INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.

II. Use only blue/black ball pen to write in the boxes, i.e.,

III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.

IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and   2. Centre Codes

Refer to Para-7 of the Notice of the Examination.

12.1**. Code for seeking age relaxation.**

Refer to Para 4 B of the Notice of the Examination.

13.1 **Preference of Posts:**

You are advised to opt only for such posts for which you have the required qualification.

13.2 **Preference for Departments**
You are advised to be careful in exercising your preference as in the event of your getting selected, you will be considered for the Departments in the order of your merit for each post.

14. **Candidates should indicate whether they belong to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis).**

17. **Educational Qualification and Subject Code:** See Annexure – VIII
Use ‗Others‘ if any particular Educational Qualification or Subject is not assigned a code.

19. **Address for communication**
Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digits PIN in the boxes.
As the Commission often communicates with the candidates through e-mail/SMS, you are advised to furnish valid e-mail id/mobile phone number, in your own interest.

20. **Photograph**
Paste your recent photograph of size 4cm x 5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

20- A **Roll number**

Box for Roll Number to be left unfilled (blank) by the candidate.

21. Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.