

INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS

1. Please fill the form in legible Capital letters so as to avoid errors in your application processing. Please do not overwrite. Corrections, if any, should be made by cancelling and rewriting and such correction should be countersigned by the applicant.
2. Applications incomplete in any respect and /or not accompanied by the required documents are liable to be rejected.
3. The photograph should be pasted and not stapled or clipped to the form. Self-attestation of the photograph should be such that half of the signature should be on the photo and half on the application form.
4. Name of the applicant at Sl. No.1 of the application form should be written in **FULL** and in **BLOCK** letters including surname as recorded in the Matriculation Certificate.
5. Write present and permanent postal address in **FULL** at Sl. No.6 & 7, including House Number, Street name, Area name, Village, Circle and District with PIN code & contact No. for future correspondence.
6. All applicants should indicate their social categories at Sl. No.9 (whether belonging to Unreserved/OBC/ST/SC) by putting a tick mark (√) in the space/box provided. If any applicant fails to tick mark, or fails to enclose self-attested photocopy of reservation certificate, he/she will be treated as Un-reserved. No further claim will be entertained after the last Date of submission of application forms. Applicants belonging to OBC categories should enclose certificates which are issued on or after **01-04-2019**.
7. Applicants should indicate whether he/she is a Govt. employee at present at Sl. No.10. If yes, a "**No Objection Certificate**" from the competent authority should be enclosed in Original.
8. Copy of the Employment Exchange Card showing that his/her name has been sponsored for the relevant post should be enclosed.

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