Instructions for filling the Application Form

Before applying for the post, kindly read through the eligibility criteria specified in the advertisement. Once you meet the eligibility criteria, fill the online application as given in the standardized application form. Below is a set of guidelines you may follow for filling the relevant information against each serial number provided in the standardized application form:

1. Write your full name in block letters as given in your HSLC Certificate.
2. Mention your Date of Birth as given in the HSLC Admit Card, in the order of dd/mm/yyyy.
3. Calculate your Age as on 31st of March 2020 and write it in the space provided.
4. Select the appropriate option 'M' for Male, 'F' for Female, and 'O' for Others.
5. Mention your father's /Mather's/Husband's/wife's full name.
6. Mention your Communication Address.
7. Mention your Permanent Address.
8. Mention your Place of Birth including Police Station and District.
9. Tick the appropriate option as given- 'Gen' for General, 'SC' for Scheduled Castes, 'ST(P)' for Scheduled Tribes (Plain), 'ST(H)' for Scheduled Tribes (Hill), 'OBC' for Other Backward Classes, 'EWS' for Economically Weaker Section and 'PWD' for Persons with Disability as per the specifications of the PWD Act 2016. Upload the copy of the certificate, where required.
10. State your religion in the space provided.
11. State your citizenship of India and upload a supporting document (Eg. Permanent Resident Certificate/Voter's Id/Passport/Aadhar Card, etc.).
12. Select your choice of Language for Language Skill Test.
13. Details of Educational Qualification(s) from HSLC Examination to be provided. Other qualifications, such as Diplomas, Certificate courses, etc. may be mentioned in the space provided. Please upload supporting documents for each of the mentioned course/degree(s).
14. If you are currently employed, state the details- job position and office.
15. Mention the previous job(s) held, if any.
16. Upload details of your membership in National Cadet Corps of Territorial Army or Trained Home Guards or Civil Defense Volunteers, if any.
17. Mention the Employment Registration Number issued by the Employment Exchange Office. Upload the copy of valid Employment Registration Card in the space provided.
18. If you have any Govt./Semi-Govt. employee(s) in your family, give particulars of such family member(s), namely, relationship with you, name of the job, pay drawn, place of posting, permanent/temporary.
19. Click the relevant option for the undertaking/agreement.
20. Upload a recent passport size photograph.
21. Upload your signature.

*** Size for each document must be below 100 KB and only in JPEG format***