

Important Instructions to fill Online Application Form

There are 3 steps to apply for these posts

Step 1: Fill the application form

Step 2: Pay the Fee through online payment gateway

Step 3: Download Acknowledgment copy, once the application is submitted successfully.

Note: You can save and edit the Application, any number of times, until it is submitted. Application once submitted is final and no changes can be made after.

Please go through the instructions and detailed advertisement carefully before starting to fill up the application form.

Please supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.

Please keep a recent photograph scanned in JPG/PNG format. The digital size of file must be less than 100 kb

Please keep your recent signature scanned in JPG/PNG format. The digital size of each file must be less than 50 kb.

Step I

1. The filling of online application consists of three parts.
 - i. Basic Info
 - ii. Academic Info
 - iii. Experience Info
2. Once all details are saved, you will be asked to check the details and make corrections, in the application, if any. You must press “**OK**” button after you are satisfied with the information filled by you. **Thereafter no correction/modifications will be possible at your end.**

Step II

3. After clicking the **OK** button, you will submit the application by clicking the “**Submit application**” button, and you will be directed for payment of fee. Once fee is paid successfully, payment receipt summary will be generated. Please download the payment receipt and save for future references.
4. Scanned photograph should be in JPG/PNG format. The digital size of file must be less than 100 kb
5. Scanned signature should be in JPG/PNG. The digital size of each file must be less than 50 kb.

Note: The application is incomplete without payment, uploading of scanned photograph & signature

Step III

1. After submitting the Online Application, you must download its copy and take a print out. Please keep the said printout for future reference. You are also advised to keep the proof of the fee payment which might be required in case of any discrepancy.

Application Fee (non-refundable) and Age relaxation criteria:

Category	Age	Fee
General & all other categories	Up to 37 (as on 01.01.2020)	1000
SC (Mazhabi-Balmiki & others)	Up to 42 (as on 01.01.2020)	250
BC	Up to 42 (as on 01.01.2020)	250
Physically Disabled	Up to 47 (as on 01.01.2020)	500

In case of any queries/issues, please write an email to our support E-mail ID - itcadrepunjab@gmail.com