

IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

A. GENERAL INSTRUCTIONS

1. Only online application submitted before the closing date (31-10-2017 10 PM) will be accepted. Application form sent in any other mode will be rejected.
2. Incomplete application and Applications submitted without photograph along with signature/relevant documents/application fees will be summarily rejected.
3. It is the responsibility of the applicant to ensure that all the details are successfully submitted online along with the payment of requisite Application Fees, before the closing date. DC Office, Darrang will not be responsible for any of the unforeseen circumstances.
4. The fee will be collected through treasury challan mode only. Any other mode like Demand draft, Pay Order, Cheque will not be accepted.
5. Application fee once paid will not be refunded. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.

B. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

The Application can be submitted online through the URL <http://dcdarrangrecruitment.in> . Applicants are advised to read the instructions and steps carefully before submitting application form.

(i) STEPS FOR SUBMITTING THE APPLICATION FORM

The complete Application can be submitted in following 3 steps:

STEP 1: Pay the fees to treasury office and get the challan copy

STEP 2: Submission of Applicant's Details

STEP 3: Uploading of scanned Photograph along with signature and relevant documents

* Applicant can start the process for submission of Application form by clicking "Apply Online" button.

* Now Applicant has to read through the instructions by clicking on "proceed to apply online" button. Go to "proceed" button and provide all the mandatory information [Marked with * (asterisk) sign] in the application form.

* After submitting the first page of the application for a registration number will be generated which will be required for further filling of the application form. The candidate can continue to fill other form right away or he me choose to complete later.

* Applicant can also view and reprint the submitted Application form later on along with Photograph/ Signature.

* Finally after filling up all the parts of the application forms the candidate has to upload passport size Photo(max 50 kb), Signature(max 30 kb), Age Proof(Max 200 Kb), Degree Mark Sheet(Max 200 Kb), Employment Exchange Certificate(Max 200 Kb) , Treasury Challan(Max 200 Kb), Reservation Category Certificate(if applicable)(Max 200 Kb).

*check the “I Agree” check box provided at the bottom of the form. After declaration if applicant is all the specified declarations and also to the fact that the information furnished by him/her are correct to the best their knowledge and in case any of the furnished information is found wrong later on his/her candidature is liable to be cancelled.

* After submitting a preview of all the data entered will be generated, here all the files uploaded can be seen. Here the applicant can complete and print application or if anything wrong can go back and make necessary correction.

* Application will be treated as incomplete/rejected unless accompanied by Payment of Application Fee(Treasury Challan). Candidate must click on 'Complete and print Application' button to complete the application otherwise it will be treated as incomplete/rejected.

*After the application form is “Submitted Successfully”, the application form is generated and can be printed or saved. However application form can be printed later also by clicking Reprint your application in the first page.

For any clarification mail us @ Email id: dcdarrangrecruitment2017@gmail.com.