

1. How to apply:

Candidates can apply ONLINE only from 09.05.2026 to 29.05.2026 and no other mode of application will be accepted. The steps involved in applying are as mentioned below.

- a. Registration of the applicant.
- b. Filling required details in ONLINE application.
- c. Scanning and uploading documents and Submission of ONLINE application.
- d. Payment of fees.

1.1. Important Points to be noted before registration:

- a. Before applying ONLINE, candidates should Scan their:
 - i. Photograph (4.5cm × 3.5cm)
 - ii. Signature (with black ink)
 - iii. Left thumb impression (on white paper with black or blue ink)
 - iv. A handwritten declaration (on a white paper with black ink) (text given below)
 - v. Ensuring that all these scanned documents adhere to the required specifications as mentioned in **para 7.2.3** below.
- b. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
- c. The text for the handwritten declaration is as follows –
- d. “I, (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- e. The above-mentioned handwritten declaration has to be in the candidate’s own handwriting and in English only (declaration in CAPITAL LETTERS shall NOT be accepted). If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- f. Keep the necessary details/documents ready to make ONLINE Payment of the requisite application fee.
- g. Have a valid personal email ID and mobile number, which should be kept active till the completion of the Recruitment Process. Stree Nidhi may send intimation to download call letters for the Examination etc, through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and have mobile number before applying ONLINE and must maintain that email account and mobile number.

1.2. Detailed guidelines and procedure to apply:

1.2.1. Registration of applicant:

- a. Candidates to visit Stree Nidhi website – www.streenidhi.telangana.gov.in and under **Careers**, click on the option "APPLY HERE" below the concerned recruitment advertisement, which will open a new screen.
- b. To register, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen.
- c. Candidate should note down the Provisional Registration Number and Password. An Email and SMS indicating the Provisional Registration number and Password will also be sent.

1.2.2. Filling required details in ONLINE application:

- a. Once registration is completed, use the same Provisional Registration number and Password for further submission of ONLINE application form.
- b. Candidates are advised to carefully enter and verify the details filled in the ONLINE application themselves as no change will be possible/entertained after clicking the SUBMIT ONLINE APPLICATION BUTTON.
- c. In case any candidate is unable to complete the ONLINE 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.**
- d. The Name of the candidate/his/her father/Husband etc., should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- e. Candidate should validate his/her details and save their application by clicking the 'Validate your details' and 'Save & Next' button in each stage and can proceed to enter other details of the Application Form before uploading required documents.
- f. Once all the required details are entered, validated and Saved, Candidates can now proceed to upload Photo, Signature, left thumb impression and handwritten declaration as per the specifications given in the Guidelines for Scanning and Uploading document's as mentioned in **para 7.2.3** below.
- g. Click on the Preview Tab to preview and verify the entire application form before **FINAL SUBMIT**.

- h. Modify details, if required, and click on “**SUBMIT ONLINE APPLICATION**” only after verifying and ensuring that all the details filled by you are correct and documents are uploaded as per specifications.
- i. Once ONLINE Application is submitted Click on '**Payment**' Tab and proceed for payment.

1.2.3. Guidelines for scanning and Uploading Documents:

Before applying ONLINE, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the handwritten declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm):

- a. Photograph must be a recent passport size colour picture.
- b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face
- d. 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
- e. If you have to use flash, ensure there's no "red-eye"
- f. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Dimensions 200 x 230 pixels (preferred)
- i. Size of file should be between 20kb–50 kb
- j. File type: jpg/jpeg
- k. While scanning the photograph ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, colors, etc.

Live Photograph Capture:

- a. 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.
- b. 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.
- c. 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 picture taken, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- a. Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- b. Look straight at the webcam/camera.
- c. Photograph should be of passport size.

Don'ts:

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

Signature:

- a. The applicant has to sign on white paper with Black Ink pen.
- b. Dimensions 140 x 60 pixels (preferred)
- c. Size of file should be between 10kb – 20kb
- d. File type: jpg/jpeg
- e. Ensure that the size of the scanned image is not more than 20kb

Left Thumb:

- a. The applicant has to put his left thumb impression on a white paper with black or blue ink.
- b. File type: jpg/jpeg
- c. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- d. Size of file should be between 20 kb – 50 kb

Handwritten declaration:

- a. The applicant has to write the below declaration in English clearly on a white paper with black ink.

“I, (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

- b. Handwritten declaration in CAPITAL LETTERS shall NOT be accepted
- c. File type: jpg/jpeg

- d. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height).
- e. Size of file should be between 50 kb – 100 kb.

Note: The signature left thumb impression, and the handwritten declaration should be of the applicant and not by any other person.

Scanning the documents:

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- b. Set Colour to True Colour.
- c. File Size as specified above.
- d. Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
- e. The image file should be jpg/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.
- f. Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg/jpeg format by using ‘Save As’ option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents:

- a. While filling in the ONLINE Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and handwritten declaration
- b. Click on the respective link “Upload Photograph/signature/left thumb impression/handwritten declaration”.
- c. Browse and select the location where the Scanned Photograph/signature/left thumb impression/handwritten declaration file has been saved.
- d. Select the file by clicking on it.
- e. Click the ‘Open/Upload’.
- f. If the file size and format are not as prescribed, an error message will be displayed.
- g. Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity/quality.
- h. Your ONLINE Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

Note:

- a. In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear/smudged then the candidate's application may be rejected.
- b. After uploading the Photograph/signature/left thumb impression/handwritten declaration in the ONLINE application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature or left thumb impression or the handwritten declaration, prior to submitting the form.
- c. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the examination.
- d. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- e. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- f. Candidates should ensure that the signature uploaded is clearly visible.
- g. After registering ONLINE, candidates are advised to take a printout of their system generated ONLINE application form.

1.2.4. Payment of Fees - ONLINE Mode:

- a. The application form is integrated with the payment gateway, and the payment process can be completed by following the instructions.
- b. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- c. After submitting your payment information in the ONLINE application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.**
- d. On successful completion of the transaction, an e-Receipt will be generated.
- e. Non-generation of '**E-Receipt**' indicates **PAYMENT FAILURE**. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- f. Candidates are required to take a printout of the e-Receipt and ONLINE Application Form containing fee details. Please note that if the same cannot be generated, ONLINE transaction may not have been successful.
- g. There is facility to print application form containing fee details after payment of fees.