Online Application Portal for Recruitment of Tradesman Skilled

How to Apply

1.   **The current recruitment is applicable only to ex-Naval apprentices who have undergone apprentice training in any of the Naval Apprentice Schools in the Indian Navy (DAS, Mumbai, DAS, Visakhapatnam, Apprentice School, Kochi, Apprentice School, Karwar). The recruitment to Tradesman Skilled is by selection of ex-Naval apprentices**.

2.   Before applying online, candidates are requested to go through the detail notification published in the Employment News for recruitment of Tradesman Skilled.

3.   **Before applying online, candidates are to keep the following documents ready for uploading on the application portal: -**

   (a)   Scan their recent passport size photograph (not more than 03 months old) in jpg/ jpeg format enuring that the size of photograph does not exceed 00 KB
   (b)   Scan their signature in jpg/ jpeg format and the size of signature does not exceed 100 KB
   (c)   The following certificates are mandatorily required to be uploaded in pdf format and each file size should not exceed 400 KB: -

   (i)   Proof of Date of Birth (Matriculation certificate/ Birth certificate)
   (ii)   10th std./SSC Certificate/ Marksheet issued from a recognised Institute or Board.
   (iii)   DAS certificates to be uploaded by all Optional Trade-01 (OT-01) and Optional Trade-02 (OT-02) batch apprentices of DAS, Mumbai and NCVT Apprenticeship certificate by all other apprentices.
   (iv)   Proof of Identity (Passport/ Aadhaar/ Driving License/ Govt issued ID)

   (d)   The following certificates are required to be uploaded by applicants based on their change of name/ completing their higher educational qualifications/ caste category including Economically weaker section/ Persons with Benchmark Disabilities/ Ex-serviceman certificate (for ESM candidates)/ No Objection Certificate (NOC) for Central Government employees: -

   (i)   Gazette Notification for the change of name after matriculation
   (ii)   12th std./ HSC certificate/ Marksheet issued from a recognised Institute or Board (to be uploaded by applicant if 12th std. is completed)
   (iii)   Diploma certificate issued by a recognised State/ Central Board (to be uploaded by applicant if Diploma is completed)
   (iv)   Degree certificate issued by a UGC recognised University (to be uploaded by applicant if Degree is completed)

(v)   Post graduate masters certificate issued by a UGC recognised University (to be uploaded by applicant if post graduation is completed)

(vi)   PhD/ Doctoral certificate issued by a UGC recognised University (to be uploaded by applicant if a Doctoral degree has been awarded)

(vii)   Caste certificate for OBC/SC/ST candidates)

(viii) Economically Weaker Section (EWS) certificate for EWS candidates)

(ix)   Persons with Benchmarked Disabilities (PwBD) certificate for PwBD candidates)

(x)   Ex-serviceman certificate if the applicant is an ex-serviceman

(xi)   No Objection Certificate (NOC) if the applicant is a Govt. servant

4.   In case of any requirement of assistance in filling the application, the applicant may contact 033-2414 0047 over phone or e-mail navaldockmumbai@gmail.com about the issue on the application form.

5.   Prior to final submission, the applicant is requested to check that the documents being uploaded are the correct documents. This can be done by clicking on the uploading document whereby the document opens in a new window or is downloaded.

New Registration:

1.   Click on "Register" button for new registration of candidate.

REGISTER

2.   The template of the Registration page is given below for appreciation and each field is explained below: -

Candidate Registration

Applicant's Name

Name should be same as mentioned in Matriculation Certificate (Please enter name without any salutation (i.e Shri/Smt/Mr/Mrs/Dr/Prof))

APPLICANT'S NAME

APPLICANT'S DATE OF BIRTH

APPLICANT'S EMAIL ADDRESS

APPLICANT'S MOBILE NUMBER

Send OTP

3.   Prior to Registration, keep the Matriculation certificate with you. Four fields are required to be filled in the Candidate Registration Form: -

(a)   **Applicant's Name** -   The applicant's name in the field must be exactly the same as mentioned in the Matriculation certificate. Even if your name has been changed later, the name in this field should be exactly as mentioned in your Matriculation certificate.

