

RECRUITMENT NOTICE

RE-NOTIFICATION OF RECRUITMENT FOR THE POST OF CONSTABLE (DRIVER) AND ASSISTANT MECHANIC (PC) IN A&N POLICE MOTOR TRANSPORT (PMT) & FITTER ELECTRICIAN (MALE ONLY) IN A&N POLICE RADIO ORGANIZATION (PR), ANDAMAN & NICOBAR ISLANDS.

Online applications are invited from eligible candidates for the post of Constable (Driver) and Assistant Mechanic (PC) in A&N Police Motor Transport (PMT) & Fitter Electrician (Male only) in A&N Police Radio (PR) Organization, Andaman & Nicobar Islands. **It is informed that those candidates who already applied online and submitted their hardcopy of application for the post of Constable (Driver), Assistant Mechanic (PC) and Fitter Electrician in response to this office Recruitment Notice No. DGP/RC/DR/FS&PMT/2017/6485 dated 30/11/2017 published in the Daily Telegram on 01/12/2017 & Dweep Samachar on 11/12/2017 and enlisted under eligible candidates displayed in the Notice Board of Police Headquarters, Atlanta Point, Port Blair and uploaded on website <http://police.andaman.gov.in> NEED NOT submit their application again.**

The number of posts, its scale of pay, and eligibility conditions for each of the posts are given below:-

1. NAME OF THE POST AND NO. OF VACANCIES

Name of the Post	No. of Vacancies		
	General	OBC	Total
Constable(Driver) in A&N Police Motor Transport	15	08	23*
Assistant Mechanic(PC) in A&N Police Motor Transport	02	01	03*
Fitter Electrician (Male only) in A&N Police Radio Organization	02	-	02*

Note: -

- (i) * Number of vacancies is tentative and may change in future.
- (ii) Applications for the post of **Constable (Driver)** and **Fitter Electrician** are invited only from eligible **MALE** candidates.

2. SCALE OF PAY

POST	Pay Band + Grade Pay / Revised Pay Level
1. Constable(Driver), PMT 2. Asst. Mechanic (PC), PMT 3. Fitter Electrician, PR	PB – 1 Rs. 5200 – 20200 + GP Rs. 2000 (Pre-revised) [Revised as per 7th CPC, Level in the PAY MATRIX - Level 3 (Rs. 21700 – 69100)]

3. ELIGIBILITY CONDITIONS

A. EDUCATIONAL QUALIFICATIONS

Post	Education/Essential Qualification
Constable(Driver), PMT	<p>1. 10th Std. Pass from a recognized board/ University. 2. Valid Light Motor/Heavy Motor Vehicle driving License with knowledge of Motor Mechanism.</p> <p>Desirable:-</p> <ol style="list-style-type: none">i) Technical qualification in profession with 2 years experience in Motor Mechanism.ii) 2 years experience of driving of all type of vehicles.iii) Ability to drive motorcycle. <p>Note:-</p> <ol style="list-style-type: none">i) The candidate selected for appointment will have to undergo a training course for a period of 03 months and pass the training.ii) The candidate selected for appointment will have to obtain license for Heavy Motor Vehicle,

	if not already having, within a period of one year from the date of appointment failing which they will be liable to be discharged from service.
Assistant Mechanic (PC), PMT	1. 10 th Std. Pass from a recognized board/ University. 2. Should possess ITI or Equivalent Trade Certificate in Motor Mechanism from a recognized training institution.
Fitter Electrician, PR	1. 10 th Std. Pass from a recognized board/ School. 2. Certificate in Electrician from a recognized ITI 3. Preferable: 2 years practical experience

B. AGE LIMIT (AS ON 5TH NOVEMBER, 2018)

Sl. No.	Post	Age Limitation
a.	1. Constable (Driver), PMT 2. Assistant Mechanic(PC), PMT 3. Fitter Electrician, PR	Between 18-25 years.
b.	Relaxable by 3 years in the case of OBC candidates.	
c.	Relaxation upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Government of India from time to time.	
Note:- The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from the candidates.		

