

Instructions for Online Application Process

1. Fresh applicants need to register online to fill up the form. After registration, Registered applicants need to login via registered e-mail address and password for filling up of application form, uploading of Photo, signature, documents, education qualification and other details and preview application form and submit to print the registration/application form.
2. Before he/she proceeds to apply, the candidates must ensure that he/she has read and understood the eligibility criteria cited in the Advertisement. In case, he/she fails to upload any relevant or uploads any misleading/blurred marksheet or any other document relevant for the particular post during the time of document verification or at any stage; his/her candidature for the relevant post will be summarily rejected at any stage whatsoever.

Filling and submission of the Application form:

3. Applicants must have a valid email address and phone no before applying.
4. Applicants must fill all the compulsory fields which inter-alia includes Date of Birth (DOB), Address, Name, Category, qualification etc. and click the submit button before previewing Application form.

Uploading of Photograph and Signature:

5. Uploading of Photograph: Photograph must be a recent passport size coloured photo. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections so that your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. **The image should only be in .jpg format. Size of file should not be more than 50 kb.**

Note: Uploading of Photograph is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Photo for uploading.

6. Uploading of Signature: Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature will appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test or at any further stages, the candidature will be cancelled. **The image should only be in .jpg format. Size of the file should not be more than 50 kb.**

Note: Uploading of Signature is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Signature for uploading.

7. Uploading of Documents:

Applicants need to upload all relevant documents for the relevant post. Marksheet is compulsory for the given minimum Qualification in consonance with the post as per the Advertisement. Caste Certificate, if applicable is compulsory as per category selected by applicant, 10th Admit Card/ Birth Certificate is compulsory, PRC of Assam/Domicile Certificate/Voter ID/Passport and Employment Exchange Card is compulsory. EWS certificate and PWD certificate is compulsory, if applicable. Experience Certificates in one pdf file must be uploaded, which is compulsory.

All relevant documents to be uploaded should only be in .pdf format. Size of file other than Experience should not be more than 300 kb. Experience Certificate should not be more than 1 MB.

Without uploading compulsory relevant documents, Applicants cannot submit his/her application form.

Note: Uploading of Documents is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the relevant documents for uploading.

Previewing the details of the Application form:

8. After uploading the photo, signature and relevant documents, the Applicant may preview the Application form and finally submit the Application form by clicking the **"Final Submit"** button.

9. In case of any updation/correction, candidate may edit the details of the application at the time of preview of Application form. Once the **"Final Submit"** button is clicked, the Applicant cannot edit the Application form.

Print of Application form:

Applicant may login at any time for taking print of the Online **Application** form but before the closing date. Applicant must print the final online **Application** form which will bear **Application No./Registration No.** and other details, which will be used for future logins.

Caution:

- 1. Kindly note that your registration will not be completed unless photo, signature, relevant documents are uploaded.**
- 2. Application No. in the Final Application Form will be used for all future logins.**

Helpdesk:

You may check the Home page showing Help desk E-mail address where you may drop mails regarding any queries relating to filing up of Application form, uploading of Photo, Signature, Documents. Other queries will not be entertained.