(b)   **Applicant's Date of Birth** -   The applicant's date of birth should be the same as mentioned in the Matriculation certificate. **The date of birth cannot be changed later in the application. Hence, please fill this field carefully**.

(c)   **Applicant's E-mail address** -   Please ensure that the e-mail address you are filling in the field is being regularly used. All important information and announcements including OTP will be sent to the e-mail address that you fill in here. **The e-mail id filled here cannot be changed later in the application. Hence, please fill this field carefully**.

(d)   **Applicant's Mobile Number** -   Please ensure that the mobile number you are filling in the field is your own number and is being regularly used. SMS messages on OTP and certain important information will be sent to the mobile number that you fill in here. **The mobile number filled here cannot be changed later in the application. Hence, please fill this field carefully**.

4.   Fill in the details in the window and click on "Send OTP" button. An OTP will be sent to the Applicant Email Address and Mobile Number.

5.   Enter the OTP received in the Email Address and Mobile Number. Then click on "Verify & Register" button to register in the application portal.

Candidate Registration

Applicant's Name
Name should be same as mentioned in Matriculation Certificate
(Please enter name without any salutation (i.e
Shri/Smt/Mr/Mrs/Dr/Prof))

APPLICANT'S NAME

APPLICANT'S DATE OF BIRTH

APPLICANT'S EMAIL ADDRESS

APPLICANT'S MOBILE NUMBER

Send OTP   ENTER OTP

Verify & Register

6.   On clicking 'Verify & Register', a Login ID and a Password will be displayed on the same page. Please write down the Login ID and the Password in a secure place and remember the Login ID and the Password. The login and Password will also be sent to your registered E mail address & mobile number. After writing down your Login ID and Password, click on 'Home' tab to go to 'Home' page. You may now log in with the login details that were displayed onregistration page.
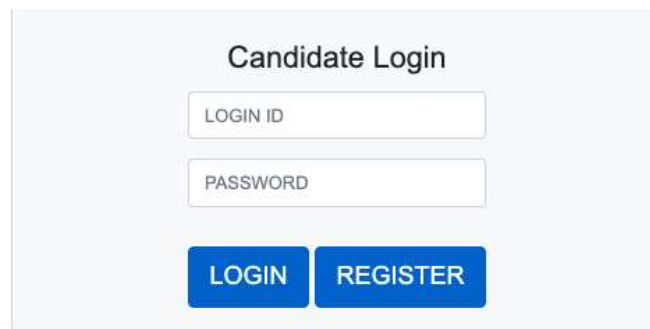
Candidate Registration

Note:Registration Successfull   ✕
Login ID: - test5268
Password: - FqeEhW
Please read the instructions under
"How to apply" tab before
commencing the online application
process

Applicant's Name
Name should be same as mentioned in Matriculation Certificate
(Please enter name without any salutation (i.e
Shri/Smt/Mr/Mrs/Dr/Prof))

APPLICANT'S NAME

APPLICANT'S DATE OF BIRTH

APPLICANT'S EMAIL ADDRESS

APPLICANT'S MOBILE NUMBER

Register

7.	Once you are registered, you can Login using the Login ID and Password details received by you.

Candidate Login

LOGIN ID

PASSWORD

LOGIN   REGISTER

After Login:

1.	Once you are first time logged in, you will be directed to a page which says "I am an Indian National". Select "I am an Indian National" to proceed.

☐ I am an Indian National

Step 1 Basic Details

1.   The template of '**Step 1 Basic Details**' page is given below only for appreciation and each field is explained below subsequently: -

2.   All fields marked with * are mandatory to be filled in. The Basic Details page contains the following fields to be filled in: -

(a)   Applicant's Name – The name is to be entered exactly as mentioned in your Matriculation certificate. Even if your name has been changed later, the name in this field should be exactly as mentioned in your Matriculation certificate.

(b)   Father's Name – The name of your father is to be entered in this field. It should be exactly as mentioned in your Matriculation certificate. In case, no father's name is mentioned in your matriculation certificate, your father's name in the format of given name followed by surname is to be entered in the field. If Father's name is a part of the name, then the names should be entered as Given name followed by Father's name and then followed by Surname.

