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Requirements

Below is the list of document that candidate should keep ready while using MPSC - Online Application System for first time.

A) Mobile No:

– Valid mobile number is required for registration of user in the system.

B) Email ID:

– Valid Email ID is required for registration of user in the system.

C) Documents: (Photograph & Signature)

– Scanned copy of photograph in JPEG/JPG format, Max size 50kb (Dimensions: breadth 3.5 cm * height 4.5 cm.)

– Scanned copy of signature in JPEG/JPG format, Max size 50kb (Dimensions: breadth 3.5 cm * height 1.5 cm

– Aadhar card details(if candidate holds a Aadhar card).

– domicile certificate details(if candidate has domicile certificate).

– cast certificate details(if candidate belongs to the reserved cast).

– If want to click live photo then system with camera/webcam is required.

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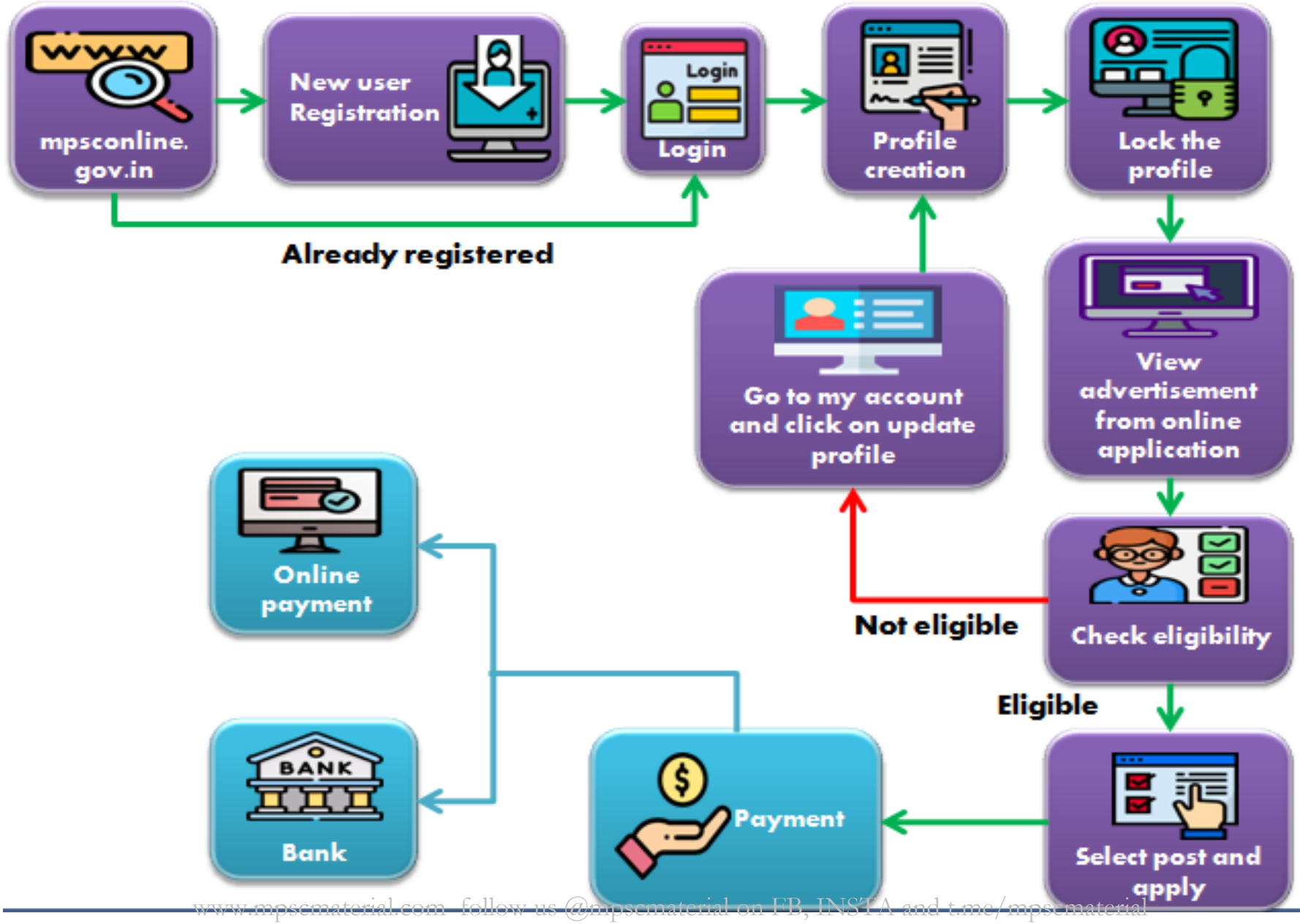
Application process flow chart



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Steps :Application Process

1. New User Registration/Create User Account(1st time user)
2. Profile Creation (One time activity)
3. How to apply? - Application Submission
4. Payment of Application Fees
5. Cancel application

