

Instructions for filling the online application for the post of Depot Clerk in Transport Department of A & N Administration

General Instructions:

1. The Applicant shall start filling up the online application by clicking on “**APPLY ONLINE**”.
2. The Applicant has to go through following steps for completing his/her online submission.
 - a) Personal Details
 - b) Selection of Post and Examination Center
 - c) Education Qualification
 - d) Upload scanned photograph, signature
 - e) Final Confirmation and Submission
3. The applicant should enter all required details correctly in the fields of the online application.
4. Personal Details once saved cannot be modified later again.
5. If the application form is left incomplete, then the Applicant may complete their application by click on “Complete/Print Application” link and type Registration/Aadhar Number and DOB to login.
6. Kindly keep your scanned copy of photograph, signature in .jpg format before applying.
7. The size of photograph should be between 20-50 KB and signature between 10-20 KB.
8. After filling all the required fields, navigate to next form by using the “**CONTINUE**” button.
9. The applicant can edit the details of examination center, qualification, photograph, signature by clicking on “**EDIT APPLICATION**” till the final confirmation & submission.
10. The application will be treated as ***In-Complete*** until the final submission of the application form.
11. After confirming the self declaration click on “**CONFIRM & SUBMIT**” for final submission of the online application form.
12. You may take a printout of the online application after confirmation for future references.
13. The last date for online submission of application is same as in the advertisement notice.

Personal Details:

- a) The applicant has to fill in his/her personal details.
- b) Personal details comprise of Name of Applicant, Father’s Name, Date of Birth, Gender, Category, whether government staff or not, Permanent Address, State to which he/she belongs, District, Communication address, Mobile Number, e-mail Id, Aadhar No, Employment Registration Number (optional).

A Registration Number will get generated after confirming the personal details. Please note down the registration number for future reference.

Note: - Personal Details once saved cannot be modified again. So it is advisable to check and verify the details before saving

Post & Examination Center Details:

a) The Applicant has to select examination center and post for which applying.

Education Qualification Details:

- a) The applicant has to fill the essential educational qualification as given in the advertisement notice.
- b) Under this section, the applicant has to fill the Year of passing, Board/University, Pass Certificate No against the required qualification.

Upload Photograph & Signature:

The next form is to Upload Scanned copy of Photograph and Signature of applicant.

- a) The size of photograph must be between 20KB to 50KB in .jpg, .jpeg format.
- b) The size of signature must be between 10KB to 20KB in .jpg, .jpeg format.

Note: -

- 1. Scan the recent passport size photograph and handwritten signature.**
- 2. Please upload a clear and neat copy of photograph and signature.**

Review and Confirmation:

a) After filling all the details, the applicant can edit the application when reviewing the application. If all the entries made are correct then the applicant has to agree the self declaration and then click on **"CONFIRM & SUBMIT"** button for ***final submission*** of the online application.

Note: -

- 1. PARTIALLY FILLED and NON CONFIRMED application shall be treated as incomplete application and will be considered as CANCELLED.**
- 2. Application will be treated as confirmed only when you get the Final acknowledgement form.**
- 3. Do not print the "Preview Form".**
- 4. In case applicants forget to print the application or want to view his/her application form later, he/she can click on the "Complete/Print Application" link and type your Registration number and date of print the final filled application form.**