(c)   Mother's Name – The name of your mother is to be entered in this field. It should be exactly as mentioned in your Matriculation certificate. In case, no mother's name is mentioned in your matriculation certificate, your mother's name in the format of given name followed by surname is to be entered in the field. If Father's name is a part of the name, then the names should be entered as Given name followed by Father's name and then followed by Surname.

(d)   Have you ever changed your name after matriculation? -   Select 'Yes' or 'No'. You must select 'Yes' only if you have officially changed your name after your matriculation certificate has been issued to you. If you select 'Yes' only if the change of name has been intimated through a Gazette notification.

(e)   Gazette Notification No., Gazette Notification Date & New/ Changed Name   -   Fill in the required three fields. **Fill in the new/ changed name as mentioned in the Gazette Notification.**

(f)   Is your Date of Birth the same as mentioned in your Birth certificate? – Select 'Yes' or 'No' or 'Birth certificate Not Available'. If you select 'No', a field appears as 'Date of Birth'. Please fill in the field as per date given in your birth certificate.

(g)   Marital Status -   Select your marital status from the drop down list.

(h)   Native State/ State of Origin   -   Select your native state/ state of origin where you belong from the drop down list.

(j)   Religion   -   Select your religion from the drop down list.

(k)   Gender   -   Select your gender (male/ female/ transgender)

(l)   Nationality   -   Tick on the box next to Indian

(m)   Identification Mark   -   Fill in one identification mark in the field

(n)   Aadhaar Number   -   You Aadhaar number is to be entered in this field.

(p)   Present Address   -   Enter your present address in Address Line 1, Address Line 2, Address Line 3 & City. Select the State from the drop down list and thereafter the district from the drop down list. Enter the 6 digit Pin code.

(q)   Is Permanent address same as Present address   -   Select 'Yes' or 'No'. If you select 'No', another field appears for 'Permanent Address'.

(r)   Permanent Address -   If you had selected 'No' in the above field, then the 'Permanent Address' field appears. Here, enter your permanent address in Address Line 1, Address Line 2, Address Line 3 & City. Select the State from the drop down list and thereafter the district from the drop down list. Enter the six digit Pin code.

(s)   Select your address for Communication -   Select your address as 'Present address' or 'Permanent address'. This field will not be visible for applicants who have selected 'Yes' for the field 'Is Permanent address same as Present address' since they are both same.

3.   Save and proceed for next step   -   After filling this page, if you would like to go ahead to the next page, click on the button at the bottom of the page '**Save and proceed for next step**'

Step 2 Education Details

1.   The template of '**Step 2 Educational Details**' page is given below only for appreciation and each field is explained below subsequently: -

2.   All fields marked with * are mandatory to be filled in. The Education Details page contains the following fields to be filled in: -

(a)   Essential & Higher Educational Qualification.   All details regarding your educational qualifications are required to be filled in the table. The 10th std./ SSC row is to be mandatorily filled in. The other rows pertaining to 12th std./ HSC Diploma/ Degree/ Post Graduation/ Doctoral (PhD) are to be filled in if you have completed the relevant academic qualifications. Else, they are to be left blank. Following details to be filled for each academic qualification: -

(i) Recognised Board/ Institute/ University from which qualified – For 10th std./ SSC and 12th std./ HSC, the name of the Board which had awarded you the certificate is to be written in the field. For the degree/ post graduation and Doctoral (PhD), the name of the University which had awarded the certificate is to be mentioned in the field.
(ii) Year of passing
(iii) Total Marks (if the grades are CGPA based, it needs to be converted)
(iv) Marks obtained
(v) Percentage (This is calculated automatically)

(b)   Technical Qualification (Apprenticeship details).   Following details are to be filled mandatorily: -

(i) Name of Apprentice School – Select your school from the drop down list. There are four schools listed in the drop down namely: -

(aa) DAS, Mumbai
(ab) DAS, Visakhapatnam
(ac) Apprentice School, Karwar
(ad) Apprentice School, Kochi

(ii) Place.   This field is automatically filled in, based on your selection of the Apprentice School from the drop down list in the previous field.

