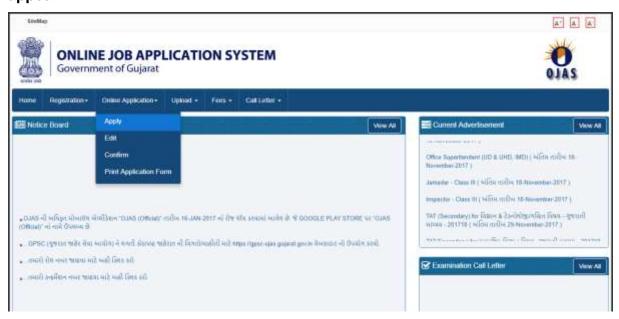
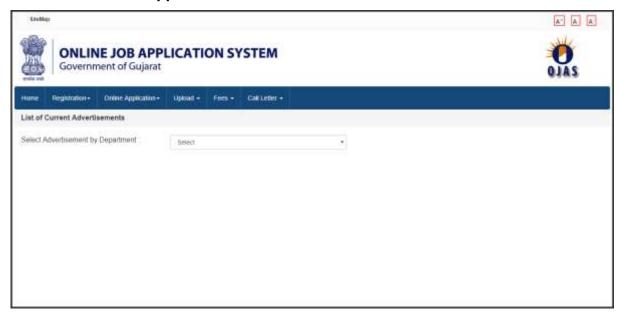
## **INSTRUCTIONS AND PROCESS FOR HOW TO APPLY**

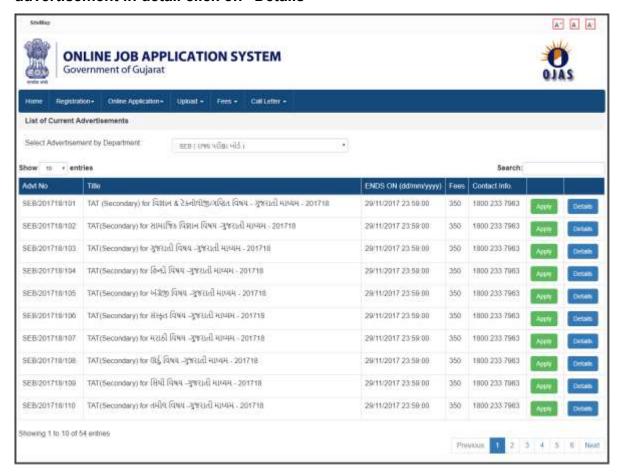
For applying online advertisement visit our website
 <a href="https://ojas.gujarat.gov.in">https://ojas.gujarat.gov.in</a> as mentioned below screen with advertisement will appear:



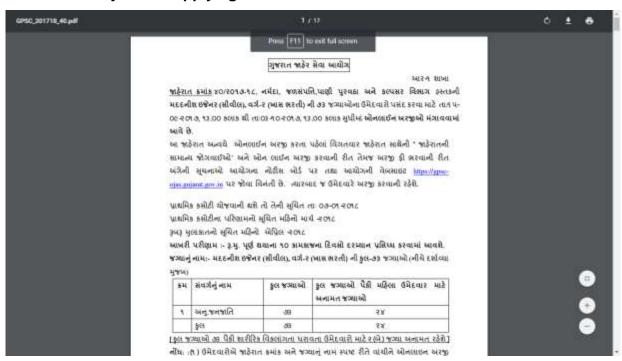
2. On clicking on "Online Application"->Apply the following screen with advertisement will appear:



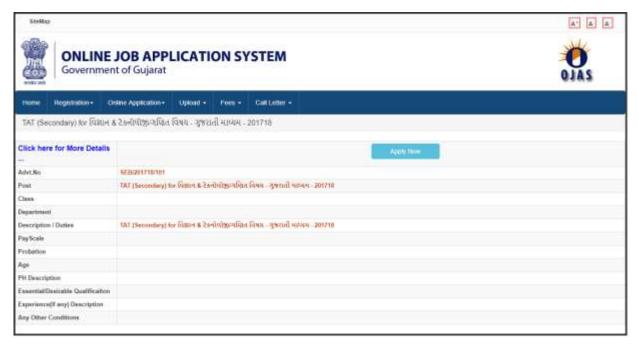
3. Now click on the "Apply" button against the advertisement or to read the advertisement in detail click on "Details"



