

**Documents to be kept ready for upload**

1. Photo - Only jpg/png, Max 200 KB, Dimension: Min 100px; Max: 150px
2. Signature - Only jpg/png , Max 200 KB, Dimension: Min 100px; Max: 150px
3. Proof of Date Of Birth Certificate
4. Pay slip
5. Documents related to Benchmark Disability / Ex-servicemen / Domicile of Jammu and Kashmir / Category – SC/ST/OBC/EWS
6. Documents for Qualification and Experience

**Other Instructions**

1. For candidates with multiple desirable qualifications, it is recommended to fill in as many educational qualification details as permitted by the portal. If there is insufficient space to enter all details, candidates are advised to include the remaining information in the supporting document to be uploaded.
2. If the percentage is not applicable for any educational qualification, candidates must enter "0" in the percentage textbox, as it is a mandatory field and cannot be left blank.
3. If the session is inactive for more than 3 minutes, then portal shall be logged out automatically or might become non-responsive. In such a case, candidates are advised to re-login and complete their applications.