4. MINIMUM PHYSICAL STANDARDS

Post	Minimum Physical Standard	General/OBC
1. Constable(Driver), PMT 2. Fitter Electrician, PR	Height	168 Cm
	Chest (Normal)	81 Cm
	Chest (Expanded) Note: With minimum 04 Cms expansion	85 Cm
	Weight (Minimum)	50 Kgs.
3. Asst. Mechanic (PC), PMT	Height	165 Cm
	Chest (Normal)	76 Cm
	Chest (Expanded) Note: With minimum 04 Cms expansion	80 Cm

Note:- Those candidates who are declared not qualified in Physical Standard, i.e., height, weight and chest, may prefer an appeal, if they so desired, to **the Appellate Authority** present on the Physical Measurement/Endurance Test ground. **The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained.**

5. PHYSICAL ENDURANCE TEST

Post	Events	
1. Constable(Driver), PMT 2. Fitter Electrician, PR	Race	1 mile in 8 minutes
	Long Jump	12 feet (in three chances)
	High Jump	4 feet (in three chances)
1. Asst. Mechanic (PC), PMT	Race	1 mile in 8 minutes 30 seconds
	Long Jump	3.5 mtrs. (in three chances)
	High Jump	1.1 mtr. (in three chances)

The candidates who qualify the Physical Measurement and Endurance test shall be put through a written examination.

6. WRITTEN TEST

A. Written Test for Constable (Driver), PMT (300 Marks) :-

Scheme & Subject for the examination

Paper	Syllabus
Paper - I (300 marks)	In this paper, there will be questions on General Knowledge, current affairs, important happenings around him/her in the country / abroad, Indian history, polity, geography, scientific research, reasoning, simple arithmetic, general aptitude, Hindi and English language including comprehension and any other topic to check the eligibility of the candidates.

The minimum qualifying marks in the written test will be decided by the chairman depending on the number of the candidates available and the vacancies existing. The qualifying marks shall under no circumstances be less than 40%.

B. Written Test for Assistant Mechanic (PC) PMT (120 Marks):-

Paper-I shall cover questions on General Knowledge, Simple Arithmetic, English Language and any other topic to check the eligibility of the candidates etc. and Paper-II shall cover questions on basic knowledge of linear and angular measurements, working and principal of two and four stroke petrol and diesel engine, valve timing, transmission, ignition, fuel pump operation, hydraulic and pneumatic brakes system, engine overhauling, Multi Point Fuel Injection System, turbocharger etc. The Paper-I & II will be set both in Hindi and English and the candidate may answer either in Hindi or English. The minimum qualifying marks in the written test is 40%.

C. Written Test for Fitter Electrician, PR (60 Marks) :-

A question paper shall have questions on A.C Circuits, Electrical Appliances, Magnetism and Electromagnet, use of conductors and insulators, Cell, Batteries and Transformer; General Knowledge, Simple Arithmetic and Hindi/English language. The papers will be set in Hindi and English and the candidates may answer either in Hindi or English. The minimum qualifying marks in the written test will be 40%.

The candidates who qualify the Written Test shall be called for Trade Test.

7. TRADE TEST

The candidates who qualify in the written test will be required to qualify in the trade test of following marks and syllabus.