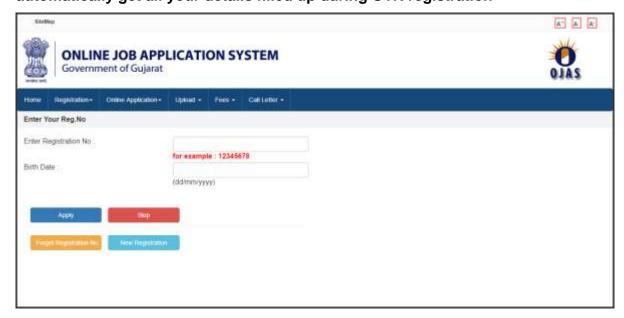
On clicking "Details" button, the pdf file of relative advertisement will open, read it carefully before applying.



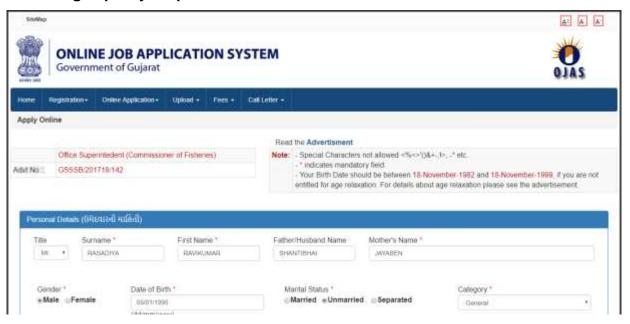
On clicking "Apply" button, the Synopsis of the relative advertisement will open as shown below, read it carefully before applying. Now click on "APPLY NOW" to apply for the respective advertisement.



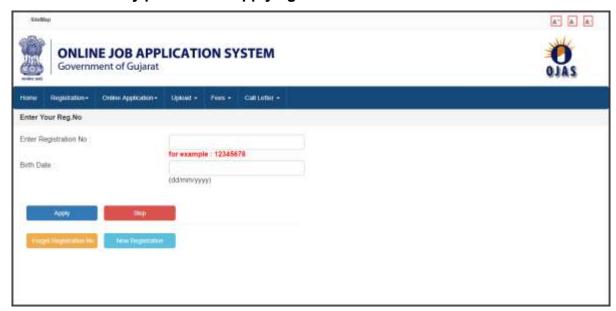
4. If you have One Time Registration (OTR) number then enter your OTR (Registration Number) and Birth Date and click on "APPLY" this will automatically get all your details filled up during OTR registration



## OTR brings up all your pre-feed information from



- 5. If you do not have a OTR registration number, here you can click on "NEW REGISTRATION" for getting One Time Registration (OTR) number (see our online PDF for how to register for One Time Registration (OTR) number and;
- 6. If you have already OTR number but you forgot the number then you may click on "FORGOT REGISTRATION NO." to get your registration number
- 7. If you do not want to use any of the option and apply directly you may click on "SKIP" to directly proceed for applying online.



8. As you click on "SKIP" the following screen will appear and now fill in the all the details carefully.



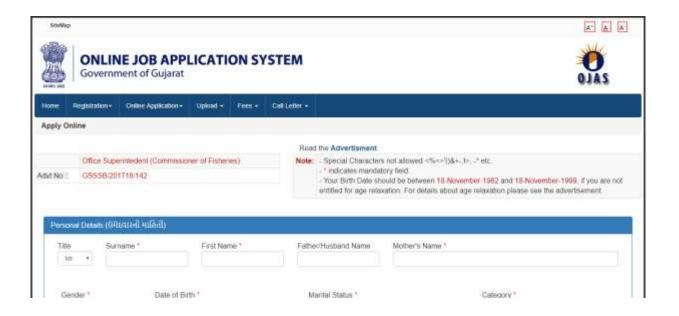
- 9. As you start filling the form please carefully read the following note mentioned above in the screen:
- 10. While filling in the details please see that except for "Address" fields do not use any special characters i.e. < % < > '() & + -;! >, . \* etc.
- 11. Moreover the following "Note:-" describes the same. The dates range for unreserved category is given i.e. without age relaxation. For age relaxation please read the advertisement carefully.
  - Click on the "Read the Advertisement" to read the full advertisement carefully.
  - Name of the post you are applying for.
  - Special Characters not allowed <%<>'()&+-;!>,.-\* etc.
  - \* indicates mandatory field.
  - Your Birth Date should be between 3-October-1980 and 3-October-1997, if you are not entitled
    for age relaxation. For details about age relaxation please see the advertisement. (The date
    range is given for unreserved category respective age relaxation depends on number of
    vacancies and reservation category and its rules)

