

How to Apply

1. To apply, Click on Left side Menu **Advertise**.
2. Menus under this Tab shall be displayed e.g. **Jobs, Personal Details, Qualifications, Upload File, Experience, Preview and Submit**.
3. Before going to any menu, Click on Jobs menu, you will see Click Here button on right side. **Click on Click Here button, for the advertisement/post you want to apply for.**
4. **Now you will be directed to various menus one by one after filling required information under each menu. Kindly follow the following instructions to fill-in the details:**
 - **Personal Details**
 - a) Click on **Personal Details** Menu and fill-in the details.
 - b) To fill the details, click on **Add Personal Details button on the top** and you will get screen to add the details.
 - c) To **edit** the details, if required, click on **Edit button**.
 - **Qualification Details**
 - a) In **Qualification** menu, fill-in the details for 10th standard, 12th standard , Diploma, Graduation and other courses under taken / qualifications acquired by you, by clicking **Add Qualification** button.
 - b) You will fill-in the details like Study Level, Qualification/Exam. Passed, Stream/Discipline/Subject, Board /University/Organisation, Final Marksheet Date, Percentage. Upload Marksheet and Certificate.
 - c) **Click on Add Qualification button again to enter next qualification details** and fill-in the details like Study Level, Qualification/Exam. Passed, Stream/Discipline/Subject, Board /University/Organisation, Final Marksheet Date, Percentage. Upload Marksheet and Certificate.
 - **Upload File Detail**
 - a. In Upload File menu, upload the Photograph, scan copy of Signature, Age Proof Certificate, Category Certificate (if applicable), Fee Receipt(if applicable), PWBD(if applicable), EWS(if applicable), Ex-Serviceman(if applicable) and other applicable documents.
 - b. **Click on Add Upload File button again to upload documents one by one.**
 - **Experience Details(If applicable)**
 - a) In **Experience** menu, fill-in the details and upload the relevant document(s) indicating nature of duties performed along with work duration and designation, if applicable.
 - b) **Click on Add Experience button again to upload documents one by one.**
 - **Preview and Submit**
 - a) Click on **Preview and Submit** menu and **check the details filled** by you. If required details are not filled or required documents are not uploaded, you will see **error message(s) at the bottom of the page**.
 - b) You are requested to save the details after filling Personal Details, Qualifications, Upload File, Experience in online application form.
 - **Complete Submission**
 - a) Once required details have been filled-in by you see **Complete Submission** button, in the bottom of the **Preview and Submit** menu.
 - b) You can **edit** the details until you click on **Complete Submission** button
 - c) **Once you click on Complete Submission button, you will not be able to edit the submitted details.**
 - d) **After Click on Complete Submission, in Preview and Submit menu, Download PDF button will appear.**
 - **The applicant will receive an acknowledgement email in the applicant's registered email ID, after successful submission of the application.**
 - In **Preview and Submit** menu Click on **Download PDF** button and get PDF of submitted application for your record.
 - Candidates should upload the relevant documents in support of information to be furnished in application form and also ensure that these documents are legible.
 - **Incomplete application form and/or non-readable uploaded documents are liable to be rejected.**