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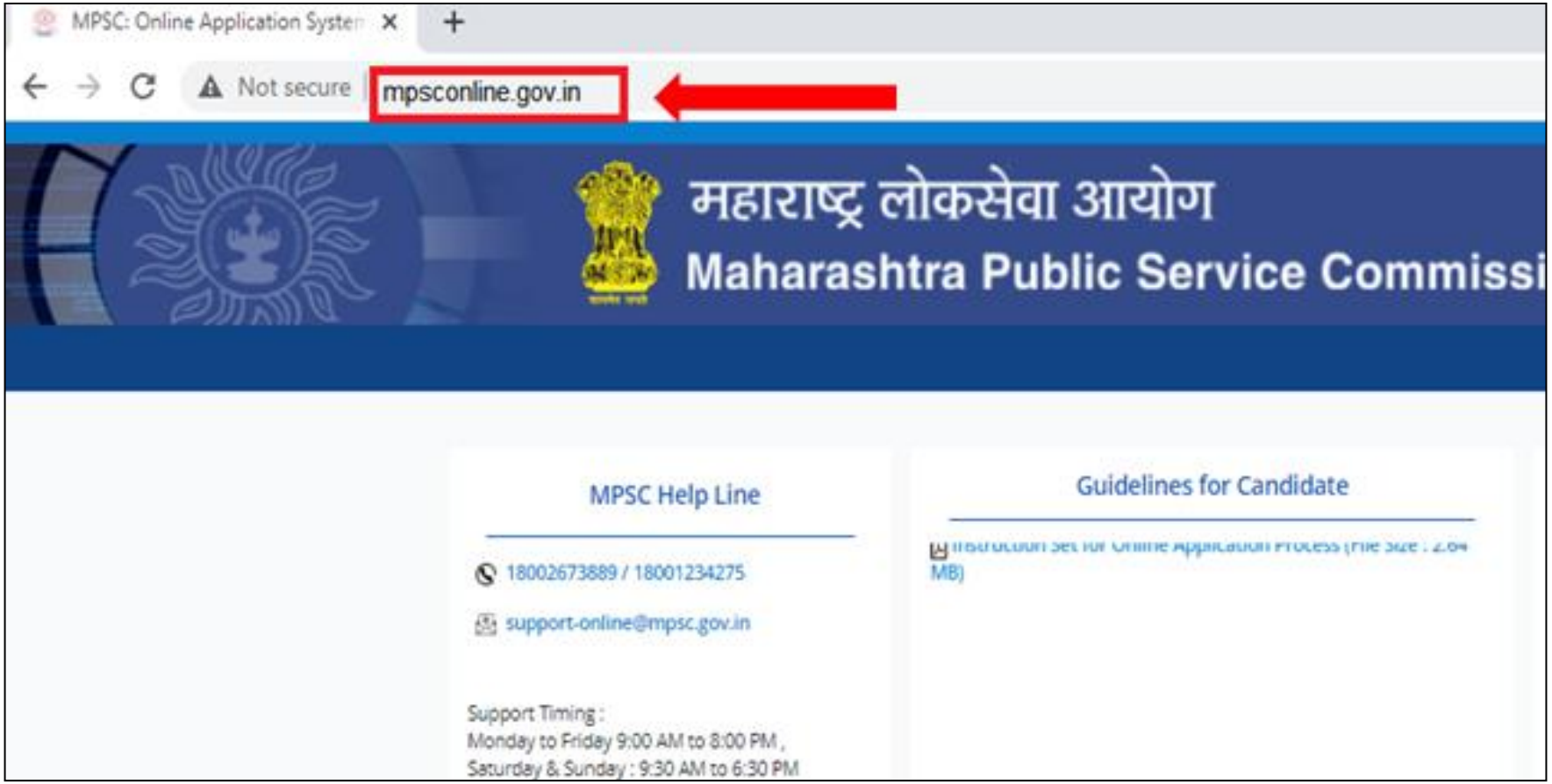
1 New User Registration / Create User Account (1st time user)

- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- Go to address bar and type the URL: **mpsconline.gov.in** and press Enter to open MPSC Online Application System.



1 New User Registration / Create User Account (1st time user)

- To create a new account/to create a new registration click on **New User Registration** button as highlighted below. if already registered click on login .

