General Instructions:

Before applying online a candidate will be required to have the following pre-requisites as per the specifications given below:

(A) **Uploading of Photograph and Signature**:

Photograph Image	Signature Image
• Photograph must be a recent (not older than 3 months) passport size (4.5 cm x 3.5 cm) colour picture of blue white background in jpg / jpeg format. • If wear glasses make sure that there are no reflections and eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. • Size of file should be between 20kb–50 kb • Dimensions - 200 x 230 pixels (preferred)	• Signature must be in English language with Black Ink pen in jpg / jpeg format. • Size of file should be between 10kb – 20kb • Dimensions - 140 x 60 pixels (preferred) • Signature in CAPITAL LETTERS shall NOT be accepted.
N.B. Blurred /illegible/improper photographs and signature will be rejected	

(B) **Uploading of Documents**: All the requisite documents in support of age, identity proof, essential qualification with academic qualification and experience etc. (as mentioned against the respective fields in the online application form) must be visible, self-attested, scanned and uploaded in single PDF file in the following manner :

   i) **Proof of Date of Birth/Age (any one)**: Copy of Birth Certificate/Admit Card of 10th grade/ Certificate of 10th grade;

   ii) **Proof of Identity (any one)** : Copy of Aadhar Card/ PAN Card/ Driving License / Voter ID card /Valid Passport;

   iii) **Proof of Address (any one)** : Copy of Aadhar Card/ Driving License / Voter ID card (complete address must be mentioned) /Valid Passport;

   iv) **Proof of Educational Qualification**: Copies of Mark sheets and Certificates (Both Sides) to be provided in sequence of 10th Class (or Madhyamik), 12th Class or Higher Secondary, Graduation or Bachelor Degree, Post-Graduation and others (as applicable);

   v) **Proof of Working Experience**: Copies of experience certificate as per norms stipulated in the advertisement.

(C) It must be noted that **correct, valid and active** email id and mobile number should be provided for future correspondences via email/SMS. Request for further rectification will not be entertained.