(iii) Period of Training (From – To).   The period of training in the Apprentice school, date 'from and to' are to be filled in.

(c)   Are you in possession of NCVT Apprenticeship certificate?   Select 'Yes' if you are in possession of NCVT Apprenticeship certificate. Else, select 'No' if you are not in possession of NCVT Apprenticeship certificate. 'No' is to be selected by the OT-01 and OT-02 apprentice batches trained at DAS, Mumbai.

(d)   NCVT Apprenticeship Certificate No. & NCVT Apprenticeship Certificate Date/Last date of Training.   These two fields appear if you are in possession of NCVT Apprenticeship certificate and have selected 'Yes' in the above field. The details of NCVT Apprenticeship certificate and date are to be filled in. In case, no date is mentioned in the certificate that is issued, the last date of training at your Apprentice school is be mentioned in the field 'NCVT Apprenticeship certificate date/ Last date of Training'.

(e)   DAS Certificate No. & DAS Certificate Date.   These two fields appear if you are not in possession of NCVT Apprenticeship certificate and have selected 'No' in the above field. This is applicable for the OT-01 and OT-02 batches of DAS, Mumbai. The details of DAS certificate and date are to be filled in.

(f)   Token No.   The Token number allotted in your Apprentice School during training is to be filled in this field.

(g)   Designated Trade as mentioned in NCVT Apprenticeship/ DAS certificate.   If you are in possession of NCVT Apprenticeship certificate, you are required to select your trade out of the 33 trades in the drop down list. The selection of your trade from the drop down list is to be the same as mentioned in your NCVT Apprenticeship certificate. Please do not select any other trade as you will be disqualified from the examination.

If you are not in possession not NCVT Apprenticeship certificate and have undergone Optional Trade training at DAS, Mumbai, you are required to select your trade out of the 11 trades in the drop down list. The selection of your trade from the drop down list is to be the same as mentioned in your DAS certificate. Please do not select any other trade as you will be disqualified from the examination.

(h)   Select the Trade you are applying for.   After you select the designated trade as mentioned above, you need to select the trade you are applying for. For some trades, there will be only one trade in the drop down list. For others, there may be two to five trades in the drop down list. For multiple trades in the drop down list, you may select any of the trades from them. The trade so selected will be the trade you are applying for. **You will be assessed in the written examination for the trade you have applied for. Hence, if there are multiple trades in the drop down list from which you have to select, please select your trade carefully**.

(j)   Preference of Posting.   Please select your posting requirement in the order of your preference with Preference 1 being the first choice and so on. Four posting preferences given are: -

(i) HQWNC – Naval Dockyard, Mumbai
(ii) HQWNC – Other Units under WNC
(iii) Eastern Naval Command
(iv) Southern Naval Command

It is mandatory to select all four postings in the order of your preferences.
For example, a candidate wishing to be appointed at Naval Dockyard, Mumbai may select 'HQWNC – Naval Dockyard, Mumbai' as Preference 1 and then select other three preferences accordingly based on his/ her choice.

NOTE: **Whenever the applicant comes back to edit 'Education Details' page, the applicant is required to select the Preference of Postings again. Please ensure that you click on the button 'RESET PREFERENCE' and then select the four Preference fields once again. Otherwise, you will get a pop-up message as 'Please fill Preference 1/2/3/4'**

3. <u>Edit Step 1 (Basic Details)</u> - After filling this page, if you would like to go back to the previous page for editing, click on the button at the bottom of the page '**Edit Step 1 (Basic Details)**'

4. <u>Save and proceed for next step</u> - After filling this page, if you would like to go ahead to the next page, click on the button at the bottom of the page '**Save and proceed for next step**'

If clicking on 'Save and proceed' doesn't proceed ahead to the next page, please check whether fields in the education table have been filled correctly. If any row is left half filled and % displays 'NAN' in its box, delete the contents in the row and fill the row correctly. If the row is not required to be filled, delete the contents and proceed.