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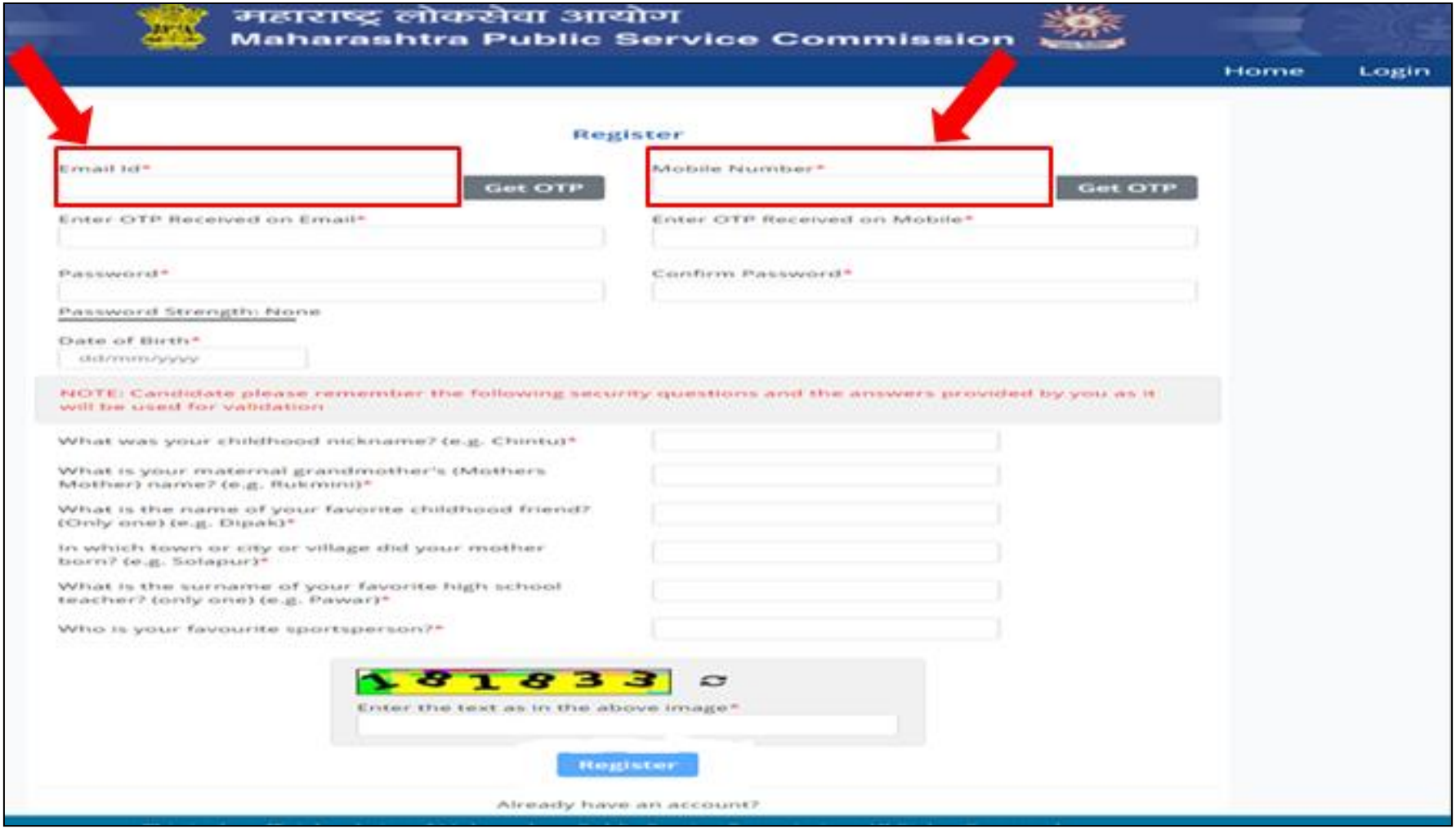
1 New User Registration / Create User Account (1st time user)

- After clicking on new registration button, candidate will be directed to the **Register** page as shown below.
- Enter valid **Email-Id** and **Mobile Number** in the respective fields.



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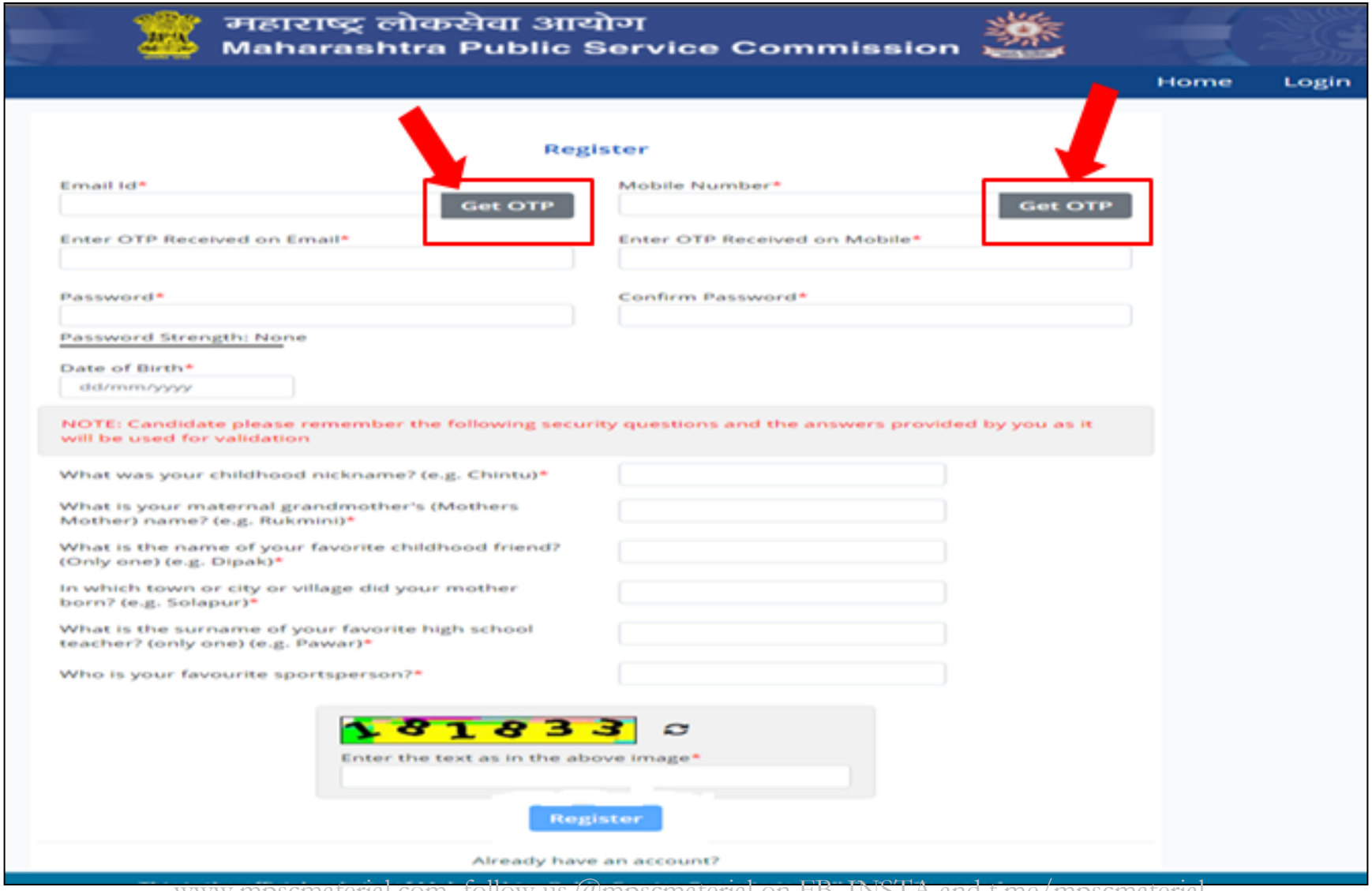
1 New User Registration / Create User Account (1st time user)

