

FREQUENTLY ASKED QUESTIONS

1. What are modes for applying?

Candidates are required to submit the Online Application Form only ONCE.

2. What is the amount that I am required to pay and what are the documents I need to upload?

Candidates belonging to SC/ST need to pay Rs 300/- and others need to pay Rs. 600/-.

a. Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, Mobile Number, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

b. Photograph, Signature is to be up-loaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature". The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format.

There will be separate links for uploading Photograph, Signature. Click on the respective link "Upload Photograph, Signature.

Recent passport size colour photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with **BLUE / BLACK INK PEN**. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c) Submission of Application:

- The candidate may review all the filled information before clicking on the declaration.

- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

**Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required.
After submission of the Application, no addition / modification will be permitted.**

3. **What are the modes of payment of Application Fee?**
DEMAND DRAFT.

4. **I have, by mistake, entered incorrect data in my application. How shall I correct it?**

If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. **Data, once submitted cannot be edited.** Care should, therefore be taken that only correct information is entered in the Application Form. In case you find that anything needs to be changed, go back and make the necessary changes. Only when you are sure the information is in order, Click on SUBMIT button.

Please note that once the data is submitted any requests for change of mailing address, category etc. as declared in the online application will not be entertained.

5. **What documents should I keep for future reference?**

A copy of Registered Application Form, Photocopy of Demand Draft.

6. **If the print out of the filled Application Form could not be taken at the time of registration, can it be taken out at a later date?**

Yes. In case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link “Click here to Print/Reprint Registered Application Form given on the website

7. **When will be the written test?**

Date of Written test will be notified later on the designated website

8. **Whether there is any possibility of change in the date of examination due to clashing of other exam's dates.**

The examination dates once declared shall not be changed.

9. **What should I do if there is lot of delay in accessing the website**

The delay in accessing the website depends upon various factors like Internet Speed, load on the server, Network problems etc. Therefore if you are not able to get the relevant webpage for registration promptly, please retry after some time or during off-peak hours. In order to avoid last minute rush, the candidates are advised to apply early enough.