A. Trade Test for Constable (Driver), PMT (100 Marks) (Theory-cum-Practical) :- It includes:-

Sl. No.	Event	Marks	Total Marks	
1.	Parking, Reversing & Garaging	a) Parking	10	40 Marks
		b) Reversing	15	
		c) Garaging	15	
2.	Road Test	a) Initial Marching of vehicle	03	20 Marks
		b) Running of the vehicle i.e use of gear as per load requirement	03	
		c) Application of brakes (Avoid unnecessary brakes)	03	
		d) Turning of Vehicle i.e Right or left (How to turn if indicator is not working)	03	
		e) Efficient usage of clutch	03	
		f) Any other query related to road test	05	
3.	Traffic Rules & Signs	Ten rules and signs to be asked in this each containing 02 marks	02 (each)	20 Marks

4.	Motor Mechanism & Maintenance (Theory-cum-practical)		
	Motor Mechanism	Basic Check of vehicles	
		a) Physical Inspection of tyre	1.5
		b) Water level in radiator	1.5
		c) Level of engine oil	1.5
		d) Inspection of fan belt	1.5
		e) Inspection of battery with terminal	1.5
		Any other query related to motor mechanism	2.5
	Maintenance	a) Changing of filter (engine oil, fuel & air filter)	1.5
		b) Break Oil Check/steering/gear oil check	1.5
		c) Viper	1.5
		d) Break light assembly	1.5
		e) Electrical Accessories functioning	1.5
		f) Any other query related to Maintenance	2.5
Total		100 Marks	

Only those candidates who obtain 50% or more marks in the trade test will be considered qualified in the trade test.

B. Trade Test for Assistant Mechanic (PC) PMT (80 Marks) :-

The candidates who qualify in the written test will be subjected to trade test by the selection board to assess their technical aptitude and knowledge for practical work in the field of Motor Mechanics.

The candidates shall be provided with vehicles of various categories and asked to identify, locate, explain and if required, fix the problems therein. The defects to be provided for testing the diagnostic capabilities shall relate to the general functioning of the engine, gear box, chassis, cooling system, brakes, transmission, suspension, lubrication, electrical & electronics system etc.

Only those candidates who obtain 40% or more marks will be considered qualified in the Trade Test.

C. Trade Test for Fitter Electrician, PR (40 Marks) :-

The candidates who qualify the written test will be required to qualify in the Trade Test of 40 marks, which will include: -

- i. Making of switch boards - 8 marks
- ii. Fixing cut outs - 8 marks
- iii. Secondary battery charging - 8 marks
- iv. Assembling of tube light sets - 8 marks
- v. Connecting stair case switches - 8 marks

Only those candidates who obtain 50% or more marks will be considered qualified in the Trade Test.

The final list of the selected candidates, in order of merit, will be prepared by adding the aggregate scores obtained by candidates in the Written Test and Trade Test in every individual trade. The list of selected candidates shall be declared based on merit and number of vacancies notified/existing.

8. MEDICAL EXAMINATION

The successful candidates shall be subjected to medical examination as given below:

- (i) The minimum distant vision should not be less than 6/9 of each eye without correction i.e. without wearing of glasses. With correction i.e., after wearing

glasses, the minimum distant vision should not be less than 6/6 of each eye. The candidate should not have Colour Blindness.

- (ii) The candidate must not have knock knee, flat foot, varicose vein or squint eyes, bow legs, inability to flex the fingers properly or any other obvious deformities.
- (iii) Candidate must be in good mental and physical health and free from any physical defects likely to interfere with the efficient performance of Police duties.
- (iv) Every candidate shall have to go through a medical examination by GB Pant Hospital, Port Blair before appointment.

“Appointment to the post shall be subject to successful verification of original documents related to educational qualification, age proof, category certificates (in case of OBC) and successful completion of medical examination, Police verification or any other verifications as per rules.”

