Instructions for Online Registration Process

1. Candidates shall log on to https://avs.assam.gov.in/

Note:

Advertisement copy can be downloaded from the Dashboard

2. Parent/Guardian need to click on **"New Registration"** button to fill up the form. After registration, parent/guardian need to login by clicking onto "**Login**" button via email ID and Date of birth of child for completing the registration form, editing of registration form and uploading of Photograph, Relevant Document and to print the registration/submission form.

3. Before Parent/Guardian proceeds to apply, they must ensure that Parent/Guardian has read and understood the eligibility criteria cited in the advertisement carefully.   In case, he/she fail to upload any relevant document, or suppress any information or furnish false information, candidature of the child will summarily rejected at any stage whatsoever.

Filling and submission of the Registration form:

4. Parent/Guardian must have a valid email address and phone no before applying.
5. Parent/Guardian of one child can use only one email address for registration and multiple email address is not allowed for one child. Parent/Guardian must fill all the compulsory fields (marked with *) which inter-alia includes Date of Birth (DOB), Address, Name, etc.

Uploading of Photograph of child :

6. **Uploading of Photograph of child:**   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: Parent/Guardian can edit the photo but cannot change the photo after final submission. If any error in uploading persists, Applicant needs to apply afresh using different e-mail address for registration.   Keep ready your soft copy of the Photo for uploading.

7. Uploading of Document (Upload Address proof/Residential ID):

Parent/Guardian need to upload **Address proof/Residential ID** (Ration card/Voter ID/Aadhar card/Driving License/PRC/Passport, etc, which is derived from the relevant authority.
The same should be uploaded only be in .pdf format. Size of file should not be more than 500 kb.
Without uploading compulsory relevant document, Parent/Guardian cannot submit his/her registration form.

8. The parent/guardian must click the **"Submit to Preview"** button thereafter. A mail will be sent to the registered e-mail address asking the parent/guardian to complete the registration process by clicking onto "**FINAL SUBMIT**" button.

Editing the details of the Registration form:

9. After filing up of the registration form, uploading the photo and relevant document, the parent/guardian can click onto **"Submit to Preview"** button and the Applicant may preview the Registration form and finally submit the registration form by clicking the **"Final Submit"** button.

10. In case of any updation/correction, parent/guardian may edit the details of the registration at the time of preview of Registration form by clicking onto the top left side of the screen with the **"Click to edit your Registration form"** button. Once the **"Final Submit"** button is clicked, the parent/guardian cannot edit the Registration form.

Print of Acknowledgement receipt/completed registration form:

11. Parent/guardian may login at any time for taking print of the **Acknowledgement receipt/completed registration form**.   Parent/guardian must print the **Acknowledgement receipt** which will bear **Registration No.** and other details which will be used for future logins.