

THINGS TO DO

1. Candidates applying for more than one post have to submit separate online applications for each post uploading all documents with Photograph, scanned signature along with prescribed Fee.
2. Before filling online application form please keep ready the following documents (If Applicable) in .jpg and .PDF form

Note: If any of the documents missed to upload, the application will not be considered

JPEG / PNG format for the following:	
Upload Photograph	Recent Formal Passport size Photograph in JPEG or PNG format
Upload Signature	Sign your signature in the blank white paper in JPEG or PNG format
Only PDF format for the following and use 'Document Uploads' to upload	
X-Std Mark Sheet	10 th Standard Mark Sheet
Required Mark Sheet	Superintendent : UG (First Class) Mark Sheet / PG Mark Sheet Senior Assistant / Stenographer : Plus Two (10+2) Mark Sheet Junior Assistant : Plus Two (10+2) Mark Sheet
Computer Proficiency	Computer Proficiency Certificate in Word Processing, Spread Sheet, and Presentation applications.
Typewriting / Short-hand	Applying for Senior Assistant / Junior Assistant : Typewriting Certificate 35 wpm Applying for Stenographer : Short-hand Certificate 80 wpm
Sports Certificate	Applying for SAS Assistant : Strong record of participation in Sports
Community Certificate	Other than OC - Community Certificate as per the format
Person with Disability (PwD)	If PwD – PwD Certificate as per the format
Ex-Servicemen	If Ex-Servicemen, the Ex-Servicemen certificate to be uploaded
Declaration Form	Download the format and Print in an A4-size paper. Fill the necessary details (own handwriting) in the declaration form (Name, Address, REG ID, and Signature). Scan, convert to PDF and Upload in Document Uploads.