9. HOW TO APPLY

- (i) Candidates may submit their applications online at A&N Police website “<http://police.andaman.gov.in>” or approach nearest **CSC (Common Service Centre) in A & N Islands**. An acknowledgement receipt in the form of application form will be generated after filling up the online application form. The hardcopy (**coloured printout**) of that application form along with the self attested copies of certificates of age proof (10th Pass Certificate), Category certificate (in case of OBC), Educational Qualification Pass Certificates, Driving Licence, Experience Certificates (if any) etc., should be sent to **The Deputy Superintendent of Police (Estt.), Police Head Quarter, Atlanta Point, Port Blair, A & N Islands - 744104**. The candidature of those candidates will not be considered who may fill online application form in time, but failed to send the hardcopies of application form along with other enclosures on time.
- (ii) The submission of any fake/forged document shall entail the registration of a criminal case against the candidate in accordance with law besides cancellation of candidature.
- (iii) Candidates applying for the post as Govt. servant should send their hard copy of application form and other enclosures along with ‘**No Objection Certificate & Service Certificate (recent)**’ (from their employer) through proper channel from the concerned Competent Authority/Department.

10. CLOSING DATE

Online application forms should be submitted by the candidates with effect from **22nd October, 2018 at 0900 hrs** onwards and latest by **2359 Hrs on 05th November, 2018**. The hard copies of application forms and other relevant documents/enclosures should be sent either in person or by post/courier or otherwise, so it should reach to **The Deputy Superintendent of Police (Estt.), Police Head Quarter, Atlanta Point, Port Blair, A & N Islands - 744104** latest by **1700 hrs on 15th November, 2018**. The applications received in any manner after the due date will not be accepted.

11. IMPORTANT INSTRUCTIONS TO CANDIDATES

- (i) After scrutiny and acceptance of the application forms, each applicant will be issued an Admit card, which will be required at every stage of the recruitment process. The information regarding issue of **Admit cards** shall be published through website <http://police.andaman.gov.in> and local daily News papers in due course.
- (ii) **Only the date of birth as recorded in the matriculation/secondary examination certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.**

- (iii) **The candidate must write their name, date of birth, and father's name strictly as given in the matriculation/secondary certificate failing which their candidature is liable to be rejected.**
- (iv) **Benefit of OBC would be given only to those candidates who belong to the OBC category as notified by the Andaman and Nicobar Administration.**
- (v) **Application with illegible/blurred photograph and/or signature will be rejected.**
- (vi) **Request for change/correction in any particular in the application form once submitted will not be entertained under any circumstances.**
- (vii) The candidates, who filled category as OBC, but failed to enclose OBC certificate will be treated as "General Candidates" and the category of such candidates shall not be subsequently changed under any circumstances.
- (viii) **While filling the online application form candidates should mention all relevant enclosures.**
- (ix) While filling online application, if candidate applied for more than one posts then necessary documents in accordance with the post required, shall be submitted along with the hardcopy of online application. Further, **CANDIDATES SHALL SELECT THE POSTS IN ORDER OF PREFERENCE.** Once the order and preference of the posts selected by the candidate, it will NOT be changed later under any circumstance.
- (x) If the candidate has not mentioned the post in online application form and still sent hard copies of more than requisite educational qualifications for the posts for which he/she is applying, he/she will only be considered for the posts for which he/she has applied and will be issued Admit Card accordingly only for the posts applied for and not for other non-mentioned posts.
- (xi) All enclosures shown to be enclosed with online application should be sent to **The Dy. Superintendent of Police (Estt.)** with hardcopy (coloured Printout) of Acknowledgement Copy of online application duly signed (signature should be matched with the signature uploaded) and also put the Left thumb impression on the designated space. **Those candidates who failed to send the hard copies of application form and enclosures within the prescribed time limit, their candidature shall be cancelled and no further representation in this regard shall be entertained. They shall not be issued online admission card to appear in Physical Measurement/Endurance Test.**
- (xii) **The information furnished by the candidates in the online application form including enclosures shall be considered final and no claim regarding possession of Category certificate (OBC) or any other educational qualification for particular post or any other information shall be entertained later on.**
- (xiii) **Candidates sending hard copies of the application form with other enclosures shall authenticate every page of the hardcopy by putting his/her signature anywhere at the bottom (blank space) or designated space. Signature should match with the signature uploaded while filling online application form. The application form received without signature or thumb impression or signature mismatched with the signature uploaded, the candidature of such candidates will not be accepted.**
- (xiv) The admit cards will be issued after thorough scrutiny of online applications and hard copies of application forms and enclosures received thereafter. Post wise list of eligible and non-eligible candidates will be published on the website <http://police.andaman.gov.in> and on the notice board of Police Headquarters, Port Blair.
- (xv) Incomplete applications in any form are liable to be rejected. No further correspondence will be entertained in this regard and no Admit Card will be issued to such candidates.
- (xvi) **Not more than one application should be submitted by a candidate. Candidates are advised to exercise due diligence at the time of filling their application form. Multiple attendance/appearance by a**

