Instructions for filling up online application

1.	Candidate should read full detailed advertisement for the posts of Clerk before filling up the Online application form.

2.	Before commencing to fill up Online Application, a candidate must have his/her latest passport size photograph and signature duly scanned in separate files in the .jpg/.jpeg format in such a manner that size of each file should not exceed 40 KB and shall attach the same at the appropriate places shown in the online application form.

3.	Before filling up rest of the details in Online Application, the candidate must pay Registration Fee Rs.25/- through "SBI Collect" an online payment gateway facility and get an alphanumeric reference number which shall be filled up said in fee details/ SBI Collect Reference No. in Online Application.

4.	Candidate should give correct detailed address with Pin Code for correspondence.

5.	Candidate should provide correct E-mail ID and his/her own registered Mobile number on which correspondence will be made, if any.

6.	Married candidate should fill correct information in the respective column. If married candidate doesn't have children should fill '0' (Zero) in respective column.

7.	While filling up the information regarding educational qualification, candidate should mention his/her qualification in following sequence :-
	a) S.S.C.,
	b) H.S.C.,
	c) Graduation,
	d) Post Graduation

	Candidates should mention the marks obtained in the **last year of Graduation** in column of **Graduation**.

	Candidates who have completed 5 years LL.B. Course should mention **'Graduate' in Course/Degree column, LL.B. (3 yrs) in Stream column** and mention the marks of **Third Year LL.B.** Such candidates should again mention **'Graduate' in Course/Degree column, LL.B.(5 yrs) in Stream column** and mention the marks of **Fifth Year LL.B.**

8.	Candidate should provide detail information about any Criminal case pending against him/her or disposed off. His candidature will be rejected at any stage, if real information is hidden. If such information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.

9.	Before submitting application candidate should ensure that he has filled up application correctly. After clicking 'Declaration' column, candidate should click on 'Submit' button.

10.	Candidate should note down Registration Number which will be displayed after submitting of an application and thereafter take out the printout of the application by choosing option 'Select'.

11.	In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
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