

INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

1. Candidates are requested to read the instructions carefully before filling up online application. To facilitate the candidates, specimen of application form (including Registration process) is made available on 'Documents' corner on the website <https://aocreruitment.gov.in>. Stage wise guidelines to fill online application form are elaborated here.

REGISTRATION

2. Name and Date of Birth should be as mentioned in Matriculation Certificate or equivalent issued by recognised Education Board.

3. Candidates should note that only the date of birth as recorded in the matriculation, higher secondary examination certificate or an equivalent certificate recognised by State/Central board provided on the date of submission of application will be accepted for determining the age eligibility and no subsequent request for its change will be considered or granted.

4. Mobile Number & email ID. Registration process is made by verifying Mobile Number and eMail ID through OTP. All further communication will be made on the Mobile Number and email ID recorded at the time of Registration. Hence, candidates are advised to fill valid mobile number and email ID only and not to change their Mobile Number and email ID.

5. Password. Candidates are advised in their own interest not to share their password.

APPLICATION FORM

6. Login with User ID (email ID) and password.

7. Read Instructions for filling up online application form given on Page 1 and tick the check box against each point of confirmation.

PART –I

8. All fields in Part I are mandatory. Candidates advised to take due diligence in filing up of Identification Marks, Id Card Number (PAN Card, Voter ID, Passport etc), Correspondence Address.

PART –II

9. Select only those posts to which you possess the mandatory qualifications. **Candidates to note that all tests for the posts advertised will be conducted simultaneously. Therefore, Candidates are advised to choose only for one post to which they prefer to appear, if shortlisted.**

PART –III

10. Minimum qualifications for the posts advertised are given in the advertisement.
- (a) Candidates to check and ensure that they are meeting the criteria for the post they are applying.
- (b) Candidates applying for Junior Office Assistant (JOA) / Tele Operator Grade-II posts should fill details of proficiency certificate of Typing / handling in PBX board in experience column.
11. Candidates are advised to recheck all the details entered in the respective columns before moving to next part of the application and final submission, since any mismatch in data fed and physical document will make candidate disqualified for recruitment process. Candidate to ensure no error in feeding of data.
12. Experience, wherever, essential must be supported with Certificate issued by reputed firm/institution.

PART–IV

13. Crucial date for determining the age limit shall in each case be the closing date for receipt of applications from candidates i.e. 21 days from date of hosting the advertisement on website <https://aocreruitment.gov.in>.
14. Candidates age criteria will be validated by system and rejected, if not meeting age criteria of Caste/Category to which applied for. Check your age criteria below :-

Ser No	Category	Age Permissible Beyond the Upper Age Limit.
(a)	SC/ST	05 Years
(b)	OBC	03 Years
(c)	PwBD (Unreserved)	10 Years
(d)	PwBD (OBC)	13 Years
(e)	PwBD (SC/ST)	15 Years
(f)	Ex-Serviceman (ESM)	03 Years after deduction of military service rendered from the actual age as on closing date of receipt of online application.
(g)	Defence Personnel Disabled in operation during hostilities with any foreign country or in a disturbed area and release as a consequence thereof.	03 years
(h)	Defence Personnel Disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST).	08 Years

(j)	Central Government Civilian Employees: who have rendered not less than 3 years regular and continues service as on closing date of receipt of online applications.	Up to 40 Years of age.
(k)	Central Government Civilian Employees: who have rendered not less than 3 years regular and continues service as on closing date of receipt of online applications (SC/ST).	Up to 45 Years of age.
(l)	Widows/Divorced Women/ Women Judicially Separated and who are not remarried.	Up to 35 Years of age.
(m)	Widows/Divorced Women/ Women Judicially Separated and who are not remarried (SC/ST).	Up to 40 Years of age.

Explanation-I.

An Ex-serviceman means a person who has served in any rank whether a combatant or non-combatant in regular Army, Navy, Air Force of Indian Union and

- (a) Who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension.
- (b) Who has been released from such service on medical grounds, attributable to Military service/circumstances beyond his control and awarded medical or other disability pension.
- (c) Ex-serviceman who already availed relaxation and in employment will get only age relaxation not ESM quota.

Departmental Candidates.

- (a) The departmental candidate shall be treated at par with the outsiders in all respects except age relaxation as per orders/instructions issued by the Government of India from time to time.
- (b) The departmental candidates to be considered for selection shall be only those who have rendered not less than three years of continuous service in the organization in the same line or allied cadres and where a relationship could be established that service rendered in the Dept will be useful for efficient discharge of duties in their new post.

ABBREVIATIONS

(SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, UR = Unreserved (General), ESM = Ex-Serviceman & MSP= Meritorious Sports Persons, PwBDs = Persons with Benchmark Disability (Persons having Benchmark disability 40% and above).

15. Only the eligible categories of Persons with Benchmark Disability as displayed in the dropdown menu in the application form will be selected by the candidates if applying for PwBD Category.

Type	Disability	Abbreviation
A	Blindness and Low Vision	B, LV
B	Deaf and Hard of Hearing	D, HH
C	Locomotors Disability-(One Arm, One Leg, Both Arms, Both Leg, One Arm & Leg) including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	OA, OL, BA, BL, OAL, CP, LC, Dw AAV, MDy
D	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness	ASD (M), ID, SLD, MI
E	Multiple disabilities from amongst person under clauses (A) to (D) including deaf-blindness	MD involving (A) to (D) above

16. While selecting the Caste & Category, candidates should be in possession of Caste/Category Certificates issued by competent authority as per the format available on 'Documents' corner on the website <https://aocreruitment.gov.in>.