candidate in examination will be summarily rejected/candidature cancelled.

- (xvii) Candidates seeking age relaxation as Govt. Servant or Departmental Staff are directed to send their applications form along with all enclosures and No Objection Certificate & Service Certificate (rendered minimum 3 years of service and continue in service till the time of appointment in the event of their selection) through proper channel from the Competent Authority/Department concerned otherwise the candidature of such candidates will be rejected by considering as an over-age candidate.
- (xviii) Candidates shall prepare for the Physical Endurance Test and participate at their own risk. The A & N Police will not be liable for any damages in the event of any injury or any casualty suffered by a candidate during the Physical Endurance Test.
- (xix) **Candidates failing at any stage during the process of recruitment will be eliminated at that stage itself.**
- (xx) The candidates who are not satisfied with the decision of the Recruitment Board concerning their Physical Measurements only may prefer appeal in writing in the prescribed format to the Appellate Authority on the same day. **The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained.**
- (xxi) No TA or DA will be paid to the candidates for attending the selection process. The candidates will have to appear for the tests at their own cost.
- (xxii) **Any subsequent information or update or corrigendum in respect of this recruitment drive shall be published in local daily newspapers and on website <http://police.andaman.gov.in>, as and when required.**
- (xxiii) **Candidates, who doesn't have the eligibility criteria will not be allowed to take Physical Measurement/Endurance Test etc., even if Admit Card is issued inadvertently because of clerical mistake or oversight.**
- (xxiv) **Filling online application shall be considered complete only after receipt of hard copies of application form and all enclosures and subsequent generation of Admit card.**
- (xxv) **For status of your application and admit card please keep on checking at website <http://police.andaman.gov.in>.**
- (xxvi) After scrutiny, Admit Card will be uploaded online and the candidates can download their Admit Card by entering their registration number and date of birth as login details from A&N Police website. Take a Printout of Admit Card and keep it throughout the recruitment process. It should be produced whenever demanded. **NO HARD COPY OF THE ADMIT CARD WILL BE SENT BY POST TO THE APPLICANT ON HIS/HER ADDRESS.**
- (xxvii) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:** The candidates must bring one photo identity proof such as Passport/Aadhaar/PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/Identity Card issued by School or College/Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with Admit Card to the Recruitment Authority at the time of Physical Measurement/Endurance Test, Written Test, and Trade Test failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.
- (xxviii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam. Andaman & Nicobar Police does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Andaman & Nicobar Police.
- (xxix) Candidates serving in Govt./Quasi Govt. offices, any other Public Sector undertakings are advised to submit 'No Objection Certificate' from their employer at the time of joining A&N Police, failing which their candidature may not be considered.

- (xxx) **IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS /HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.**
- (xxxii) Candidates are advised to keep their e-mail ID/contact number alive for receiving any other information related to their candidature or recruitment process etc.
- (xxxiii) Appointment of selected candidates is subject to successful completion of his/her original documents verification by the Selection/Verification Board, being declared medically fit as per the Medical Standard requirement mentioned above and clearance of Police Verification Report or any other verifications as per rules. **The newly appointed candidates would be kept in probation period of 3(Three) years.**
- (xxxiv) DECISION OF A&N POLICE IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY A&N POLICE IN THIS REGARD.
- (xxxv) Admission to examination will be purely provisional without verification of age / qualification / category (OBC) etc. of the candidates with references to documents.
- (xxxvi) If required the thumb impression of the candidates in digital format may also be captured at any stage for biometric verification of the genuineness of the candidates and in case any candidate is found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled. As such they are advised not to apply any external matter like Mehandi, Ink etc. on their hands.
- (xxxvii) In case of any query, candidates are advised to contact Recruitment Cell, Police Headquarters, Port Blair over Phone No. (+91) (03192) - 230735.