Step 3 Additional Details

1.   The template of '**Step 3 Additional Details**' page is given below only for appreciation and each field is explained subsequently: -

2.   All fields marked with * are mandatory to be filled in. The Additional Details page contains the following fields to be filled in: -

    (a)   Category.   Select your category from the drop down list. The drop down list contains the following: -

        (i) SC
        (ii) ST
        (iii) OBC
        (iv) UR
        (v) Economically Weaker Section

    Please select the correct category from the drop down list. If you have selected SC or ST or OBC or Economically Weaker Section, appropriate fields appear requesting for further inputs.

    (b)   Category Details.   If UR has been selected from the drop down box above, the field for Category Details will not appear. If SC/ ST/ OBC/ Economically Weaker Section was selected from the drop down box above, the following fields will appear which are required to be filled: -

        (i) Name of caste/community (for SC/ST/OBC Candidates)   -   In case the applicant has selected, SC or ST or OBC, the name of the caste to which the applicant belongs is to be filled in this field.

        (ii) Caste certificate Issuing Authority   -   The name of the authority issuing the caste certificate is to be filled in.

(iii) Caste certificate No. -   The caste certificate No. is required to be filled in this field.

(iv) Date of Issue of Caste Certificate   -   The date of issue of caste certificate is to be filled.

(v) State from which caste certificate issued   -   The state from which the caste certificate has been issued can be selected from the drop down list.

For an applicant selecting the Economically Weaker Section in the Category details, the following fields will appear: -

(i) Certificate Issuing Authority   -   The name of the authority issuing the Economically weaker section certificate is to be filled in.

(iii) Certificate No. -   The Economically weaker section certificate No. is required to be filled in this field.

(iv) Date of Issue of Certificate   -   The date of issue of certificate is to be filled.

(v) State from which certificate issued   -   The state from which the Economically weaker section certificate has been issued can be selected from the drop down list.

(c)   Person with Benchmark Disability.   Please select 'Yes' or 'No'. Please select 'No' if you are not in possession of any disability certificate or if your disability is less than 40% as per the disability certificate. If you are in possession of a Benchmark disability certificate where the disability is shown equal to or greater than 40%, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) Type of disability -   The type of disability is to be selected from the drop down list. The drop down list has the following: -
      (aa) VH – To be selected for Visually Handicapped
      (ab) HH – To be selected for Hearing Handicapped
      (ac) OH – To be selected for Orthopedic Handicapped
      (ad) OTHER – To be selected for other handicapped

(ii) Details of disability   -   The details of disability is to be selected from the drop down list. The drop down list has the following depending on the type of disability chosen above: -
      (aa) Blindness or Low Vision if VH has been selected
      (ab) Deaf/ Hard of Hearing if HH has been selected
      (ac) OH – Locomotor disability including cerebral palsy/ Leprosy cured/ Dwarfism/ Acid attack victims/ Muscular dystrophy if OH has been selected
      (ad) Autism intellectual disability/ Specific learning disability & mental illness/ Multiple disabilities from amongst persons under the above mentioned clauses if OTHER has been selected

(iii) <u>Percentage of disability</u>- The percentage of disability as mentioned in the PwBD certificate is to be entered here. The applicant is not eligible for PwBD benefits if the percentage of disability is less than 40%. To be eligible as PwBD, the percentage of disability is to be equal or greater than 40%.

(iv) <u>Scribe required</u>- If you require for scribe please select 'Yes' else select 'No'.

(v) <u>PwBD Certificate Issued By</u>   -   The name of the authority issuing the PwBD certificate is to be filled in.

(vi) <u>PwBD Certificate No.</u> -   The PwBD certificate No. is required to be filled in this field.

(vii) <u>PwBD Certificate Date</u> -   The date of issue of PwBD certificate is to be filled.

(viii) <u>State from which PwBD certificate issued</u> -   The   state   from which the PwBD certificate has been issued can be selected from the drop down list.

