

### **Instructions for applicants**

(For registration and submission of Online application form)

#### **1. REGISTRATION:**

(a) Applicant will have to first register himself/herself on the GDS online Engagement Portal at the link <https://indiapostgdsonline.gov.in> details to obtain the Registration Number.

(b) For registration on the Portal, the applicants must have their own active email id and mobile number. All the important information, including declaration of result of shortlisting, offer of provisional engagement etc. would be sent on the registered mobile number and Email ID only. The Department will not communicate with applicant in any other form. However, the information sharing through mobile and Email ID is additional feature. Candidates are advised to visit the portal for regular updates.

(c) Once the applicants registered the same mobile number and Email ID will not be allowed for any further registrations of any other applicant.

(d) **In case any duplicate Registration is found by altering the basic details, the candidature of all such registrations will be removed from the selection process.**

(e) Any applicant who forgot the registration number can retrieve the registration number through option 'forgot registration.

(f) Before proceeding with One-Time Registration, keep the following information/documents ready:

#### **i. Mobile Number (to be verified through OTP)**

**ii. Email ID (to be verified through OTP).**

**iii. Aadhaar Number -if available**

**iv. Information about the Board, and Year of Passing the Matriculation (10th) Examination.**

**v. Scanned photo in .jpg/.jpeg format less than 50 kb**

**iv. Scanned Signature. .jpg/.jpeg format less than 20 kb**

## **2. PAYMENT OF FEE**

(a) **Fee:** A fee of Rs.100 (Rupees one hundred only) is to be paid by the applicants for all posts notified in choice of Division. However, payment of fee is exempted for all female applicants, SC /ST applicants, PwD applicants and Transwomen applicants.

(b) Applicants, except exempted category of applicant, may make payment of the fee through any of the online mode of payment using the link provided for payment. All recognized Credit/Debit cards and Net Banking facility/ UPI can be used for this purpose. Charges applicable for usage of Debit/credit cards and net banking, as per the rules from time to time will be levied.

(c) Applicants are advised to note their Registration number at a secure place for making the payment of fee.

(d) Fee once paid will not be refunded. Hence, candidate is advised to ensure his eligibility for applying to particular Division before making the fee payment.

(e) Applicants who are exempted from payment of fee may apply online directly.

## **3. ONLINE APPLICATION:**

### **3.1. SELECTION OF DIVISION AND EXERCISING PREFERENCES:**

An applicant can only apply one or more vacant posts of GDS in only in one of the selected Division. Before selecting Division option, applicant has to validate his/her details by giving Registration number and OTP sent to the registered mobile

number. On selecting the Division, a list of all eligible posts (based on the community, Age, PwD Status and Local Languages studied) will be displayed against which applicant has to give preferences. Applicant will not be considered for a post, for which he/she has not given/indicated his/her preference(s). However, if shortlisted, only one post only will be offered for engagement and his/her rights for all other posts will be forfeited.

Example: If an applicant opts for five posts in a Division with preference post1, post2, post3, post4, post5 etc. and selected as meritorious in more than one post, the first post in the order of preference, against which he/she is found most suitable, will be offered and the candidature for all the remaining posts will be forfeited.

### **3.2. UPLOADING OF DOCUMENTS:**

The applicant is required to upload only the following documents at the time of submitting online application in the formats and sizes as prescribed. Hence, it is advised to keep the scanned documents ready in softcopy form before applying online:

<b>Sl No</b>	<b>Name of the Document</b>	<b>Uploading file format</b>	<b>Permitted file size</b>
<b>1</b>	<b>Recent Photograph</b>	<b>.jpg/.jpeg</b>	<b>Not exceeding 50kb</b>
<b>2</b>	<b>Signature</b>	<b>.jpg/.jpeg</b>	<b>Not exceeding 20kb</b>

### **3.3 WINDOW FOR APPLICATION FORM CORRECTION**

(a) After closing date for submission of online applications, a three days window has been kept for modification/editing the same. During this three-day window, the candidate may modify/edit applications which were successfully submitted along with applicable fee payment, however, if the modifications involve any change in category requiring fee to be paid, such modifications will be allowed only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void and merit would be decided based on the modified application.

(b) Before submission of the modified application, applicants must check that they have filled correct details in each field of the form. After the expiry of 'Edit/Correction' window, no change/ correction/ modification will be allowed in the application under any circumstances. No request in this regard in any form like by post, fax, email, by hand, etc. shall be entertained by the Department.

Note:-

(1) Applicants are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

(2) The Department will not be responsible for the applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Department.

(3) Before submission of the online application, applicants must check through Preview/ Print option and must ensure that they have filled correct details in each field of the form.