

## **General Instructions for filling up of Online Applications**

1. Note before proceeding you should have filled all the requisite fields of your One Time Registration (OTR) i.e. personal information, contact information & educational qualification and service details etc.
2. The candidate shall also be required to upload the images of recent photograph and signature. Photograph image must mention the date in which it is taken.
3. **Size of the photograph (passport size) and signature must be between 10kB to 20kB in \*.jpeg or \*.jpg only.**
4. **After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for a post.**
5. Click on the “***show jobs***” as shown against the respective post/examination you want to apply for like Direct Recruitment Post, Combined Competitive (preliminary), Combined Competitive (mains), J&K Civil Service (Judicial) Competitive Examination, Assistant Conservator of Forest Competitive Examination, Departmental Examination.
6. On Clicking on the “***show jobs***” a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.

The screenshot shows a web application interface. At the top, there is a light blue box with the heading "Steps to be followed:" and four numbered instructions: 1. Click on Apply. 2. Fill all particulars. 3. On submission user account will be created which can be used to apply for other posts. 4. Submit fees before last date of respective Advertisement. Below this, there is a form with a "Year:" dropdown set to "2017" and a "Month:" dropdown set to "November-(11)". The "Month:" dropdown is circled in orange. Below the form, there is a blue bar with the text "Registration" and "November-(11)".

7. An “**APPLY**” button is shown against the respective post and the candidates will click on the **APPLY** button against the post he/she is eligible.
8. On clicking “**APPLY**” button, an instruction window will appear. Candidates should read instructions carefully before clicking on “**APPLY**” button at the bottom of the webpage.
9. On clicking “**APPLY**” button, the system will display all facts/particulars that a candidate have mentioned while filling up the necessary fields of his/her OTR account.
10. Once the candidate is satisfied about the filled in details, then, he or she may click on “**SUBMIT**” button to finally push the data into server with successful submission report, which he or she can print. In case, a candidate feels that the fields/data filled are/is wrong then he or she will be required to edit the details by pressing the **EDIT** button, until he or she is satisfied about the correctness of the information required to be filled in the desired fields.

11. **Note that the Online Application Form once submitted cannot be edited.**
12. On successful submission of the online application, a window will open **with a link to print e-challan and application form.**
13. The candidate should take a printout of the fee payment challan and can deposit fees in any of the branches of Jammu and Kashmir Bank in the designated account number only printed on the e-challan. A counterfoil copy of the application fee payment e-challan duly authenticated by the bank with (a) branch name & code no and (b) date of deposit filled by the branch official shall be enclosed with the hard copy to be submitted in the office of the Commission at Resham Ghar Colony, Bakshi Nagar Jammu / Camp Office, Solina Srinagar along with other requisite documents or through portal service in registered cover provided the said service is invoked 04 days before the cut-off dates fixed for the purpose (personal delivery).
14. Submission of fee payment challan shall not be accepted/entertained after cut-off date fixed for the advertisement Notification.

**Note:**

1. The above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
2. Date for determining the eligibility in every respect must be carefully checked from the advertisement notification.
3. The applicants are advised to fill in all their particulars in the online recruitment application carefully as submission of wrong information may lead to rejection of online application form.
4. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement in terms of eligibility. They are also advised to satisfy themselves before filing online application that they possess at least the essential qualifications prescribed for post(s).
5. Candidates are advised not to furnish any false or suppressed/fabricated material information with regard to their particulars. Candidates are warned that they should, in no case, alter or otherwise temper any entry in a document or its attested/certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be furnished.

6. A candidate who is, or has been, declared by the Commission, to be guilty of:
- i. obtaining by wrongful support of his/her candidature by any means, or
  - ii. impersonating, or
  - iii. procuring impersonation by any person, or
  - iv. submitting fabricated documents or documents which have been tampered with  
or
  - v. making statements which are incorrect, or false or suppressing material information, or
  - vi. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
  - vii. using unfair means during the test, or
  - viii. writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
  - ix. misbehaving in any other manner in the examination hall, or
  - x. harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
  - xi. attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses, in addition to rendering himself/herself liable to criminal prosecution, shall be liable;
    - (a) to be debarred by the Commission for appearing in the examination, and/or
    - (b) to be debarred either permanently or for a specified period:
      - (i) By the Commission from any examination or selection held by them.
      - (ii) By the State Government from any employment under them.

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