

## **Annexure -2**

### **Instructions for Online Application Process**

1. Before he/she proceeds to apply, the aspirant must ensure that he/she has read and understood the eligibility criteria cited in the advertisement and instructions carefully. In case, he/she fail to upload/ uploads fake/false mark sheet/certificate or any other document relevant for the particular post, during online form fill up, his/her candidature for the relevant post will summarily be rejected at any stage whatsoever.
2. **Scrutiny of applications** will be done on the day of Group Counselling or Interview.
3. Aspirant should have valid **Mobile Number** and **Email-ID**.
4. **Photograph upload-**
  - a. Photograph must be a recent passport sized colour photo.
  - b. Make sure that the picture is in colour preferably with white background.
  - c. Look straight at the camera with a relaxed face.
  - d. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - e. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
  - f. The aspirant should scan his photograph in JPEG or JPG format.
  - g. The digital size of file should not exceed 300 KB each and must not be less than 20 KB. Minimum resolution of the file should be 350 pixels (width) x 350 pixels (height) and maximum 1000 pixels (width) x 1000 pixels (height). Bit depth of image file should be 24 bit.
5. **Signature upload-**
  - a. The applicant has to sign on white paper with Black Ink pen.
  - b. The signature must be signed only by the applicant and not by any other person.
  - c. The digital image of the aspirant's signature will be affixed on the admit card, attendance sheet and wherever necessary for the screening test.
  - d. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Admit Card, the applicant will be disqualified.

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- e. The aspirant should scan his specimen signature in JPEG or JPG format.
  - f. The digital size of file should not exceed 300 KB each and must not be less than 20 KB. Minimum resolution of the file should be 350 pixels (width) x 350 pixels (height) and maximum 1000 pixels (width) x 1000 pixels (height). Bit depth of image file should be 24 bit.
6. **Document upload:**
- a. Applicants need to upload all relevant documents as per the Advertisement (Marksheets / Certificates-HSLC, HSSLC, Degree, Postgraduate, Any other).
  - b. All uploaded documents should be only in .pdf format only.
  - c. Size of file should be in the range of 500 KB to 1 MB.
  - d. If there are multiple pages to a document, the same must be merged into a single file of maximum size 1 MB.
7. **Identity proof upload:**
- a. Scanned copy of Aadhaar Card in PDF format only.
  - b. The digital size of file should not exceed 300 KB each and must not be less than 20 KB
  - c. If the aspirant does not possess Aadhaar Card, then Voter ID Card may be submitted.
8. The "**Edit your Application/Registration form**" button will be available up to the last day of the submission of form.
9. Applicant may login at any time for taking print of the Online Submission form but before the closing date. Applicant must print the final online Submission form which will bear Registration ID and other details.
10. Applicant should remember that **examination zonal centers** will be in **Guwahati, Silchar, Jorhat and Bongaigaon**. They must fill their preference for Examination Zone while applying for the scheme. The Centers and the date of holding the examination as mentioned above are liable to be changed at the discretion of Raj Bhavan, Assam. Allotment of Centres will be on the "**first-apply-first-allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Aspirants are, thus, advised that they may apply early so that they could get a Centre of their choice.

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Notwithstanding the aforesaid provision, Raj Bhavan Assam reserves the right to change the Centers at its discretion if the situation demands.

11. Under no circumstances whatsoever, will applications from aspirants be accepted
  - a. In any mode other than online mode,
  - b. Beyond the time limit provided in the website and
  - c. In any mode other than through official website.