

## **Annexure – A**

### **Procedure of Online Application**

#### **1. Pre-requisites:**

Before proceeding to fill the application, the following be kept in readiness;

- a) Mobile Number (to be verified through OTP)
- b) Email ID
- c) Aadhar Card
- d) Scanned colour passport size recent photograph in jpg/jpeg format (40 KB to 100 KB).
- e) Scanned signature in jpg/jpeg format (20 to 50 KB).
- f) Scanned LTI (Left Thumb Impression) in jpg/jpeg format (20 to 50 KB).
- g) In order to meet the specified image file size for photo & signature etc., candidate can get them resized by visiting any online file converter website.
- h) Candidate can also refer the reference guide for resizing the image on photo, signature etc. at upload page.

#### **2. Registration:**

The applicant should read the advertisement carefully before filling up the application form. The process of filling online application for the examination consists of two parts:

- I. Basic Registration
- II. Detailed Registration

##### **I. Basic Registration:**

This is for generating the Reference number and Password.

- a) To register first time, click on "New User" on <https://opsi.onlineregistrationforms.com>
- b) Read instructions carefully and click the check box to acknowledge the same and proceed. The applicant will not be able to proceed further without doing so.
- c) Fill up the details in the "Basic Registration" form. Due care should be taken while filling details for Basic Registration as these details will be auto fetched in Detailed Registration and no changes will be permitted later. Enter the following details required for Basic Registration:
  - i) Applicant Full Name (First Name, Middle Name, Last Name) as given in Matriculation (10th Class) Certificate
  - i) Gender (Male/Female/Transgender)
  - ii) Nationality
  - iii) Email
  - iv) Confirm Email ID
  - v) Mobile Number



- vi) Click the 'Mobile OTP'. An OTP will be sent to your Mobile number. Enter the OTP.
- vii) Click the check box for declaration.
- viii) Click 'Submit'.
- ix) Your data will be saved and a Reference number will be displayed on the screen. The Reference number and Password for first time login will be sent to your mobile number and Email ID.

## **II. Detailed Registration:**

- b) Login by using the Reference number and Password received to your mobile and email after Basic Registration. Change the password on first login.
- c) Personal Details page will open. Furnish the details as follows:

Note: The details of Name/Gender/E-mail ID/ Mobile Number will be auto fetched from the 'Basic Registration' and are non-editable.

### **A) Personal Details:**

- i) Select your Category viz., UR/SEBC/SC/ST.
- ii) Furnish the details in case of sportsperson.
- iii) Furnish the details about possession of NCC certificate.
- iv) Furnish the details in case of ex-serviceman.
- v) Fill your date of birth as given in Matriculation (10th Class) Certificate.
- vi) Select the marital status
- vii) Enter your father's / Husband's name and Mother's Name as per 10<sup>th</sup> standard record.
- viii) Enter your complete Permanent and Communication address with Pin code.
- ix) Select Test Centre Location Preference

### **B) Education Details:**

Please furnish details of following educational qualifications;

- i) 10th Class Examination
- ii) CHSE/ +2 Examination
- iii) Graduation / Bachelors' Degree

Note: Applying Candidates must have completed (passed) the required qualification and must be in possession of required education certificates/degree as on the date of submission of application. Candidates who have appeared or are appearing for the required qualification and do not have educational certificates/degree are not eligible to apply for this recruitment.

Proceed further to next part of the Detailed Registration.

### **C) Photo Upload:**

Upload your recent Scanned image of Color Passport size Photo - Size 40 Kb-100 Kb of file format JPG or JPEG only.



Note: - The recent photograph (taken after 01.01.2024) should be either in colour or black and white with 80% face (without mask) visible including ears against a white background. Applicants are advised to check their photograph before submission of the Application Form. In case the photograph is blurred or not visible to identify the identity of the candidate then, the application will be rejected and no option for correction or revision will be permitted

**D) Signature Upload:**

Upload your clear Scanned image of Signature - Size 20Kb-50Kb of file format JPG or JPEG only.

Note: If the scanned image of signature is blurred or not clear, the application is liable to be rejected.

**E) LTI (Left Thumb Impression) Upload**

Upload your clear Scanned image of LTI (Left Thumb Impression)- Size 20Kb-50Kb of file format JPG or JPEG only.

Note: If the scanned image of LTI is blurred or not clear, the application is liable to be rejected.

**F) Documents Upload:**

Upload scanned copies of the following documents

- i. 10th Class Certificate in jpg/png/jpeg format (size- 100 to 300 KB)
- ii. CHSE/+2 Exam Certificate in jpg/png/jpeg format (size- 100 to 300 KB)
- iii. Graduation / Bachelors' Degree in jpg/png/jpeg format (size- 100 to 300 KB)
- iv. Category Certificate (SC/ST/SEBC) in jpg/png/jpeg format (size- 100 to 300 KB)
- v. ID Proof (Aadhar card as mentioned in the application form) in jpg/png/jpeg format (size- 100 to 300 KB)
- vi. NCC Certificate, if any, in jpg/png/jpeg format (size- 100 to 300 KB)
- vii. Sports Certificate, if any, in jpg/png/jpeg format (size- 100 to 300 KB)
- viii. NOC, if applicable, in jpg/png/jpeg format (size- 100 to 300 KB)
- ix. Certificate of Identity for Transgender, if applicable, in jpg/png/jpeg format (size- 100 to 300 KB)
- x. Identity Card and Discharge Certificate in case of Ex-Servicemen, in a single file in jpg/png/jpeg format (size- 100 to 300 KB)
- xi. Odia Pass Certificate, if required, in jpg/png/jpeg format (size- 100 to 300 KB)

**G) Preview:**

At this stage, the applicant can preview the application to check the contents. Applicant can also take the print of the Preview page by using browser print

option (Ctrl +P) and check the correctness of the application. The Preview page printed will not be considered as having submitted the application form. In case any correction is required, the applicant can do the same on respective pages of application. Once the applicant has thoroughly verified and finally corrected all the contents of his/her online application, the applicant shall proceed to furnish the declaration. **Thereafter he/she can submit the application by clicking the "Submit" and Proceed to "Confirm details" box and thereafter, click "Yes,I have confirmed". No changes in application are permissible after this.**

### **3. Application Print:**

After successful submission, the applicant can download and take print out of the application for his/her reference, from the Dashboard tab at the left bottom corner of the web page.

**Note:** No print out / hard copy of application form is required to be submitted to the OPRB.

