

Instructions for Online Application Process

1. Fresh applicants need to click on “**Apply Online**” to fill up the form. After registration, Registered applicants need to login via email ID and password for filling up of registration form, editing of registration form and uploading of Photograph, Signature, Relevant Documents and to print the registration/submission form.

2. Before he/she proceeds to apply, the candidates must ensure that he/she has read and understood the eligibility criteria cited in the advertisement and instructions carefully. In case, he/she fail to upload/upload fake/false marksheet/certificate or any other document relevant for the particular post, during online form fill up, his/her candidature for the relevant post will summarily rejected at any stage whatsoever.

Filling and submission of the Registration form:

3. Applicants must have a valid email address and phone no before applying. One has to choose either Upper Primary or Lower Primary, whether Contractual or State Pool Contractual Teacher.

4. Applicants must fill all the compulsory fields (marked with *) which inter-alia includes Date of Birth (DOB), Address, Name, Category, qualification etc. and click the submit button.

5. Applicants have to enter all relevant experience details which inter-alia includes joining date which cannot be less than 5 years as on 31st July 2024, present School name as a Teacher, District, Appointment Letter no. and issue date, Staff Unique ID/Shiksha Setu ID. Applicants have to upload the Appointment letter in the document section.

Uploading of Photograph and Signature:

6. Uploading of Photograph: Photograph must be a recent passport size coloured photo. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections so that your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. **The image should only be in .jpg format. Size of file should not be more than 50 kb.**

Note: Uploading of Photograph is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Photo for uploading.

7. Uploading of Signature: Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. **The image should only be in .jpg format. Size of the file should not be more than 50 kb.**

Note: Uploading of Signature is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. Keep ready your soft copy of the Signature for uploading.

8. Uploading of Documents:

Applicants need to upload all relevant documents as per the Advertisement for all the relevant category. All uploaded documents should be only in .pdf Format. **Size of file should not be more than 300 -400 kb as specified during online form fill up.**

Without uploading compulsory relevant documents, Applicants cannot submit his/her registration form.

Note: Uploading of Documents is a onetime process. After uploading the same, the Applicant cannot edit or change the same after final submission. Keep ready your soft copy of the relevant documents for uploading.

Editing the details of the Application/Registration form:

9. After uploading the photo, signature and relevant documents, the "**Preview and Final Submit**" button will be activated and the Applicant may preview the Application/Registration form and finally submit the Application form by clicking the "**Final Submit**" button.

10. In case of any updation/correction, candidate may edit the details of the application at the time of preview of Application/Registration form by clicking onto the top right side of the screen with the "**Edit your Application/Registration form**" button. Once the "**Final Submit**" button is clicked, the Applicant cannot edit the Application/Registration form.

Print of Submission form:

Applicant may login at any time for taking print of the Online **Submission** form but before the closing date. Applicant must print the final online **Submission** form which will bear **Registration ID** and other details.

Caution:

1. Kindly note that your registration will not be completed unless photo, signature, relevant documents are uploaded.