- After entering **email-id** and **mobile number** click on **Get OTP** button.



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- After clicking on Get OTP buttons candidate will get popup message as shown below.

1 New User Registration / Create User Account (1st time user)

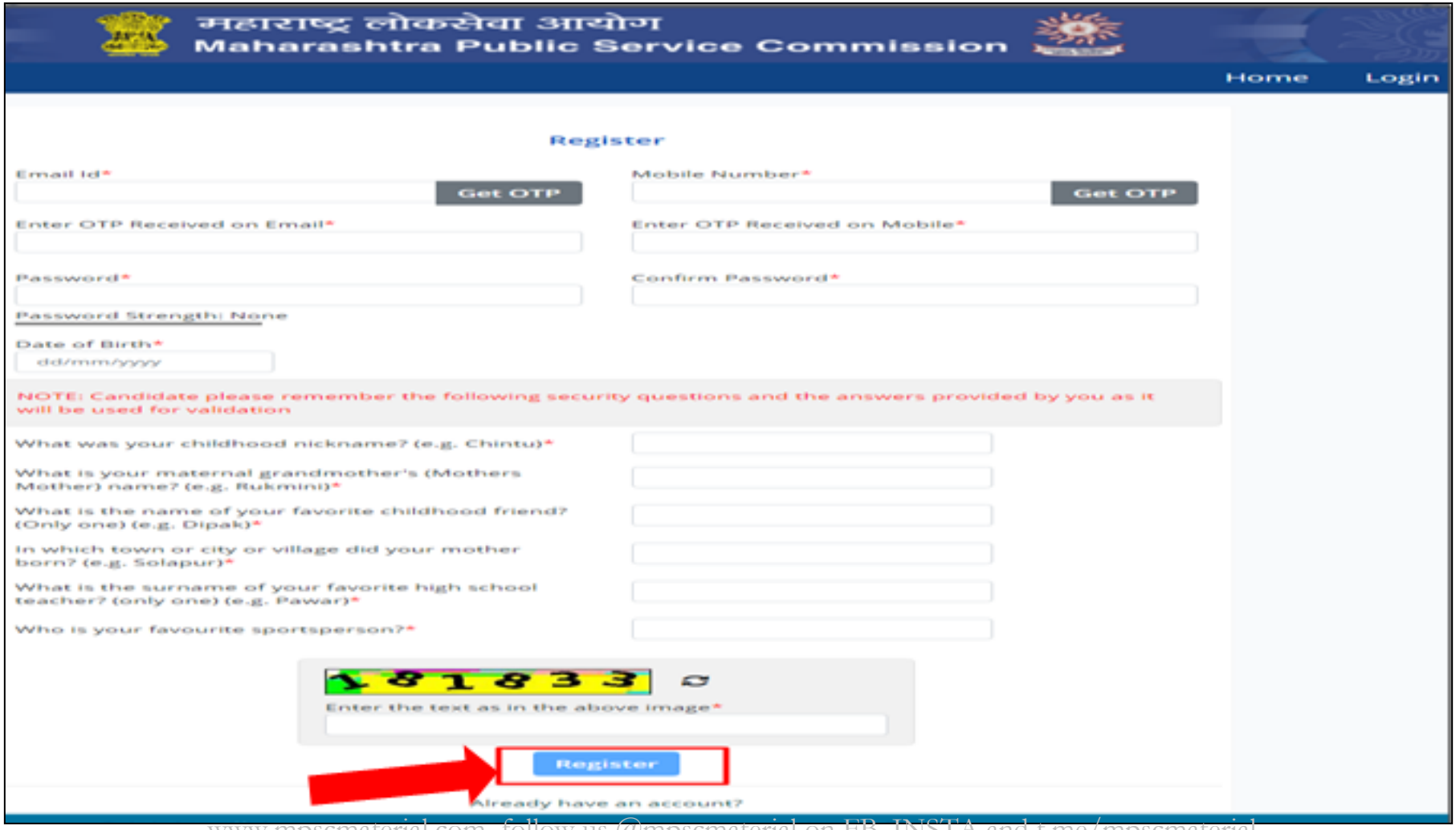
- After clicking on Get OTP button candidate will receive OTP on that email-id and mobile number, enter both OTPs in the respective fields.