PART- V

17. Please fill all the columns if 'Yes', else select 'No' and move to next.

PART-VI

18. Posting areas are divided into Regions. The States which fall under these Regions are indicated

19. Against each Region. Candidates must select all Regions in order of preference of their choice for appointment, if selected. Region will not be repeated. See below the details of Regions.

Central West Region	Madhya Pradesh
	Uttar Pradesh
	Uttarakhand
	Rajasthan
Central East Region	West Bengal
	Jharkhand
	Sikkim
Eastern Region	Assam
	Arunachal Pradesh
	Nagaland
Northern Region	Jammu & Kashmir
	Ladakh

South West Region	Rajasthan
	Gujarat
Southern Region	Maharashtra
	Telangana
	Tamil Nadu
Western Region	Delhi
	Punjab
	Himachal Pradesh
	Haryana

PART-VII

20. Candidates to fill any five Stations as choice of Exam Centre in order of preference. There will be no repetition of Station in order of preference. Exam Centre will be allotted on first cum first service. If capacity of the Exam Centre is exhausted, the Candidate will be automatically allotted Exam Centre where vacancy will be accepted on allotment of Exam Centre. Stations of Exam Centres are indicated below :-

Ser No	LOC	STATE/ UT
1	DEHU ROAD (PUNE)	MAHARASHTRA
2	TALEGAON DABHADE (PUNE)	
3	PULGAON (WARDHA)	
4	NARANGI	ASSAM
5	UNCHI BASSI (HOSHIARPUR)	PUNJAB
6	KANDRORI (PATHANKOT)	
7	BHATINDA	
8	SURANUSSI (JALANDHAR)	
9	DAPPAR	
10	BADDOWAL	
11	PANAGARH	WEST BENGAL
12	BENG DUBI	
13	JABALPUR	MADHYA PRADESH
14	AGRA	UTTAR PRADESH
15	KANPUR	
16	KHUNDRU	JAMMU & KASHMIR
17	JINDRA	
18	BHARATPUR	RAJASTHAN
19	BANAR	
20	LAL GARH JATTAN	
21	KANASER	

PART-VII

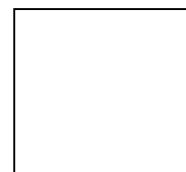
UPLOADING DOCUMENTS

21. Candidates are advised to keep all the documents, Photograph & signature ready duly scanned and minimised to the size and format indicate as below. Any unclear/illegible copies will be rejected by system automatically. Candidates to reassure before uploading.

22. Uploading of Documents (Size for Photo (JPEG format only) should be between 10-20 KB and for Edn & ID Documents (PDF only) 30-50 KB).

Photograph. Upload passport size latest Photo not more than six months old from the date of filling application. Size not more than 20 KB Size in JPG format.

Choose File



Identity proof. Any of the following document i.e. PAN Card, Voter ID not more than 50 kb size in JPG format.

Choose File



Education. Scan and upload the following documents mentioned in Para 14, 15, & 16 in Part III of this application.

Matriculation
or equivalent

Choose File

Mandatory Education
Certificate (only for
trades having
essential qualification
higher than
Matriculation

Choose File

Mandatory
Experience
Certificate

Choose File

Driving License
(Only for CMD post)

Choose File

Caste Cert

(for other than UR)

Choose File

PwBD Cert

(for PwBD only)

Choose File

EWS Cert

(for EWS only)

Choose File

Signature

Choose File

Pop up menu (Sign in a white paper, take Photo & upload)

PART –X

23. Candidates are advised to re-check following before final submission of Application Form by Clicking **Review Application since no changes can be made to Application Form once finally submitted.**

(a) All entries and statements made by the candidate in the application form should be true and correct. Candidates must understand that in the event of any information being found false or incorrect at any stage, the candidature will be cancelled.

(b). The candidate should undertake to produce all original certificates as applicable and statement of marks, at the time of appearing for Physical and Skill Test.

General Instructions

24. Before filling online application, keep the following documents ready in JPEG/ PDF format.

(a) Passport size Photograph in JPEG format (350 x 350 Pixels) Max size 20 KB.

(b) Education Certificate of mandatory minimum education qualification of the post applied for to be attached.

(c) **Signature with a black pen on a white paper in JPEG Format. Max size 20 KB.**

(d) Supporting documents/ certificates for Caste, Category, Ex-Serviceman (Discharge Book), Meritorious Sports Persons as applicable.

25. Filling up a duplicate form for same post online will render the candidate to be disqualified.
26. Candidates are required to submit the application form ONLINE ONLY. Printout of the application form may be taken out alongwith e-acknowledgement for all future references. **No copy will be sent by post.**
27. Candidates must bring print out of ADMIT CARD TO THE VENUE, FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE PHYSICAL/SKILL TEST ORWRITTEN EXAM.
28. To avoid last minute rush, candidates are advised in their own interest to submit online application well before the closing dates. There may be possibility of inability/failure to log in to the website on account of heavy load on the internet or website jam during last days.
29. Candidates are advised to check <https://aocreruitment.gov.in> website regularly till completion of recruitment for updates/corrigendum and any further instructions.
30. The vacancies shown in the advertisement are provisional and may vary. The vacancies maybe reduced/increased or even withdrawn without assigning any reason thereof. The recruitment process can be cancelled/postponed/suspended/terminated without assigning any reasons, at any stage.
31. Candidates will have to make their own arrangement for lodging/boarding during the recruitment rally/written examination. No allowances will be provided by exam centres. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured and exam centre will not be responsible for any loss.
32. **Candidates will note that exam centre is not responsible for any injury to the candidates during recruitment rally.**
33. **Candidates reporting late to exam centre for any reasons will not be accepted. Candidates are therefore advised to reach exam centre well in advance of the date and time specified in the ADMITCARD (for Physical/ skill test) and CALLLETTER (for Written Exam).**