## Read the **Advertisement**

	Geologist, under Narmada, Water Resources, Water Supply & Kalpasar, Class-2, Gujarat State Service - 201718
Advt. No ::	GPSC/201718/41

Note:

- Special Characters not allowed <%<>'()&+-;!>,.-\* etc.
- \* indicates mandatory field.
- Your Birth Date should be between 3-October-1980 and 3-October-1997, if you are not entitled for age relaxation. For details about age relaxation please see the advertisement.



- 1. Here first select the prefix of "Mr./Mrs./Ms./Dr." from the drop down menu
- 2. In the "SURNAME" field please enter only your surname for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your surname is "PATEL" you will fill the box only with your surname "PATEL"
- 3. In the "FIRST NAME" field please enter only your Name for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Name is "SURESH" you will fill the box only with your "First Name" as "SURESH"
- 4. In the "FATHER/HUSBAND NAME" field please enter only your "Father/Husband Name" for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Father's Name is "RAMSAJIVAN" you will fill the box only with your "Father/Husband Name" as "RAMSAJIVAN"
- 5. In the "MOTHER's NAME" field please enter only your "Mother's Name" for example if your Mother's Name is "SARITA RAMSAJIVA PATEL" then as your Mother's Name is "SARITA" you will fill the box only with your "Mother's Name" as "SARITA"
- 6. Select your "Gender" Male or Female, re-select it again to confirm your choice. You can change/edit/modify your choice till you have

- not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 7. Enter your "Date of Birth" in "DD/MM/YYYY" format, re-enter it again to confirm your date of birth diligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options.. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 8. Select your "Marital Status" either as "Married" or "Unmarried" or "Separated"
- 9. Select your "Category". If you belong to reserve category and if you apply as a General category candidate then no reservation rule will be applicable for such an applicant though he belongs to reserve category.

Propert Address*				Permanent Address*		
State *	GUWRIT		*	State *	GWARAT	
Cliebtot *	times			Clerkt."	Telect	
Tables *			*	Tatula *		
PIN Code 1				Pin Code "		
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Arthur Northe				Nationality <sup>1</sup>	motory	
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Anthree formbe Once Detain (see, suifed) ig old suctioned state	ભા મુધ મેળવવા ભાવકાત		Doef & Dureb	Sport Lavariesin 1; http://doi.org/10.1001/10.	મું ભાગ ચોધાનું વર્ષ	ध्यान् प्रमायपत्र थापनार डेस्टेशनासनाप्रिकासी

10. In the "Present Address", the candidate has to write the current address where he/she is staying and in the "Permanent Address" the candidate has to write his/her permanent address where he wishes to be informed regarding the proceedings of the advertisement as his present address may be temporary. Whereas his/her permanent address would be a place where always he/she

or parents or guardians may reside permanently and would accept all the communications in future as present address is for a short period.

- 11. If the candidate's Present Address and Permanent Address is same then the candidate must write the Present Address and click on "Copy" button given in between the "Present Address" and "Permanent Address" box.
- 12. In the Present Address box and Permanent Address box; the characters allowed are A-Z, a-z, 0-9, /, -, \, ,,.
- 13. Here if you are asked to enter your full name twice then please do enter it diligently, this is a precautionary measure to avoid any spelling mistakes from the candidates' end. Please do not use copy and paste options.
- 14. Now select the "State" you belong to on Present Address as well as on the Permanent Address. If the State you belong to is not in the list select "Not Entered", Union Territories are included. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 15. Now select the "District" you belong to on Present Address as well as on the Permanent Address; if the District you belong to is not in the list select "Out Side Gujarat". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 16. Now select the "Taluka" you belong to on Present Address as well as on the Permanent Address; if the Taluka you belong to is not in the list select "Other". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 17. Enter your Pin Code in the box given for both Present and Permanent Address without fail. You can change/edit/modify your

- choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 18. Enter your valid current Mobile Number to get SMS alert for different stages of communication from GPSC and for any other communication if found necessary by GPSC. Re-type your mobile number again diligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 19. Enter your valid current email-id (to get Application Form in pdf format) and for any other communication if found necessary by GPSC. Re-type your email-id again diligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. For example xyz@gmail.com. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.
- 20. Enter your Aadhaar Card Number as given (Optional)
- 21. Select your "Nationality"



22. "Sports Details" are to be entered only if you are a sports person and played for "All India School Union Competition" or "Inter-University" or "National and International Level Competitions". Moreover the option of getting bonus marks for as a sports person is only meant for few selected advertisements of Class-3, for example Deputy Section Officer / Deputy Mamlatdar, Class-3 etc. Hence for all other advertisement of Class-2 and above there is no provision of giving bonus marks for sports person. Village/Taluka/District level competition participation is not valid.

- 23. Please select your option for Physically Challenged from the listed and enter the percentage of disability whenever prompted. If it is not applicable to you then please tick on "Not Applicable"
- 24. Physically Challenged with Blindness as disability can opt for the facility of having a "Scribe" (લિફિયો). For this the candidate has to click / opt for it and then he/she has to apply in advance before the Preliminary / Main Exam asking for a "Scribe" with all the details of the Scribe. The details of the same can be obtained from the detailed advertisement for the respective advertisement published on <a href="https://ojas.guarat.gov.in">https://ojas.guarat.gov.in</a>.
- 25. If you are not a Widow Please click on the radio button "No" or else click on "Yes" and fill the other details like "Widow Certificate Number", "Widow Certificate Date", and select the appropriate Authority from the drop down menu for "Widow Certificate Issuing Authority".



- 26. If you are not an Ex-Servicemen Please click on the radio button "No" or else click on "Yes" and fill the other details "From Date" (in DD/MM/YYYY" format), To Date (in DD/MM/YYYY" format), "Ex-Servicemen Identity Card No." and select the appropriate Authority from the drop down menu for "Ex-Servicemen Certificate Issuing Authority".
- 27. If you are not an "Gujarat State Government Employee"; if no then Please click on the radio button "No" or else click on "Yes" and fill the other details like "Joining Date in Government Service" (in DD/MM/YYYY" format) and "Name of the Department (ખાતાનું નામ)".
- 28. Please tick on the languages you know i.e. Language Proficiency as shown in the above picture.
- 29. Fill in the Education Details carefully as shown below



- 12. In the "Education Details (શૈક્ષણિક લાયકાત)" you have to select the prescribed
  - I. Education detail given in the drop down menu,
  - II. Percentage/Percentile/Grade Point: You have to write the percentage/Percentile/Grade Point if it is not applicable as mentioned in note 2 please write "0" (Zero) especially for "Doctorate-(Ph. D.) Qualification.
  - III. Grade: Here you may select from "A, B, C, D, E, F, O OR NA (NOT APPLICABLE)
  - IV. Class: Here you may select from "Distinction, First, Second, Pass or Not Applicable
  - V. Exam Body: Here you have to write the name of the Exam Body which conducts and issue certificate for the qualification you have achieved, for example "Gujarat Technical University" etc. Please do not use short form, write the full name of the Exam Body.
  - VI. State: The name of State in which this Exam Body is located for example "Gujarat Technical University" is in "Gujarat" so the candidate has to write "Gujarat"
  - VII. Passing Year: Here you have to write the year in which you have achieved this qualification.
  - VIII. Degree Certificate/Mark sheet Issue Date: Here in you have to write the date mentioned on your Degree Certificate / Mark Sheet.
    - IX. Please read the "Note: 1" in red letter that for adding your Educational Details if this space is not enough then you may take an extra paper write your Educational Details as in the given format.
      - X. Please read the "Note: 2" in red letter that for any Educational Qualification if the percentage/Percentile/Grade Point if it is not applicable as mentioned in note 2 please write "0" (Zero) especially for "Doctorate-(Ph. D.) Qualification etc.