1 New User Registration / Create User Account (1st time user)

- Set/Enter password and re-enter the same password in confirm password field.

1 New User Registration / Create User Account (1st time user)

- Fill all the mandatory information (marked with *).
- Answer the security questions. These questions will be asked for validation in future process.
- Enter the text shown in the image and click on the **Register button** as highlighted below.



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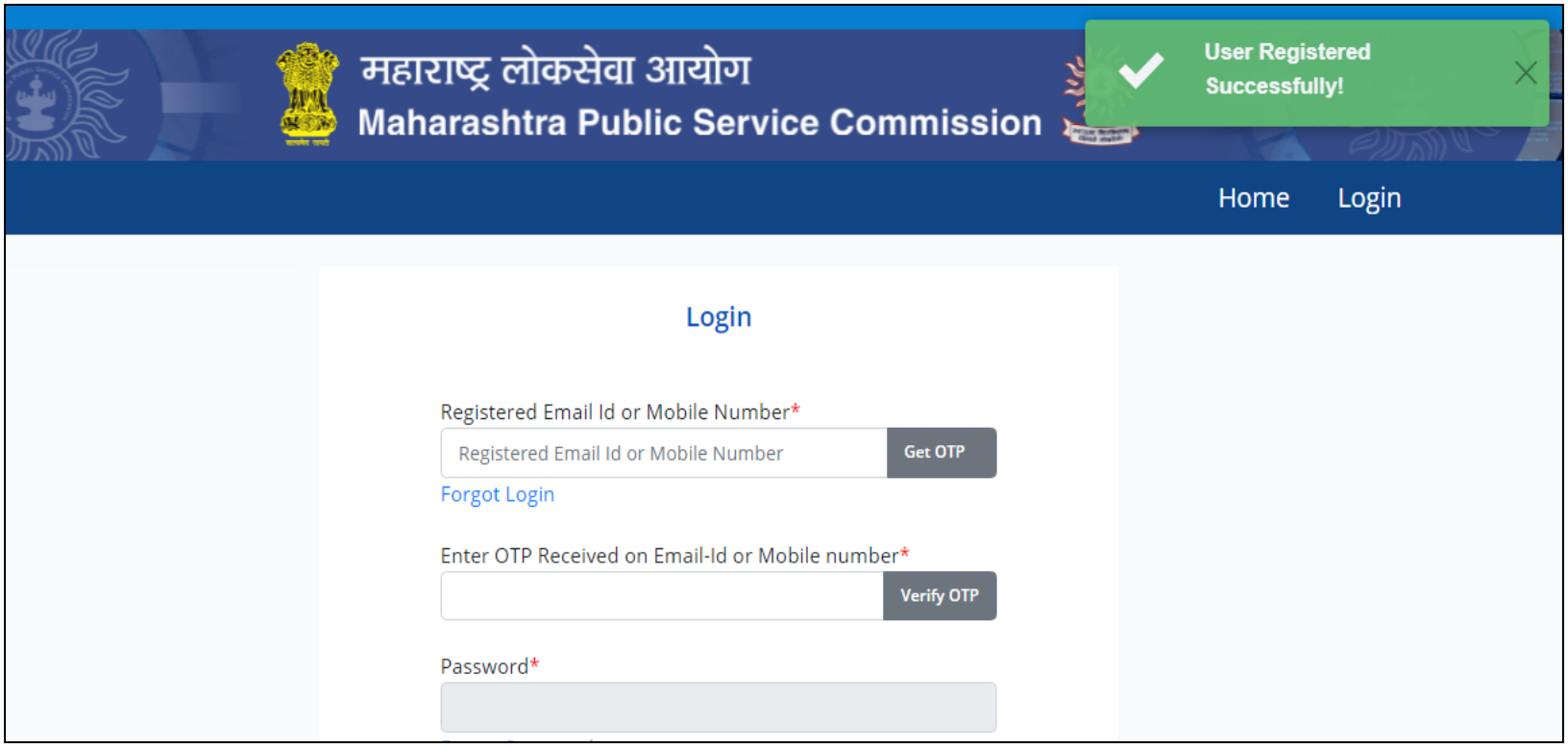
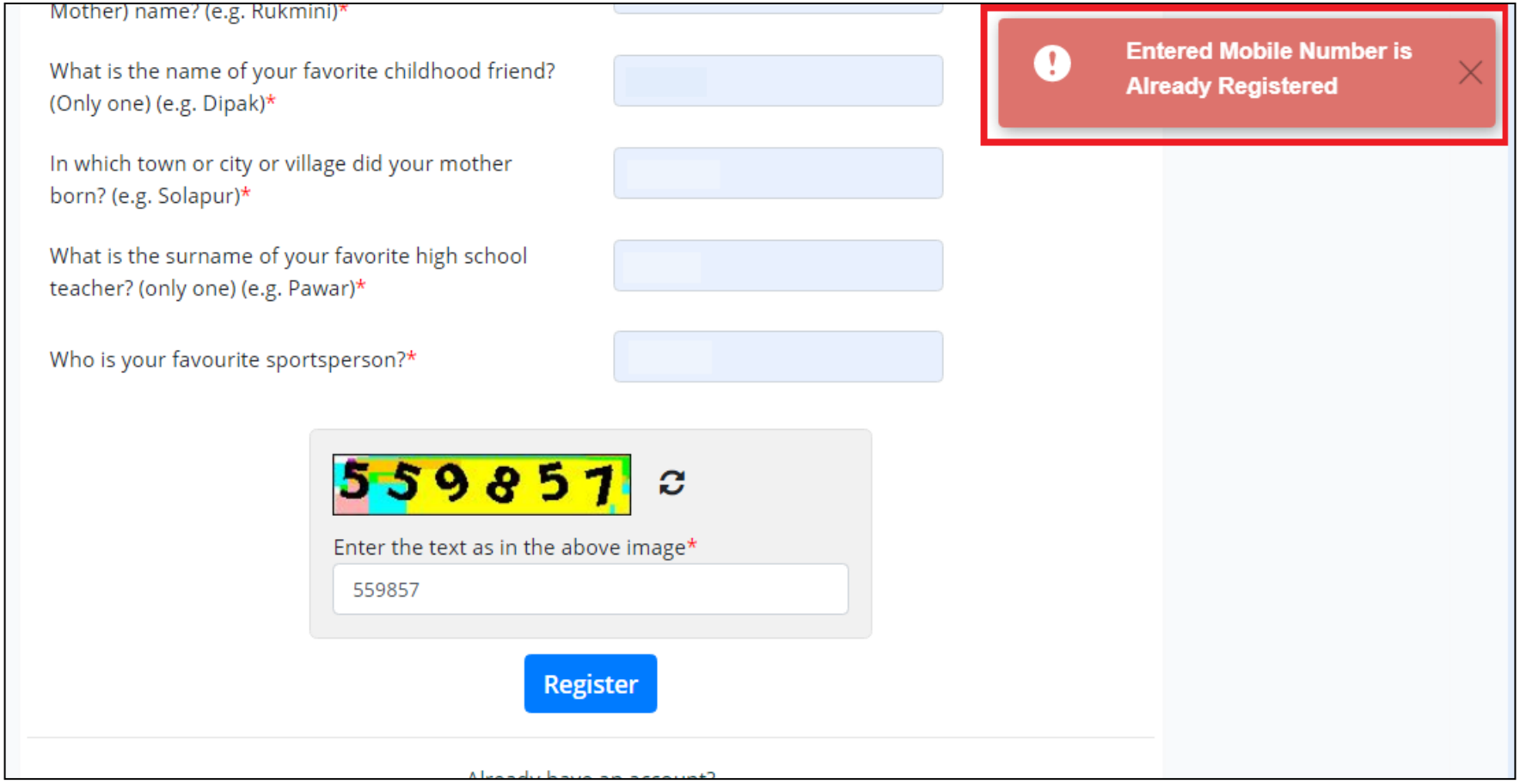
- After clicking on **Register button,** if all inputs are as per the requirements then a popup box will be shown and login page will appear on the screen.



