

Instruction for filing Online Application for the recruitment of Extension Officer and Panchayat Secretary in the Department of RD, PRIs and ULBs, Andaman and Nicobar Administration

NOTE:

1. Candidates in their own interest are advised not to wait till the last date and time to submit their applications. Department Of RD, PRIs And ULBs, A & N Administration/National Informatics Centre, Port Blair shall not be responsible if candidates are not able to submit their applications due to the last minute rush.
2. Please retain the print out of the Registration Form with you for future references.
3. Please do not send hard copy of the Registration Form or any Documents to the office of Department Of RD, PRIs And ULBs, A & N Administration/ National Informatics Centre, Port Blair

<u>Important Dates:</u>	
Opening Date for On-Line Registration of Application	15.06.2018 10 AM
Last date of close of registration and submission of application	14.07.2018 12 Midnight

INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATIONS

<u>General Instructions</u>	
1.	Read the Instructions carefully
2.	The number of vacancies is tentative and may increase or decrease at sole discretion of Directorate Of RD, PRIs and ULBs
3.	Only Indian Nationals fulfilling eligibility criteria can apply for the above Post.
4.	Category [General/ST/OBC] once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible later on.
5.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents:- a. His\Her personal details. b. His\Her educational qualifications. c. Relevant certificates like Community certificate, etc., respectively for ST/OBC. d. The file size of the photographic image should be between 10KB and 50 KB. The recommended resolution for the image is 200 x 230 pixels (Width x Height).
6.	The candidate should choose Place of Examination centre carefully. Once online form is submitted, no request for change will be entertained.

How to Apply

1.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process.
2.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION. Once the form is submitted, it can't be edited.
3.	The candidate should fill up all the desired information i.e. Personal Details, Contact Details etc. correctly.
4.	Applications that are submitted partially, due to reasons such as network issues, can be resumed and completed at a later point of time through appropriate options in the Recruitment portal
5.	<p>Instructions regarding scanning of Photograph:</p> <p>Candidates should upload the scanned (digital) image of their photograph as per the process given below. The applicant should note that only JPG/JPEG format is acceptable:</p> <ul style="list-style-type: none">a. Photograph must be a recent passport size colour picture on light background (not older than 3 weeks).b. Look straight at the camera with a relaxed face.c. The size of the scanned image should be between 10kb -50kb in jpg/ jpeg format only.d. The recommended resolution for the photograph image is 200 x 230 pixels (Width x Height).
6.	Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk Phone No: 03192-232525