Instructions regarding applying online

[1] Candidates should have the following details readily available with them before filling the form online.

1. Scanned copy of your recent passport size colour photograph with approximate dimensions 135 pixels (Width) X 170 pixels (Height) OR (3.5 cm X 4.5 cm), system will allow margin of ±50 pixel in photo dimensions and size should be less than 50KB. The scanned photograph should be in '.jpg' or '.jpeg' format.
2. Detail of educational qualifications.
    [For those who have just appeared and the results are awaited in their Master's/Bachelor's Degree will have to enter **RA** (Result Awaited) while adding the marks/ percentage in the qualifying examination.]

[2] Register yourself and create **login/password** and also note this data carefully as this will be required for future reference.

[3] Follow the flow and fill up the application form step by step:

1. Personal details section
    I.   Ensure email id is correctly filled since all communication would be carried out on the given email id.
    II. Enter your date of birth as recorded in secondary school leaving certificate or equivalent examination.
    III. Provide at least **one contact number** either mobile or landline.
2. Upload the scanned photograph.
3. Go to preview and submit.

[4] The application must be completed in all aspects; incomplete applications shall be rejected.

[5] Application will only be considered as **"submitted"** when **application no.** will be generated at the final step.

[6] Once form is submitted and an application form no. is generated, you cannot update the form.

[7] Note down the generated application form no. for further reference, if any.

 [8] Kindly take a print of the final submitted online application. If any discrepancy is found between online application and the hard copy, the application will not be considered for further processing.

[9] Candidates **need not to send the printed application** or any other document.

[10] No documents from the candidates would be entertained via email.

[11] No interim queries would be entertained.