(d)   <u>Whether Ex-serviceman</u>.   Please select 'Yes' or 'No'. Please select 'No' if you are not an Ex-Serviceman i.e, not served in the Defence Forces (Army/ Navy/ Air Force) in the past. If you are an Ex-Serviceman, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) <u>Served in which Service?</u>   -   The service may be selected from the drop down list of Army, Navy & Air Force.
(ii) <u>Discharge Date</u> – The date of discharge is to be selected from the calendar.
(iii) <u>Have you already joined a civil post by availing benefit of reservation for ex-serviceman (ESM)</u> -   Please select 'Yes' or 'No'
(iv) <u>Length of service in armed forces</u> (in Years, months and days) – Please fill in the years, months and days served in the armed forces.

(e)   <u>Whether employed in Central Govt. Service</u>.   Please select 'Yes' or 'No'. Please select 'No' if you are not employed in Central Govt. Service. If you are an employee in the Central Govt. Service, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) <u>Name of Organisation/ Ministry</u>-   The name of the Organisation/ Ministry you belong to in the Central Govt. Service.
(ii) <u>Post Name</u>   –   Name of your post is to be filled in this field.
(iii) <u>Appointment Date</u>   -   The date you were appointed to the central government service is to be selected from the calendar.

3.   <u>Edit Step 1 (Basic Details)</u>   -   After filling this page, if you would like to go back to the Basic Details page for editing, click on the button at the bottom of the page '**Edit Step 1 (Basic Details)**'

4.   Edit Step 2 (Education Details)   -   After filling this page, if you would like to go back to the Educational Details page for editing, click on the button at the bottom of the page '**Edit Step 2 (Education Details)**'

5.   Save and proceed for next step   -   After filling this page, if you would like to go ahead to the next page, click on the button at the bottom of the page '**Save and proceed for next step**'

Step 4 Documents Uploading

1.   The template of '**Step 3 Additional Details**' page is given below only for appreciation and each field is explained below subsequently.

2.   All fields marked with * are mandatory to be filled in. The Documents Upload page contains the following fields where the requisite documents are required to be uploaded: -

   (a)   Photo.   A photo with the undermentioned requirements is to be uploaded: -

      (i) Upload Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. The photograph being uploaded should not be more than three months old and should have about 80% face coverage. The size of photo document should be between 50-100 KB.
      (ii) Photo should be without cap, goggles and both ears should be visible.
      (iii) The accepted formats are "jpg" and "jpeg"

(b) Signature.   A signature with the undermentioned requirements is to be uploaded: -

(i) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 50-100 KB.
(ii) The accepted formats are "jpg" and "jpeg"

3. Apart from the photo and signature, you are required to upload all the required documents in PDF file format. The individual file size should not exceed 400 KB and should be clear and prominent.

4. The following documents are to be mandatorily updated: -

(a) Proof for Date of Birth (Birth certificate/ Matriculation certificate)   -   The birth certificate or matriculation certificate is to be uploaded in this field.

(b) A copy of the 10th std./SSC Marksheet/ Certificate issued by a recognised Institute/ Board of Secondary Education for passing Matriculation Examination – The certificate is required to be uploaded in this field again irrespective of whether it had been uploaded previously for proof of date of birth. (If the certificate and Marksheet are separate, combine them and upload)

(c) NCVT Apprenticeship/ DAS Certificate   -   All ex-apprentices with the exception of Optional Trade OT-01 and OT-02 batches of DAS school, Mumbai are required to upload NCVT Apprenticeship certificate in this field. The OT-01 and OT-02 batches are required to upload DAS certificates awarded to them in this field.

(d) Photo ID ID Proof   –   The document to be uploaded here may be Passport/ Aadhaar card/ Driving License/ Govt. issued photo ID.

5. Based upon your filling the fields in the Educational and Additional Details pages, the following documents are required to be uploaded as required: -

(a) Gazette Notification for change of name -   The gazette notification documents is to be uploaded in case you have changed your name after matriculation.
(b) Educational certificates (Final Diploma Certificate/ Class XII/ Degree/ Post graduate/ Doctoral) of Qualifying examination issued by the respective Board/ University   -   These documents are required to be uploaded in case you have filled in the requisite details in the Educational Details Page.
(c) Caste Certificate   -   The caste certificate is required to be uploaded in case you have selected your caste in the category as SC, ST or OBC
(d) Economically Weaker Section certificate -   In case you have selected your category as Economically Weaker Section in the Additional Details page, proof of you belonging to the economically weaker section is required to be uploaded.

