HOW TO FILL THE APPLICATION FORM

GENERAL INSTRUCTIONS

a) **Applications shall only be submitted online.**

b) Candidates are required to apply online through www.jmrcrecruitment.in
They can access this website also through the Careers menu or through 'JMRC IS RECRUITING - Apply Now!' banner on the homepage of official website of JMRC (www.jaipurmetrorail.in).

c) No other means/mode of submission of applications will be accepted under any circumstances. No manual/ paper application will be entertained.

d) Entries in the application form shall be required to be filled only in English.

e) Before starting to fill up the on-line application, keep at hand the following details/documents/ information in line with the requirements prescribed in the advertisement:

    a. Valid Email ID.

    b. Personal details.

    c. Educational qualification details with percentages of the marks obtained.

    d. Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate).

    e. Disability Certificate for Persons with Disabilities.

    f. Digital copy of scanned photo and signature.

    g. Certificates required to claim age relaxation.

    h. A facility to take Printout of the Challan Form and Provisional Registration Slip.

    i. Mobile number for receiving SMSs.

STEP BY STEP GUIDE

STEP- I : PROVISIONAL REGISTRATION

a) **Go to the application website:**

    i. Go to the website www.jmrcrecruitment.in . You can access this website also through the Careers menu or through 'JMRC IS RECRUITING - Apply Now!' banner on the homepage of official website of JMRC (www.jaipurmetrorail.in).

    ii. Click the 'Apply here' link on the website **www.jmrcrecruitment.in** after you have carefully read the Detailed Advertisement.

b) **For new Application –** Click on the Register Now button. This will open the first page of the Application.

c) **Fill the first page of the Application –** Fill the initial details such as post applied for, age, qualification, category, as required in the form. *Check them carefully before pressing the submit link because you will not be permitted to change these basic details in this application later.* Press the Submit link, after checking.

d) **Note the Application ID generated:** You will be shown the Registration Details Page. *Carefully Note on a paper the Application ID shown here.* This Application ID (given here in

the Registration Details Page), along with your Date of Birth will allow you to login further and enable you to complete your Application, either now or later before the Last Date of Submission of Application.

e) **Login again** – On the screen shown, press the Login button. You will be shown a link which will ask you to Login again. Proceed with Login procedure by using the Application ID and the date of birth, which will open the second page of the Application Form.
(**Note**: If you wish to complete your application later, you can leave the page. You can fill the second page of the Application later, on or before the Last Date of Submission of Application, by going to the Application Website again and logging in as a Provisionally Registered Candidate using your Application ID and Date of Birth.)

f) **Fill details on the second page -** Fill up all the required information on the screen (which is in fact the second page of the on-line form) with personal identification details, etc. Candidates should take utmost care to furnish the correct details while filling in the on-line application.

g) **Examination Centre Preference -** Fill your preference for written test centres in the application form. JMRC would try to accommodate your choice to the extent possible. However, it reserves the right to allot you a centre which is not among your preferences.

h) **Preview the details filled**- After filling the details, you will be shown a Preview. You must carefully review and modify the details if mistakes are noticed. Any false/incorrect/incomplete information submitted by you at this stage in the online Application shall be your sole responsibility, and if you are found ineligible on account of such information, your candidature will be rejected. ***Please confirm all the details entered by you before clicking the SUBMIT Button. Or else press Modify Button to edit the details.*** ONCE THE DETAILS ARE SUBMITTED HERE, NO CHANGES WILL BE ALLOWED AT SUBSEQUENT STAGES.

i) **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. The image should only be in .jpg or .jpeg format. Size of file should be not be more than 500 kb.

j) **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 300 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of interview/ psychometric test/ medical test/ appointment, the candidature will be cancelled.

k) **Submit the Application** – Read the declaration and submit the Application.

l) **Print Provisional Registration Slip and Challan Form** - On provisional registration, a link for printing a Provision Registration Slip and SBI Bank Challan will appear. Take a printout and carefully retain both. The system generated Challan will contain details of the payable Application Fee and Bank Charges and will be used in Step II for depositing the Fee. The Application ID given in the Provisional Registration Slip along with your Date of Birth will enable you to check your application status later.

STEP- II - DEPOSITION OF FEE

a) **Deposit Fee** –

    i.   After provisional registration, you need to go to any branch of State Bank of India for depositing the Application Fee.

    ii.   Please note that after generation of Provisional Registration Slip and SBI Bank Challan, the fee can be deposited from the next day (after 11 a.m.) onwards. Please ensure that you deposit the Application Fee latest by 1st November 2012.

    iii.   Deposit Application Fee in any branch of STATE BANK OF INDIA (SBI) through the SBI Bank Challan printed in Step-I. Ensure that the SBI Bank Challan is stamped by the SBI Official and there is a Journal number filled-in manually by the SBI official.

b) **Carefully Retain Challan copies returned by the bank** - Candidates are advised to keep with them the Candidate Copy as a token of remittance of fee for future reference and the same may be required to be produced before appointment.

c) **Verify your Payment Receipt Status –** From 4th November 2012 to 6th November 2012, you can go to the application website and check your payment status using your Application ID and Date of Birth. If you find that the payment made by you is not shown as received, you will be allowed to enter the Journal Number and Branch Code, as provided in the Candidate Copy of the SBI Bank Challan, at appropriate input spaces in the website so as to refer your case to JMRC.

d) This completes the registration process.

STEP- III - DOWNLOADING OF ADMIT CARD

a) **Regularly check date for Admit Cards** - The dates for downloading this admit card have been indicated in the advertisement. However, candidates are advised to regularly check the website for changes in the dates and other details.

b) **Download Admit Card –** On the due date for Admit Card, re-login to the application website using your Application ID and Date of Birth. A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available. Download the Admit Card. **NOTE: The admit card for written test will NOT be sent by post or email.**

c) **Print Admit Card -** Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

On correctly following the above steps, you would have completed the application process. Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.

ALSO SEE 'HELP' ON NEXT PAGE

HELP

Q.1: Are the details I fill in before generation of Application ID saved?

No details are saved till the Application ID is generated. If you exit before the Application ID is generated, you will have to start afresh.

Q.2: What happens if my computer switches off while I am filling my Application?

If you logout or your connection is interrupted at any stage after generation of Application ID, you will be directed to the place where you last left your Application, when you log in again with your Application ID and Date of Birth.

Q.3: Do I have to fill the whole Application in one go?

No, once the Application ID is generated, you can logout and return to the Application later at your convenience before the Last Date of Submission of Application, using your Application ID and Date of Birth.

Q.4: What do I do if I have Submitted wrong details by mistake?

You cannot alter Submitted details in any Application. You will have to fill up a fresh Application with correct details. You need not deposit Application Fee for the incomplete/incorrect Application that you wish to abandon. But if you have deposited the Application Fee already, you will have to deposit the Application Fee again for the correct Application. No Application can be accepted unless the Application Fee has been deposited with reference to that Application.

Q.5: Can I fill two Applications with the same email ID?

Yes, you can apply for different posts with the same email ID. But, if you have to apply again for the same Post because you made errors in filling your first Application, you will have to use your different email ID for the fresh Application. Furthermore, no two candidates can use the same email ID.