

Instructions to candidates

1. Before proceeding with online registration:

Keep one latest photograph of dimensions 45mm(H) X 35mm(W), duly pasted on a white sheet and affix your signature just *below* the photograph, *without defacing the photograph* – for scanning and uploading. **Steps for uploading photo with signature can be accessed through the link in the application.**

2. Steps involved in registering online:

- a. After carefully reading the instructions, click on the relevant link
- b. Click on 'SUBMIT FRESH APPLICATION' and fill in all the details.
- c. Scan and upload your photo of the dimensions as stated in instruction no.1 above.
- d. On filling in the details, carefully go through the details filled in by you by clicking on the 'PREVIEW' button.
- e. If all the details are correct, click on "SUBMIT", else, click on "EDIT" and correct the details. Once submitted, the system will display the application id and the password. PLEASE NOTE DOWN THE USER-ID AND PASSWORD FOR FUTURE REFERENCE.

f. After submitting the application form,

In case of candidates who have to pay the fees:

- i) Click on "GENERATE BANK CHALLAN" and enter the credentials
- ii) Scroll to the right end and click on "PRINT"
- iii) Use the 'landscape' mode and take the print out of the challan in 'A4' size paper.
- iv) Use the print out of the challan to remit the fees in any of the branches of CANARA BANK.
- v) Obtain the **transaction number** and the **seal** of the Bank in the 'Candidate's copy' and ESIC copy
- vi) Relogin to the site and click on "UPDATE FEE DETAILS"
- vii) Update the Transaction number (written by the Cashier of the bank in the challan), Bank Branch in which the fee was paid and the date on which the payment was made and click on "SUBMIT"
- viii) Go to the home page and click on "PRINT APPLICATION"

In case of candidates who are exempt from payment of fees, after step "e", go to step "f –viii"

- g. Affix your signature in the print out of the application.
- h. Obtain the attestation of a gazetted officer in the application form

i. *In case of application for the post of UDC / Stenographer:*

Attach the print out of the challan (where applicable) with the printout of the application and send it by post

In case of application for the post of MTS:

Attach the print out of the challan (where applicable), along with the stipulated documents, send the printout of the application by post.

For any assistance please call 080-26749718 / 26742485 / 9880435900 / 9902948875 / 9738167432 / 9980284051 during office hours.