

10. **How to Apply:-**

Applications must be submitted only in online mode as per following instruction not later than 14.06.2016 (within 5pm). Only online payment of application fees will accepted.

i) Keep the following items ready:

- a) Scanned Image of recently obtained clear colour passport size photograph of the applicant (Image of type .jpg only and image size restricted up to 20KB. System will not accept file size more than 20KB). Applicants with hazy/unclear images will be summarily disqualified.
- b) Scanned Image of full signature of the applicant (Image of type .jpg only and image size restricted upto 20KB. System will not accept file size more than 20 KB)
- c) Suitable mechanism to deposit fees online like DEBIT CARD/CREDIT CARD, NET BANKING ETC

- ii) The filling of online application contains three parts; - a) Part-I Registration, b) Part-II Registration & Part- III Registration
- iii) In Part-I registration, candidate will have to fill basic information. On submission of details, candidate shall be prompted to check the details and make any correction in the application. Candidate should press "I agree" button after ensuring that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed
- iv) At the time of Part-I registration, a password (8 digit numeric code) will be displayed. The applicant has to carefully enter his password and remember it. (Applicants are advised to note down their password carefully with them as it will be used whenever the applicant has to log-in as Registered candidate)
- v) Once Part-I registration is completed, the software will generate a unique application number. Applicants are advised to note down this unique application number carefully with then as it will be used whenever the applicant has to log-in as Registered candidate
- vi) The application procedure is incomplete without Part-II & Part-III registration. Part II registration is meant for making online payment of application fees.
- vii) After completion of Part-I registration the applicant has to click on the link for payment of fees ONLINE as will be displayed in the webpage. The candidate will have to supply registration number, name, caste, date of birth and name of the post on the payment link. After completion of the online payment of application fees, a journal number will be generated. Applicants are advised to note down this journal number as will be provided by the Bank.
- viii) Part-III registration requires filling of payment details, uploading of the photograph and scanned signature. Once fees is paid online, the applicant has to log-in as Registered candidate by entering both application number and password. Now Feed the various payment details like a) Amount Paid

b) Journal number as provided by the Bank, c) date of Deposit etc.

- ix)** Now upload the scanned image of recently obtained clear colour passport size photograph of the applicant (*image of type .jpg only and image size restricted up to 20 KB. System will not accept file size more than 20 KB*)
- x)** Then upload the scanned image of full signature of the applicant (*image of type .jpg only and image size restricted up to 20 KB. System will not accept file size more than 20 KB*). Be it noted that images once uploaded cannot be changed. Hence check carefully before uploading.
- xi)** Online application will be completed only if scanned signature and photo are uploaded as per instructions
- xii)** After fulfilling all the above, download the filled in form which contains all information as entered by the applicant and preserve the same with them for future reference.
- xiii)** Candidates are advised to go through the instructions carefully before filling up the application form
- xiv)** Request for change/correction in any particular in the Application Form shall not be entertained under any circumstances. The Recruitment authority will not be responsible for any consequence arising out of non acceptance of any correction/additional/deletion in any particular filled in application form whatever the reasons may be.
- xv)** Application form without photograph/signature or with Blurred photograph/signature or incomplete in any matter will summarily be rejected.
- xvi)** Please note that sample questions, Admit Card and other instructions will be issued only through this website in due course of time. The applicants are advised to log-in- periodically and check the status. The issued Admit Card has to be downloaded and / or printed by the candidate.