HOW TO APPLY :

Detailed Guidelines / procedure for :

a) Application Registration
b) Scan and Upload of Photograph, Signature

A. APPLICATION REGISTRATION :

I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION :

Before applying online, candidates should

i. Scan their
- Photograph (4.5 cm x 3.5 cm)
- Signature **(on white paper with black ink)**

ii. Signature in CAPITAL LETTERS will NOT be accepted.

iii. Keep the necessary details / documents ready .

iv. Have a valid personal email id and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination, Regional Language Test etc. through the registered email id. In case a candidate does not have a valid personal email id or mobile no., he / she should create his / her new email id and acquire new mobile no. before applying online and must maintain that email account and mobile number till the completion of Recruitment Exercise.

II. APPLICATION PROCEDURE :

1. Candidates have to go to the Company's website 'Recruitment' Section and click on the option **'APPLY ONLINE'** which will open a new screen.
2. To register application, choose the tab **'CLICK HERE FOR NEW REGISTRATION'** and enter Name, Contact details and email id, mobile no. etc. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can

save the data already entered by choosing **'SAVE AND NEXT'** tab. Prior to submission of the online application, candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct, prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application form themselves as no change will be possible/ entertained after clicking the **'COMPLETE REGISTRATION'** BUTTON.
5. The Name of the candidate and his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change / alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the **'VALIDATE YOUR DETAILS'** and **'SAVE & NEXT'** button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature detailed under point "C" given below
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before **'COMPLETE REGISTRATION'.**
10. Modify details, if required, and click on **'COMPLETE REGISTRATION'** only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on **'SUBMIT'** button.

B. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS :

Before applying online, a candidate will be required to have a scanned (digital) image of his / her photograph, signature as per specifications given below :-

Photograph Image : (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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 20 kb – 50 kb

- Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Live Photograph Capture

- *In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.*

- *On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.*

- *On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.*

Do's and Don'ts of Photo Capture

Dos:

- *Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.*

- *Look straight at the webcam/ camera.*

- *Photograph should be of passport size.*

Don'ts

- *Small size photograph not to be clicked/ uploaded.*

- *Coloured glasses or sunglasses/ Cap should not be worn.*

- *Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.*

- *Photo not taken in dark/ improper background.*

Signature Image :

- The applicant has to sign on white paper with Black Ink pen.
- The Signature should be of applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10-20 kb for signature.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

Scanning the documents

- Set the scanner resolution to a minimum of 200 dpi (dots per inch) & color to True Color.
- 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 *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 documents in *.jpeg* format not exceeding 50 kb (photograph and hand written declaration) & 20 kb (signature) by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature) by using crop and then resize option in the Image menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his / her photograph, signature

Procedure for uploading the documents

- There will be separate links for uploading Photograph, signature
- Click on the respective link 'Upload Photograph / signature.
- Browse and Select the location where the scanned Photograph / file has been saved.
- Select the file by clicking on it.
- Click the 'Open / Upload' button.

Your Online Application will not be registered unless you upload your Photograph, signature, as specified.

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- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

- **Candidates will have to upload other documents in the application link as per the list given in the advertisement:**

- Following are the guidelines for uploading the documents :

  - Documents are to be uploaded in PDF and no other format will be accepted
  - Maximum file size should not exceed the limit of 500 kb.
  - Kindly make one single file for educational certificates and one single file all experience certificates combined together.

Note :

(1) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his / her application and re-upload his / her photograph or signature, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

(4)Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph

and signature uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet / website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he / she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her are found to be false at a later stage.