

### Instructions to be followed:

1. Uploading Excel sheet size should be less than 100KB.
2. Enter valid Staff Id and Abbreviate Id accepts Alphanumeric values which are mandatory.
3. Enter Staff First name accepts only Alphabetic characters only First name is mandatory and Last name is optional.
4. Enter valid inputs for Branch should match with data's which are present in School database which is mandatory.
5. Enter Date of Joining and Date of Birth in MM-DD-YYYY or MM/DD/YYYY format only.
6. Enter valid inputs for Department, Designation and Staff Type should match with data's which are present in School database which are mandatory
7. Gender should be 'male' or 'female' only.
8. Qualification, Email Id, Father name and Mother name which are mandatory.
9. Enter the valid Mobile No., Father Mobile No., Mother Mobile No accept only numeric values which are mandatory.
10. Blood group, Bank name, Account No., PAN No and AADHAR No which are optional.
11. If Staff child studying in that school then enter 'Yes' and enter the valid student name and admission No. otherwise 'No' and no need to enter student name and admission No.
12. If Staff already married then enter 'Yes' and enter the Spouse name and Spouse mobile No. otherwise 'No' and no need to enter spouse name and spouse mobile No.
13. Present Address and Permanent Address which are mandatory.
14. Excel Format headings will not be saved.
15. Avoid altering and interchanging the Excel sheet headings.
16. Format the data cells before uploading.
17. For more, Follow url: <http://www.exceleasy.com/basics/format-cells.html>.
18. Do not refresh the browser after uploading excel sheet.
19. Data may not save properly if don't follow the excel sheet format and instructions.