12. **CENTRE FOR PHYSICAL MEASUREMENT/ENDURANCE TEST AND WRITTEN TEST**

- (i) The Physical Measurement/Endurance Test, Written Test and Trade Test will be held at **PORT BLAIR.**
- (ii) The date/time and location at Port Blair for Physical Measurement/Endurance Test, Written Test and Trade Test shall be communicated in due course through local newspapers, AIR and our website <http://police.andaman.gov.in>.

13. **VERIFICATION OF DOCUMENTS**

- (i) *Original documents i.e. Educational qualification, age proof, category certificates(in case of OBC), experience certificates etc., will be verified only those of provisionally selected candidates in merit and candidates who are kept in panel, by the Selection/Verification Board. The candidates, therefore, should not bring these original documents/certificates at the time of "Physical Measurement (PM)/Physical Endurance Test (PET)" or Written or Trade Test. The candidate himself/herself responsible for the safe custody of his/her original documents. They have to produce original documents under proper accountability and take back the same after completion of verification. A&N Police is not responsible for any loss or damage to original certificates of candidates during verification process.*
- (ii) *It is mandatory to all the short listed candidates to verify their original certificates and submit another self-attested copy of all those mandatory certificates in person to the selection board/verification board at the prescribed venue on the scheduled date and time. Candidates failing to attend for verification of documents shall be struck-off/disqualified from the relevant panel for all purpose in future and no further request correspondence shall be entertained.*

14. RESOLUTION OF TIE CASES

In cases where more than one candidate secures equal marks in the aggregate total of written and trade exam, tie will be resolved by applying the following methods one after another.

- a. By checking Date of Birth i.e., the candidate older in age gets preference.
- b. By referring to the alphabetical order of the names taking first names into consideration.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- a) Candidates are cautioned that they should not furnish any particular that is false, tampered/fabricated and morphed photograph and they should not suppress any material information while filling up the application form. Candidature will be immediately cancelled in case any such unfair practice is found.
- b) At the time of written examination, if a candidate is (or has been) found guilty of: (i) Using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:
 - (i) to be disqualified from the examination for which he/she is a candidate
 - (ii) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by A&N Police.
- c) **USE OF MOBILE PHONES, PAGERS, CALCULATORS OR ANY SUCH DEVICES:**
 - (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary/criminal action including ban from future examinations.
 - (ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
 - (iii) Candidates are not permitted to use or have in possession of calculator in examination premises.

16. INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS:

- (i) Candidates can apply online through A & N Police website **<http://police.andaman.gov.in>**. **Candidates are advised to use latest version of browser (Google Chrome/Mozilla Firefox etc.) or otherwise JavaScript enabled browsers may kindly be used for filling online application.**
- (ii) Before filling online application, candidates are advised to read thoroughly and understand the Recruitment Notice and Online Filling Instructions by clicking on "**VIEW**" and "**INSTRUCTIONS**" links.
- (iii) Candidate shall start filling up the online application by clicking on "**APPLY ONLINE**" link.
- (iv) The Candidate has to go through following steps for completing his/her online submission.
 - a. Personal Details
 - b. Selection of Post (in order of preference in case applied for more than one post)
 - c. Qualification Details
 - d. Experience Details
 - e. Upload scanned photograph and signature
 - f. Final Confirmation and Submission
 - g. Send hardcopy of online generated application form with all enclosures (self-attested).