- Candidate should note **registered Email-id or Mobile Number** and **Password** using which user account is created in MPSC application.

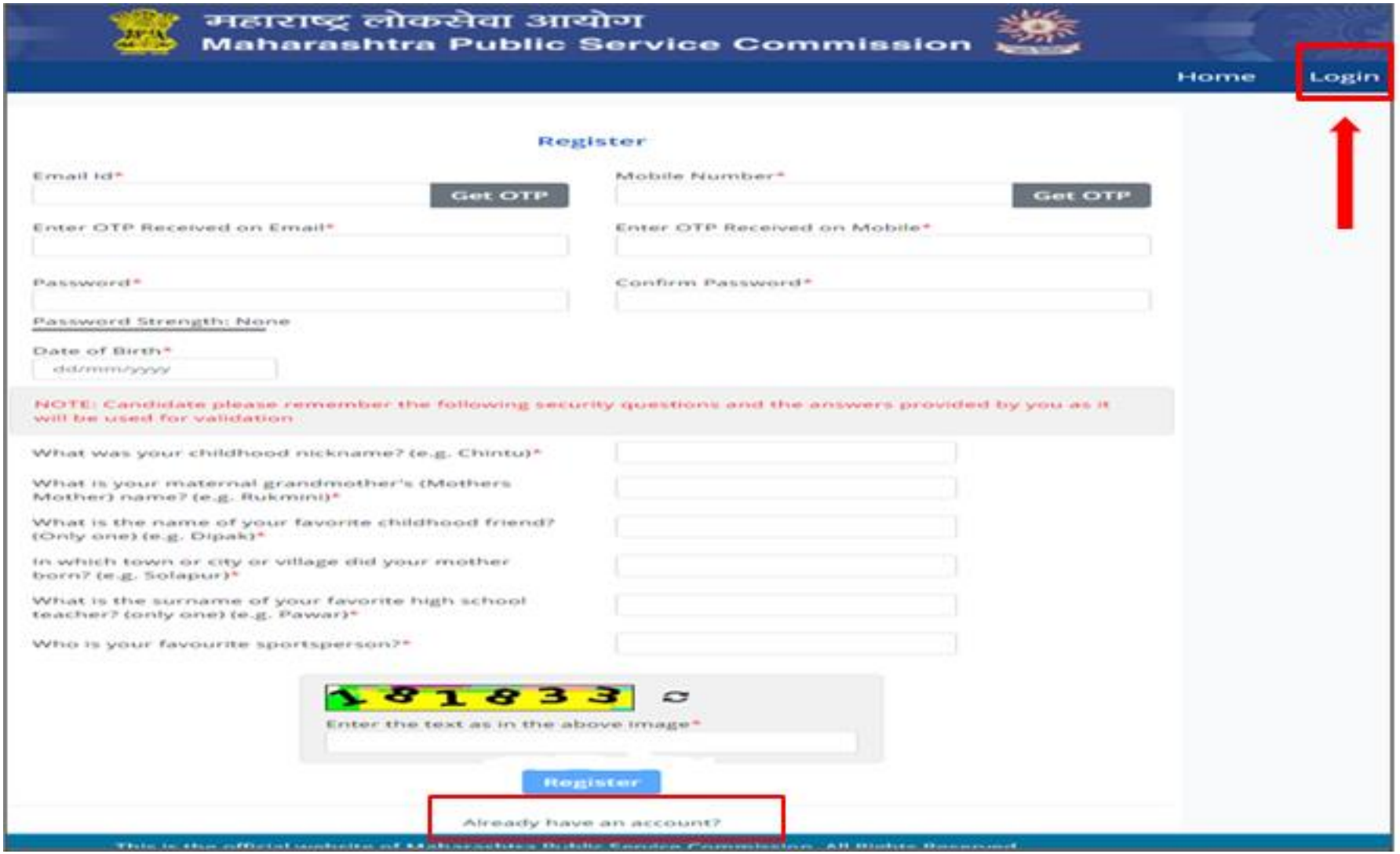
1 New User Registration / Create User Account (1st time user)

