page will appear, where applicant will have to put his/her Registration ID in the Registration ID text box which (Registration ID) was generated after completion of successful registration. Applicant will have to put his/her password in the password text box which was set by him/her during online registration.
- After successful login, applicant will have to proceed for filling online application for the desired post accordingly.
- Applicant will have to upload all relevant documents of qualifications (marksheet and pass certificate), work experience certificate, age proof certificate and other relevant documents on the portal in .jpg format as mentioned in advertisement. Size of each document must be less than 500 KB. Uploaded documents must be clear and legible. Illegible documents will be rejected.
- Finally, applicants will be able to print the system generated online application form from the portal.

N.B. Please remember the following points to reset password.

*** Remember the security question entered by you during registration.**

*** Remember the answer of the security question entered by you during registration.**

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