- (v) **Online application has to be completed in only one session.**
- (vi) The candidate should enter all required information correctly in all fields of the online application.
- (vii) Personal Details once saved cannot be modified later again.
- (viii) Kindly keep your scanned copy of photograph (File Size between **20 kb to 50 kb** in the **format .jpg/.jpeg**) and signature (File Size between **10 kb to 20 kb** in the **format .jpg/.jpeg**) before applying.
- (ix) After filling the fields, the candidate can save the information and continue to next form by using the **"CONTINUE"** button. The candidate can edit data in qualification, experience, photograph, signature, post for which he/she is applying and its preference till the final confirmation & submission, by clicking on **"EDIT APPLICATION"** button.
- (x) At the bottom of the page there is a 'Declaration' for candidates in the final confirmation form. Candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on **'I agree and accept the declaration'** or **'I do not agree with the declaration'** option buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the Online Application.
- (xi) Click on **"CONFIRM & SUBMIT"** for final submission of the application form.
- (xii) An online generated application form will be appearing on confirmation with title **"Acknowledgment Copy of Online Application"**. Take a clear coloured printout of the online application after confirmation. A Registration Number will be generated in the printed application form and a SMS will be sent to the registered mobile number. Be cautious before taking printout that the acknowledgement copy of Application Form should be complete in all respect as shown in Sample Application Form. **Hardcopies of application form missing any information are liable to be rejected.**
- (xiii) The last date for online submission of application is on **05.11.2018 till 2359 Hrs** (midnight). Online Application process must be completed well in advance before last date according to advertisement, after which the web-link will be disabled or the system will not allow you to submit online application.

A. PERSONAL DETAILS:

- (i) The candidate has to provide his/her personal details as per certificates.
- (ii) Personal details comprises of **Name of Applicant, Father's Name, Date of Birth, Gender, Category, whether Government employee or not, Permanent Address, State to which he/she belongs, District, Communication Address, Aadhaar No./Enrolment No., Driving License, Mobile Number, eMail Id** etc.
- (iii) The Name, Father's Name and Date of Birth should be same as shown in the 10th Pass Certificate.

Note: - Personal Details once saved cannot be modified later.

B. POST SELECTION/ EDUCATION QUALIFICATION/TECHNICAL EXPERIENCE DETAILS:

- (i) After completion of personal details, Candidates has to select the post(s) for which he/she applied in order of preference.
- (ii) The candidate has to fill the Educational qualification as per the requirement given in the advertisement.
- (iii) Under this section, the candidate has to select the requisite Qualification from the drop down box i.e., Board/University, Certificate Serial No., Year of passing, and duration of Course (in Months) as the post for which they are applying.
- (iv) After filling the Qualification details, the candidate has to fill the experience (if any) with respect to the advertisement and post for which he/she is applying. This includes Name of Employer, Post held, Nature of Duty and duration of work (in months).

- (v) Candidate shall tick the checkbox for documents in the list of enclosure which are to send along with the hardcopy of online application.

C. UPLOAD PHOTOGRAPH & SIGNATURE:

The next form is to Upload Scanned copy of Photograph and Signature of applicant.

- (i) The size of photograph must be within 20KB to 50KB in .jpg, .jpeg format.
(ii) The size of signature must be within 10KB to 20KB in .jpg, .jpeg format.

Guidelines for Scanning the Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications mentioned below. Online application will not be registered unless candidates upload photo and signature as specified.

Note: In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

I. PHOTOGRAPH IMAGE :

- Photograph must be a recent passport size colour picture and must be true image representation of the candidate. Any attempt to use morphed photograph will result in immediate rejection of the candidature.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.

II. SIGNATURE IMAGE :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb - 20kb.

III. SCANNING THE PHOTOGRAPH & SIGNATURE :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be in JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

If the file size and format are not as prescribed, an error message will be displayed.