

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING UP THE APPLICATION FORM**

**NOTE:**

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION WELL IN ADVANCE BEFORE CLOSURE OF ONLINE AND NOT TO WAIT TILL THE LAST DATE/TIME FOR SUBMISSION. ODISHA ADARSHA VIDYALAYA SANGATHAN (OAVS) SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE REGISTRATION FORM WITH YOU FOR FUTURE REFERENCES AND FOR SUBMISSION DURING DOCUMENT VERIFICATION.
3. PLEASE DO NOT SEND HARD COPY OF THE REGISTRATION FORM OR ANY DOCUMENTS TO THE OFFICE OF OAVS.

<b>Important Dates</b>	
<b>Opening date for online registration of application (Stage-I)</b>	<b>07 March 2023 (10:00 Hrs)</b>
<b>Last date and time of closing of Registration (Step-I) and submission of application (Step-II)</b>	<b>06 April 2023 (17:00 Hrs)</b>
<b>Last date and time for closing of submission of Online Application Fees through Debit Card/ Credit Card/ Net Banking through SB Collect system of State Bank of India (Step-III)</b>	<b>08 April 2023 (23:45 Hrs)</b>

**INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATIONS**

<b>General Instructions:</b>	
1.	Read the Instructions carefully and select " <b>I Agree</b> " and Press ' <b>Start</b> ' button to proceed further.
2.	For recruitment detailed, click here to download <b>advertisement</b> and <b>notice</b> . Please read it carefully before filling the on-line application and confirm your eligibility for the applied post advertised in all respects.
3.	Before starting to fill up the on-line application, the candidate should keep at hand the following details /scanned copies of documents for uploading as applicable: -  a. Valid E-Mail ID & Mobile Number. b. Scanned copy of the recent passport size colour photograph in JPG/JPEG format only (not older than 3 weeks and size 4.5 cm x 3.5 cm) should be under 10kb - 100 KB. Candidate should ensure that the same photograph is used throughout this recruitment process. c. Scanned image of signature in JPG/JPEG format only (with black or blue ink only) should be under 10kb - 100 KB. d. Candidate's educational qualifications as per eligibility criteria (from 10th/Matriculation onwards) with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance as per university conversion formula). e. Details of Debit Card/Credit Card/Net Banking for making payment through online mode (If applicable).
4.	Category [General (UR)/SEBC/SC/ST /PwD] etc. once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
<b>How to Apply:</b>	
I.	Candidates should have a valid personal E-mail ID and mobile number. It should be kept active during the entire recruitment process. Application Sequence Number, Login ID, 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).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.</b>
III.	The step by step process for submitting the application form is given below:

	<p><b>Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail Id.</b></p> <p><b>Step-II: Please log out and re-log in to go to the Application Form. Click on the “Click here to fill Application Form” button on the top right corner. Proceed by filling up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit.</b></p> <p><b>Step-III: Candidate needs to re-login and click the link/tab “Make Payment” active after 24 to 36 hours of submission of the application. The candidates are required to click on “Make Payment” after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through Internet Banking /Debit/Credit Card only from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.</b></p>
IV.	Fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
<b>STEP-I Sign Up</b>	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details</b> , etc. correctly.
c.	On completion of Step-I registration, the candidate will receive a message in the registered e-mail id conveying his/her login ID and password.
d.	The candidate has to log-out and log in again in order to fill up other details in application form.
<b>STEP-II - Filling-up of other Personal Details, Eligibility Details, Qualification Details and Upload Photo, Signature &amp; Submit</b>	
d	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details and Declaration etc.
e	<p>Instructions regarding scanning of Photograph/Signature:- Candidates should upload the scanned (digital) image of their photograph, signature in <b>jpg/jpeg</b> format and relevant certificates in <b>pdf</b> format as per the process given below:</p> <p><b>i. Photograph Image:</b></p> <ol style="list-style-type: none"> <li>1. Photograph must be a recent passport size colour picture on light background</li> <li>2. Look straight at the camera with a relaxed face.</li> <li>3. The size of the scanned image should be up to 100 KB in jpg/ jpeg format only.</li> </ol> <p><b>ii. Signature image:</b></p> <ol style="list-style-type: none"> <li>1. The applicant has to sign on white paper with Black ink pen.</li> <li>2. The signature must be signed only by the applicant and not by any other person.</li> <li>3. Please scan the signature area only and not the entire page.</li> <li>4. The size of the scanned image should be up to 100 KB in jpg/ jpeg format only.</li> </ol>
f	After uploading Photograph and Signature, click on <b>"Pre-View"</b> tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking <b>"Submit"</b> tab.
<b>STEP-III</b>	
g	<b>Candidate needs to re-login and click the link/tab “Make Payment” active after 24 to 36 hours of submission of the application. The candidates are required to click on “Make Payment” after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through Internet Banking /Debit/Credit Card only from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference (if fee applicable) .</b>
h.	<p>Guidelines for remittance of fee are as under:</p> <ol style="list-style-type: none"> <li>1. Post submission, the candidate will be re-directed to Payment gateway to make the online</li> </ol>

	<p>payment of application fees.</p> <ol style="list-style-type: none"> <li>2. Kindly verify the details and make the payment for application fees via the different payment modes.</li> <li>3. Post successful payment of application fees, candidate will be redirected to his/her application form.</li> <li>4. Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.</li> </ol>
i	Candidates are advised not to attempt for registration more than once for same post. In case of multiple registrations, the one with the highest registration number will be considered as a final application and the last registration data for the post will be retained and the other registration will automatically cancelled.
j.	For Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk through using grievance portal or phone No. is +91 <b>7996101888</b> .
<p><b>PLEASE REFER ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.</b></p>	
<p><input type="checkbox"/> <i>I hereby declare and agree that I have read and understood all the above instructions, eligibility conditions in terms of age, educational qualification, experience, etc for applied post as mentioned in the advertisement Advt. I also declare that I meet the eligibility conditions (Age, Educational Qualification, Experience etc.) stipulated in the detailed advertisement.</i></p>	
<p><b>"Disclaimer"</b> : On-Line Application validation rules and design are based on recruitment process at OAVS website <a href="http://www.oav.edu.in">http://www.oav.edu.in</a> However, candidates are advised to read all the instruction mentioned in the advertisement carefully and should ensure that he/she fulfils prescribed eligibility criteria before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment process is <b>"PURELY PROVISIONAL"</b> pending scrutiny of your eligibility as mentioned in the Advt. for the post applied at later stages of recruitment process. In case, it is found that the candidate does not fulfil the eligibility criteria as per notification and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, community, category, sub-category, application fee, essential educational qualification(s) and experience prescribed for the relevant post his/her candidature shall be rejected at any stage of recruitment selection process.</p>	