

## **Guidelines for filling the Online Application Form**

1. Please read the detailed advertisement and instructions carefully before you start filling the Online Application Form.
2. After submitting the Online Registration Form, Application No. and Password will be generated and sent to the candidate on the registered mobile number and e-mail id.
3. After registration, proceed to fill the online application. The application shall be rejected if the eligibility conditions are not fulfilled.
4. Apply online, well in time, without waiting for the last date of submission of online application form.
5. The candidates are advised to fill the online form using computer set with printer and scanner. Scanner would be required for scanning copies of documents to be uploaded at the time of filling up the application. Candidates are also advised not to fill the online application form using mobile phone.
6. Applicants are advised to have good internet facility with reasonable speed, and online payment facility i.e. Internet Banking / Debit Card / Credit Card etc.
7. Candidates should take due care to enter correct details in the registration form as the same cannot be changed after submission.
8. Before starting to fill up the Online Application Form, candidate may ensure that she/he has the following:
  - Valid and active Email ID.
  - Valid and active Mobile number for receiving SMSs.
9. Applicant are also advised to keep the scanned copies (size 80KB to 200 KB only in JPEG format) of the following ready before filling up the online application form:-
  - Passport size colour photograph (4.5 cm length x 3.5 cm width) in colour photograph.
  - Scanned copy of signature
  - Educational Qualifications Mark sheets and certificate (10th, 12th class mark sheets, Graduation certificates, Certificate of Computer courses and any other higher qualification certificates)
  - Category Certificates. (Caste/EWS/ESM & Dependent/Ward of police personnel/Ward of freedom Fighter)
  - NOC, if applicable
  - Two identity proofs (PAN Card, Driving License, Voter Id, Passport, Aadhar Card).
  - Any other document applicable

10. Upload the scanned photograph and signature as per specifications. The photograph and signature should not appear blurry after upload.
11. Due care may be taken to fill the category.
12. The applicants are advised to re-check their details before paying the fee, as fee once paid shall neither be refunded nor be held in reserve for any other examination/recruitment, under any circumstance.
13. The applicant must upload only relevant documents wherever required in the Online Application. The uploading of irrelevant/illegible/fabricated or password-protected documents shall lead to rejection of application.
14. No request for change in the any entry like Name, DOB, Educational Qualification, Category etc. in the Online Application Form shall be entertained. Incomplete Application or Application without fee will be rejected straight away and no correspondence will be entertained in this regard.
15. Entries in the Application Form are required to be filled only in English language.
16. After successful submission of online Application Form, the candidates are advised to pay application fee through net banking/debit card/credit card and ensure to take out the print of Online Application Form.
17. Candidates are advised to retain printed copies of their Online Application Form for future reference.
18. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the details filled in the Online Application Form. If candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
19. In the case of submission of multiple Online Application Forms by a candidate for one post, only the latest Application Form with the latest Application no. will be considered.
20. Candidate has to declare the home district while filling up the application form.
21. All candidates, who apply for advertised posts, shall be treated as provisionally eligible and candidature shall be cancelled if found ineligible at any stage.
22. The applicants are advised to fill in their particulars in the Online Application carefully, Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained.

23. The decision of the Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
24. If, at any stage, starting from submitting application form till appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found to have furnished incorrect/false information, his/her candidature will be cancelled, and he/she will also be liable for criminal action. This is irrespective of whether or not the candidate was benefitted by furnishing the false or incorrect information in his/her application.
25. Candidates may take screenshot in case an error occurs during the filling of application form to take up the matter with HELPDESK.