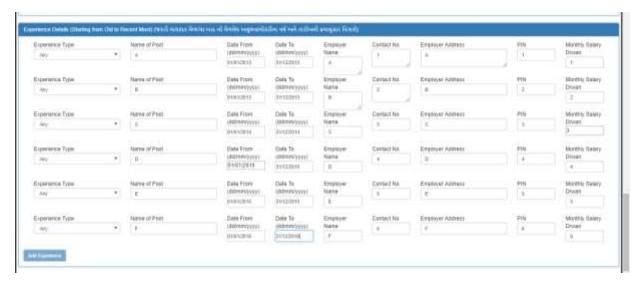


- 13. In the "Essential/Additional Educational Qualification (આવશ્ચક/વધારાની શૈક્ષણિક)" you have to select the prescribed
  - I. Click on "ADD MORE EDUCATION" and add the rows, if the candidate wants to add more education qualification apart from using these rows, he can surely write it down on extra sheet of paper in the table format shown in the picture.
  - II. Education Detail: Here candidate, the candidate is given space below "Other" wherein he can type the "Education Qualification"
  - III. Percentage/Percentile: You have to write the percentage/Percentile if it is not applicable as mentioned in note 2 please write "0" (Zero) especially for "Doctorate-(Ph. D.) Qualification.
  - IV. Class: Here you may select from "Distinction, First, Second, Pass or Not Applicable
    - V. Exam Body: Here you have to write the name of the Exam Body which conducts and issue certificate for the qualification you have achieved, for example "Gujarat Technical University" etc. Please do not use short form, write the full name of the Exam Body.
  - VI. State: The name of State in which this Exam Body is located for example "Gujarat Technical University" is in "Gujarat" so the candidate has to write "Gujarat"
  - VII. Passing Year: Here you have to write the year in which you have achieved this qualification.
  - VIII. Degree Certificate/Mark sheet Issue Date: Here in you have to write the date mentioned on your Degree Certificate / Mark Sheet.
    - IX. Click on "Add More Education" to insert another Education of yours.

- X. Please read the "Note: 1" in red letter that for adding your Educational Details if this space is not enough then you may take an extra paper write your Educational Details as in the given format.
- XI. Please read the "Note: 2" in red letter that for any Educational Qualification if the percentage/Percentile/Grade Point if it is not applicable as mentioned in note 2 please write "0" (Zero) especially for "Doctorate-(Ph. D.) Qualification etc.
- XII. You can "Select" the option again for not writing the additional qualification details.

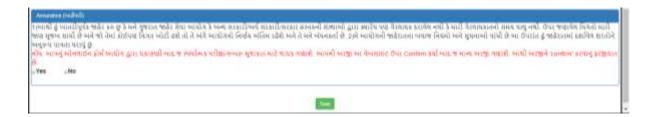
## Similarly "Other Education Details" can be added with similar details mentioned above

14. Experience Details (Starting from Old to Recent Most) (જરૂરી લાયકાત મેળવ્યા બાદ નો મેળવેલ અનુભવ/નોકરીના વર્ષ અને તારીખની ક્રમાનુસાર વિગતો)



- 15. As shown in the above picture
  - I. Experience details can be entered by selecting the pre-feeded experience,
  - II. There by writing the "Name of Post" held by the candidate (Please do not use any special character A-Z,a-z,0-9,/-\. etc.)
  - III. "Date From (in DD/MM/YYYY) format i.e. Date of Joining
  - IV. "Date To (in DD/MM/YYYY) format i.e. Date of Leaving
  - V. Employers Name (Please do not use any special characters A-Z,a-z,0-9,/-\. etc.)
  - VI. Employers Contact Number (use only numbers, please do not use special characters A-Z,a-z,0-9,/-\. etc.)
  - VII. Employers Address (Special character allowed A-Z,a-z,0-9,/-\.)

- VIII. Pin Code (use only numbers, please do not use special characters A-Z,a-z,0-9,/-\. etc.)
  - IX. Monthly Salary Drawn (use only numbers, please do not use special characters A-Z,a-z,0-9,/-\. etc. For example write only 70000 do not write Rs. 70000 or 70000/month etc.)



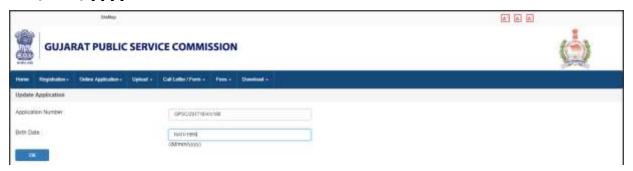
- 16. In the above picture please read the Declaration correctly and then proceed on Clicking "Yes" to submit the form or else click on "No"
- 17. Click on "Save" to submit the form or else click on "Clear" to reenter the form again.
- 18. As you "SAVE" the following screen will appear showing you the Application Number. Please carefully save this application number or write down on your record book.