(e) <u>PwBD Certificate</u> - In case you are a person with benchmark disability of 40% or more, the concerned PwBD certificate is required to be uploaded.

(f) <u>Ex-serviceman certificate</u> - If you are an ex-serviceman, the required certificate is to be uploaded.

(g) <u>No Objection Certificate in case you are serving in the Central Govt Service</u> - The No objection certificate is to be uploaded by the applicant who is serving in the Central Govt. service.

(h) <u>Additional Documents Upload(if any)</u> - Additional documents if any, may be uploaded in this section.

6. Please select 'Yes' or 'No' for the below question to proceed ahead: -
Do you want to make your personal information available for accessing job opportunities in terms of DoP&T OM No. 39020/1/2016-Estt. (B) dated 21 Jun 2016,18 Jul 2016 & 21 Dec 2020 *

7. **Prior to proceeding ahead to 'Save and proceed', the applicant is requested to check that the documents being uploaded are the correct documents. This can be done by clicking on the uploading document whereby the document opens in a new window or is downloaded. The said document can be reviewed for its correctness**.

8. <u>Edit Step 1 (Basic Details)</u> - After filling this page, if you would like to go back to the Basic Details page for editing, click on the button at the bottom of the page '**Edit Step 1 (Basic Details)**'

9. <u>Edit Step 2 (Education Details)</u> - After filling this page, if you would like to go back to the Educational Details page for editing, click on the button at the bottom of the page '**Edit Step 2 (Education Details)**'

10. <u>Edit Step 3 (Additional Details)</u> - After filling this page, if you would like to go back to the Additional Details page for editing, click on the button at the bottom of the page '**Edit Step 3 (Additional Details)**'

11. <u>Save and proceed for next step</u> - After filling this page, if you would like to go ahead to the next page, click on the button at the bottom of the page '**Save and proceed for next step**'

Step 5 Final Submission

1.   This section will display the preview of what has been filled in the application in the previous sections. Please verify that all the details have been filled in correctly. In case of any errors, you may click on the button 'Edit Application' at the bottom of the page. The applicant can go back to the Basic Details page on clicking on the 'Edit Application' button.

2.   After verifying all the details and in case of no errors, please tick the box of the self declaration given below: -

Self Declaration

☐   I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief.
I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the notice of examination, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India.
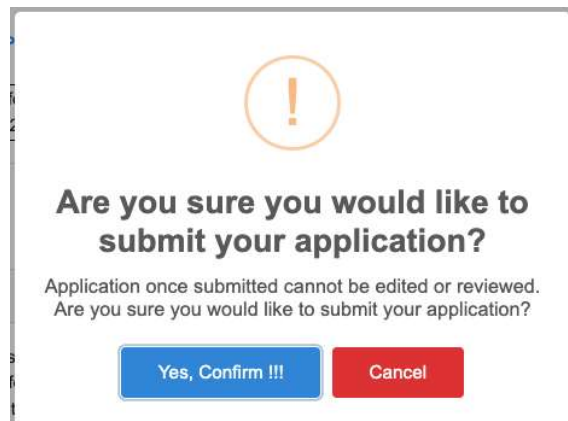
3. The above self-declaration is displayed as follows: -

4.   Then click on the 'Submit Application' button at the bottom of the page. Once you click on the 'Submit Application', a pop-up message will appear as displayed below: -

5.   If you press 'Cancel' you will be directed to the 'Final Submission' page. If you are sure of submitting the application, click on 'Yes, Confirm it!' button. The application gets submitted once you click on the said button. Once submitted, the application cannot be edited.

6.   After submitting the application, the preview of the application appears with a 'Print' button at the bottom. Click on 'Print' to either print or download the submitted application form.

Print