

How to apply

Step 1: Click on New Registration to first register your communication details like e-mail id and mobile no. on the website

Step 2: Once registered an SMS and an e-mail will be sent to the registered e-mail id and the mobile no. intimating the Registration No. and the password. Keep the Registration No. and the password in a safe place.

Step 3: With the given Registration No. and password login to the website.

Step 4: Upload a scanned copy of your recent passport size photo (only jpg or jpeg, size between 20-50kb) and your signature (only jpg or jpeg, size between 10-20kb) on the website.

Step 5: Fill in your Basic details like date of birth, category, experience, PWD details if any, level of post etc and choose the post(s) for which eligible in order of preference. Save and move to the Next page.

Step 6: Enter your qualification details and details pertaining to experience. Please note that the experience in months and days mentioned on the Basic details page must match with the details of experience mentioned on the qualification page. Hence choose the correct From and To dates for experience.

Step 7: After Saving the Qualification page the system shows the preview of the Registration form. Check whether all the data has been entered correctly. In case you are sure that the form has been filled correctly, click on the **photo, signature and declaration on the Preview page** and then click on the FINAL SUBMIT button at the bottom right of the page. Once the application form which has been Finally Submitted CANNOT be edited. In case you want to edit the form click Back to go back to the relevant page before finally submission of the form.

Step 8: An e-mail/ SMS is sent to the candidate on Final Submit if the application has been successfully submitted

Step 9: For candidates who have to pay the required application fee, on clicking on Final Submit, a challan slip with the candidate's details is generated. Kindly print this slip and deposit an amount of Rs 370 in any branch of SBI. Once the payment has been accepted, the bank will write the Journal no. on the challan slip.

Step 10: Re-login to the site using the Registration No. and password sent earlier. Click on the tab Challan Details to submit the details of payment. Please make sure that the Journal No and other fields are correctly filled as they will be used for verifying the details of payment made. Click on Submit Details and the application is successfully submitted. An e-mail/ SMS shall also be sent to the candidate confirming the details of Registration.