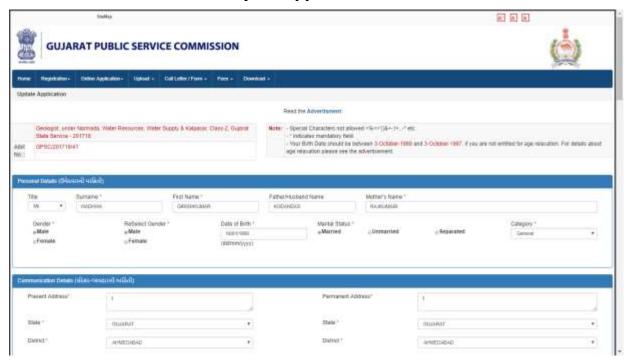
19. To edit anything in the application click on "Online Application">"Edit" option.



20. Enter the details as mentioned below "Application Number" as mentioned here "GPSC/201718/41/198" (GPSC/Year of Advt./Advt. No./Application number) and "Birth Date" "dd/mm/yyyy" format"



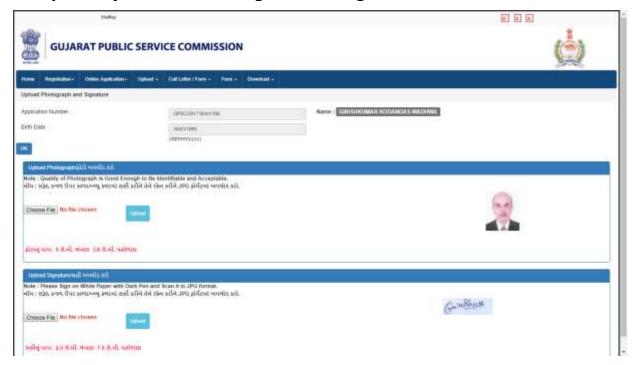
- 21. Enter the details as mentioned below "Application Number" as mentioned here "GPSC/201718/41/198" (GPSC/Year of Advt./Advt. No./Application number) and "Birth Date" "dd/mm/yyyy" format"
- 22. Now the Application Form opens up for edit, you then proceed for the necessary updation/modification then click "Yes" on the declaration once you have finished the updation/modification/edit and click on "SAVE" to save your application.



23. The next step is to upload your photograph and signature



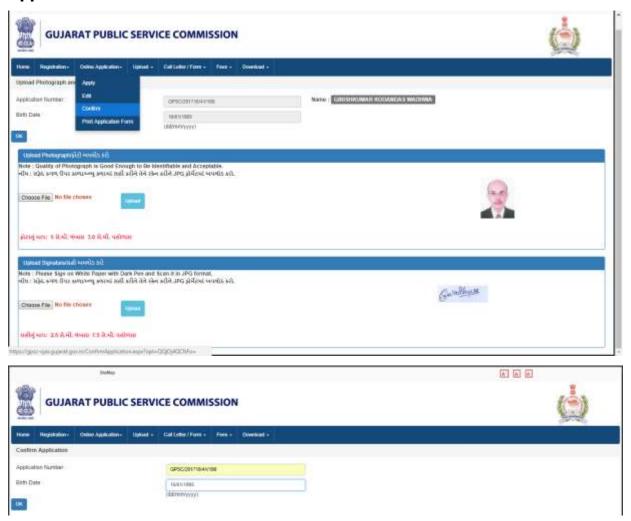
- 24. Enter the details as mentioned below "Application Number" as mentioned here "GPSC/201718/41/198" (GPSC/Year of Advt./Advt. No./Application number) and "Birth Date" "dd/mm/yyyy" format"
- 25. If you have OTR number and have applied using one then there is no need for uploading the "Photograph" and "Signature" again except that you want to change something