- Candidate cannot register again with same email-id and mobile number.
- An error message will pop up after clicking the register button, if the number is already registered .
- If candidate tries to create/candidate creates duplicate profile, necessary action will be taken against candidate.



1 New User Registration / Create User Account (1st time user)

- If candidate already have an account then click on **login** button.



2 Profile Creation (One Time Activity)

- After registration click on **Login** button as shown below.
- Or after creating new user registration, login page will appear on the screen.

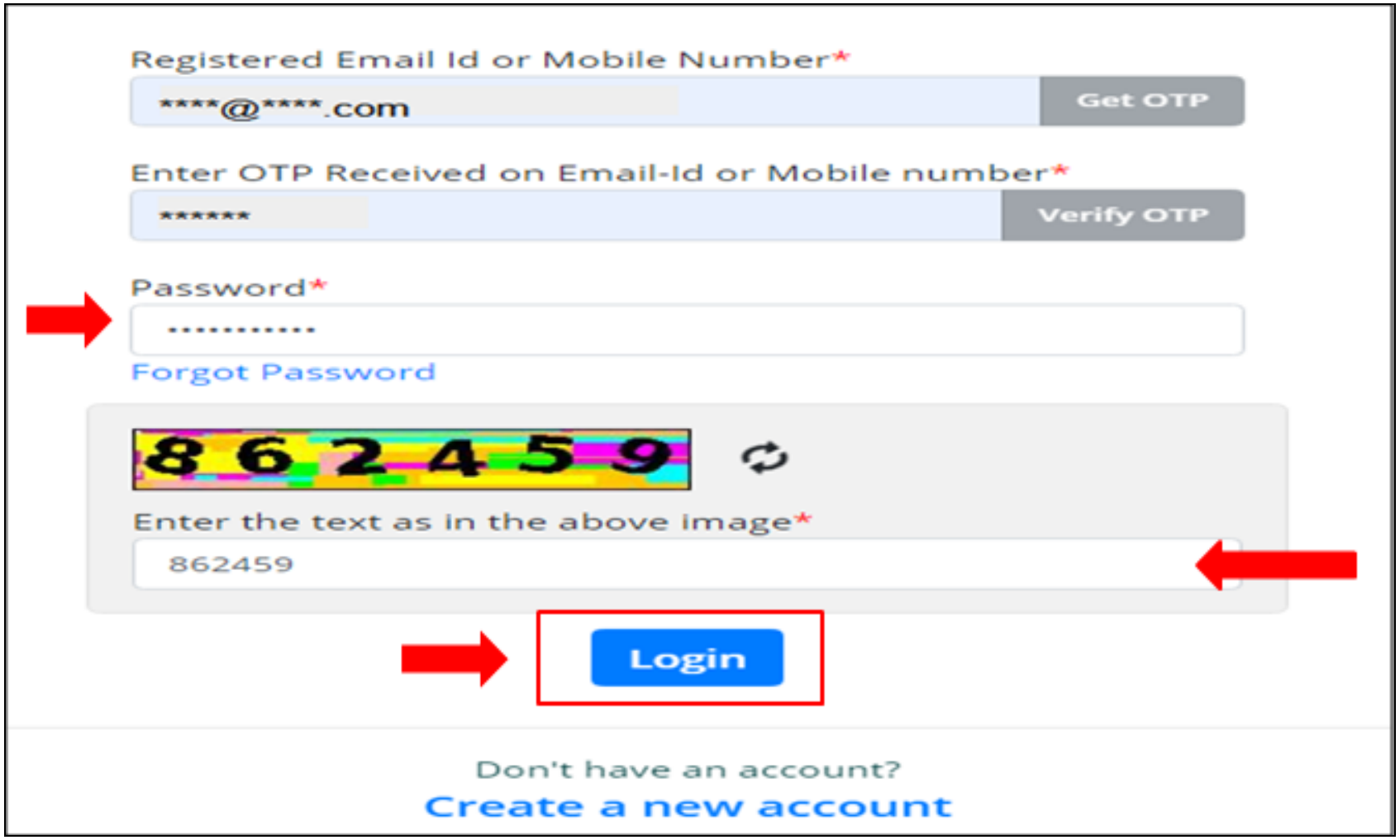
2 Profile Creation (One Time Activity)

