

## **How to apply**

**Step 1:** Click on New Registration to first register your Name and communication details like e-mail id and mobile number on the website

**Step 2:** Once registered an SMS and an e-mail is sent to the registered e-mail id and the mobile number intimating the Registration Number and the password. Keep the Registration Number and the password in a safe place.

**Step 3:** With the given Registration Number and password login to the website.

**Step 4:** Fill in your Basic details like date of birth, category, eligible post etc. Save and move to the Next page.

**Step 5:** Fill in your Qualification, Higher qualification details etc. Save and move to the Next page.

**Step 6:** Fill in your experience details (mandatory for the post of Security Officer and Medical Officer). Save and move to the Next

**Step 7:** Upload a scanned copy of your photo (only jpg or jpeg, size between 20-50kb) and your signature (only jpg or jpeg, size between 10-20kb) on the website. Save and move to next.

**Step 7:** You will see the preview of the Registration form. Check whether all the data has been entered correctly. In case you want to edit the form click **Back** to go back to the relevant page. 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. An application form which has been finally Submitted CANNOT be edited.

**Step 8:** An e-mail/ SMS will be 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.