

## **Instructions For Filling-up Online Application Form**

The applicant must read the following instructions before filling-up the Online Application Form:

1) A valid email account should be used. Two or more applicants cannot use the same email ID. All future correspondences will be made through the registered email ID only.

2) A valid mobile number should be used. Two or more applicants cannot use the same mobile number. All future correspondences will be made through the registered mobile number only.

3) It is suggested that the Caste Certificate (where applicable) should be scanned in JPG format having size not more than 1MB.

4) It is suggested that a recent Passport size colour photograph in JPG format having size not more than 1MB should be scanned.

5) It is suggested that the Admit Card of Madhyamik Examination should be scanned in JPG format having size not more than 1MB.

6) It is suggested that the Marksheet of Higher Secondary (H.S.) Examination should be scanned in JPG format having size not more than 1MB.

7) It is suggested that the Marksheet of Hounours/ General Degree, as case may be, should be scanned in JPG format having size not more than 1MB.

8) It is suggested that scanned copy of signature of the applicant (in JPG format) should be ready in hand as per specifications given below:

a. The applicant has to sign on a white paper with a Blue/Black Ink pen. Please crop the portion of your signature from the scanned document and upload it in the application form.

b. The applicant must sign clearly so that the scanned image is clear and may be used for verification in future.

c. Size of file (in JPG format) should not be more than 1MB.

For any “QUERY REGARDING THE ONLINE APPLICATION FORM”, the applicant may please contact at Help Line Number: Dr. Nayan Sarkar : 8961672736

Bivash Pramanick : 7501872620