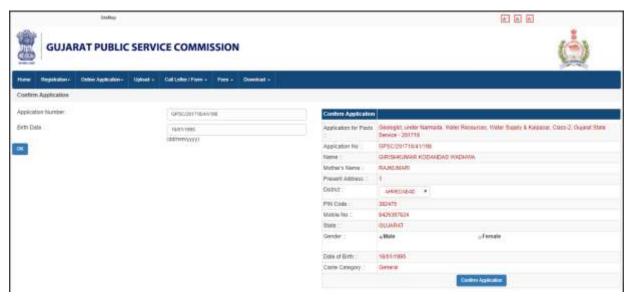
- 26. Kindly read the instructions carefully the dimensions of photograph and signature with the size in kilobytes (kb) is given clearly accordingly scan your photograph and signature in "jpg" format and the size as mentioned and then enter your "Application number" (for example GPSC/201718/35/54 GPSC/Year/advt.no./application number) and "Birth Date (DD/MM/?YYYY format)"
- 27. The above screen will appear showing your detailed Prefix-Surname-First Name-Father/Husband's Name, Mother's Name. Please verify the same here also, if you need any corrections/modification please go in "EDIT" option and do the needful corrections.
- 28. Now proceed for uploading the Photograph by clicking on "Choose file", browse option opens select the photograph file you want to upload and click on "UPLOAD" as the photograph gets uploaded it will appear on the right hand side. Here you are requested to verify your photograph is properly uploaded.
- 29. Now proceed for uploading the Signature, a sample of the "Signature" is given just above the upload option. Now click on

"Choose file", browse option opens select the signature file you want to upload and click on "UPLOAD" as the signature gets uploaded it will appear on the right hand side. Here you are requested to verify your Signature is properly uploaded.

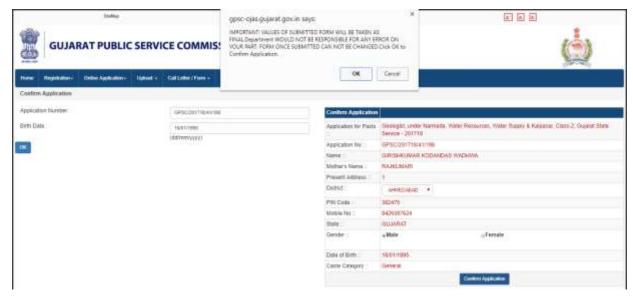
30. In this way your photograph and signature are uploaded not next step is to confirm your Application. Hence click on "Online Application"->"Confirm"



31. To Confirm your application enter your "Application number" (for example GPSC/201718/41/198 – GPSC/Year/advt. no./ application number) and "Birth Date (DD/MM/?YYYY format)" as shown in the picture above. Press "OK"



- 32. The above screen will appear showing all the details please verify your details once again and then press on "Confirm Application" now once you confirm your application you will not be able to "EDIT" the application that in no way you will be able to change your any details. Hence thoroughly confirm your details and then once you are sure of all the details are correct proceed for "Confirm Application".
- 33. The moment you press "Confirm Application" a pop-up menu will appear warning you of the importance of confirming application and the instruction that hence forth no editing/modification of application can be done. Press "OK" to confirm or else "CANCEL" for any changes to be done.



34. Once you press "OK" the following screen appears showing you your confirmation number i.e. your application has become valid for the applied post with the confirmation number shown below. Hence immediately write down the confirmation number or take screen

shot of the screen and take a printout of the same and also save a soft copy for future use.



35. Click on "Print Application" to get the printout of the application or you can select "PDF File" in the printer option and save the Application Form as PDF file in your system.

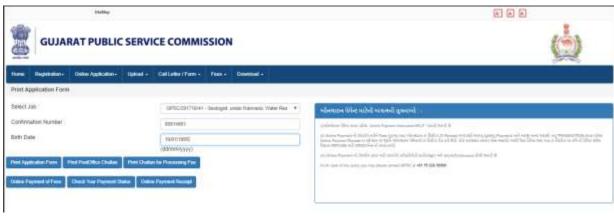


- 36. Please keep at least 3-5 copies of your "Confirmed Application" and also the PDF file for usage.
- 37. For taking printout of the "Confirmed Application" you may click on "Online Application"->"Print" option as shown below:



38. Select the "Advertisement", Enter the "Confirmation Number" r and "Birth Date" and Click on "Print Application Form"







39. Select the "Advertisement", Enter the "Confirmation Number" r and "Birth Date" and Click on "Print Post Office Challan" to pay Application Form Fees in Post Offices across Gujarat.