- Login into system with **Registered Email Id** or **Mobile Number** and **Password**. And click on the **Get OTP** button.
- A popup box will be displayed on the screen as shown below.
- Candidate will get an OTP on the Registered Email-Id or Mobile Number which needs to be entered before entering password.

- Enter received OTP in the field.
- Click on **Verify OTP** button and popup will be displayed on the screen as shown below.

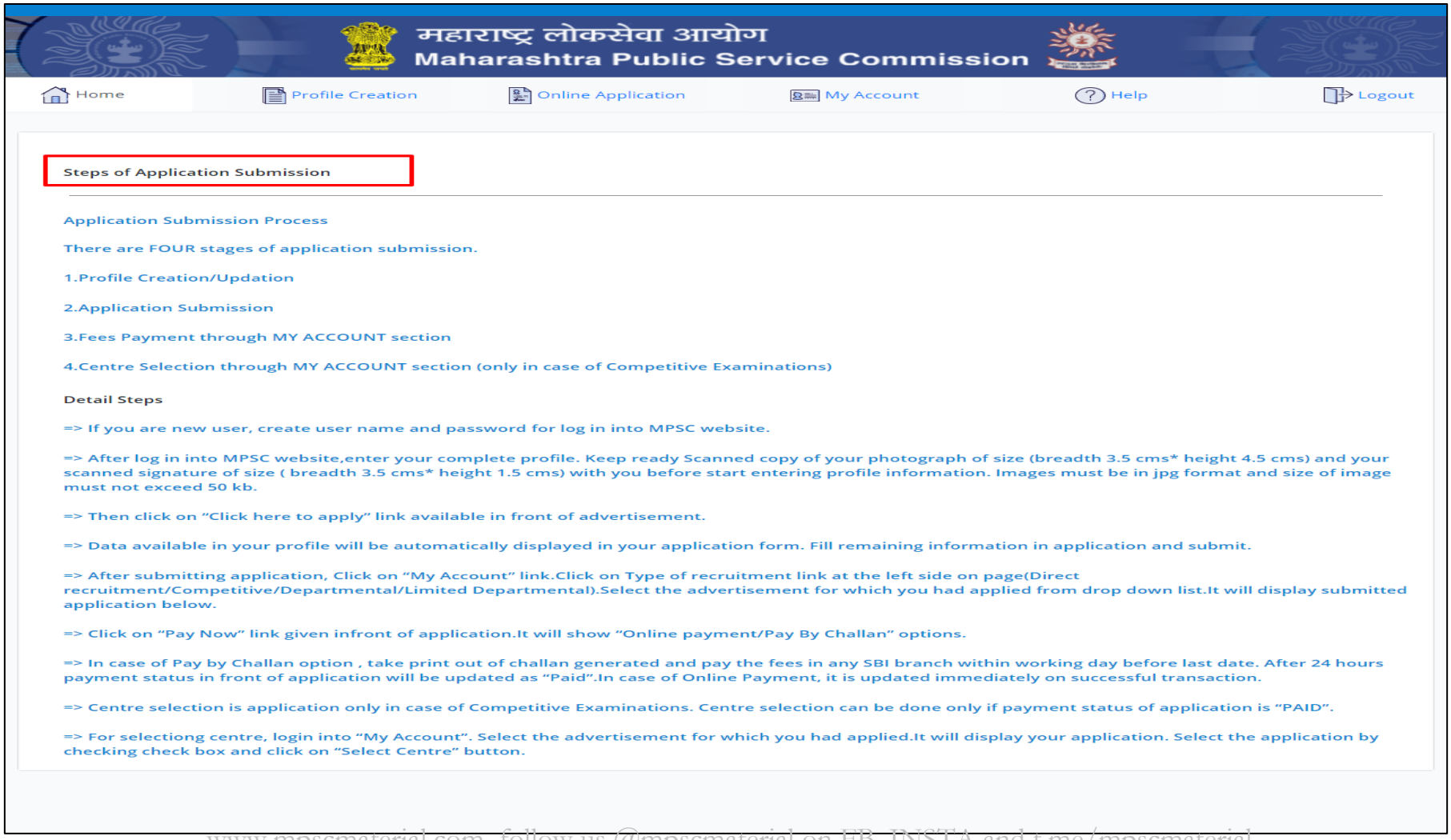
2 Profile Creation (One Time Activity)

- Enter password in the password field.
- Enter captcha as shown in the image.
- Click on login button to login into the account.



2 Profile Creation (One Time Activity)

- Login into system with Registered User Name and Password. Home page will get open as shown below. It will display **Steps of Application Submission.**



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2 Profile Creation (One Time Activity)

- Click on **Profile Creation** tab to fill candidates information.

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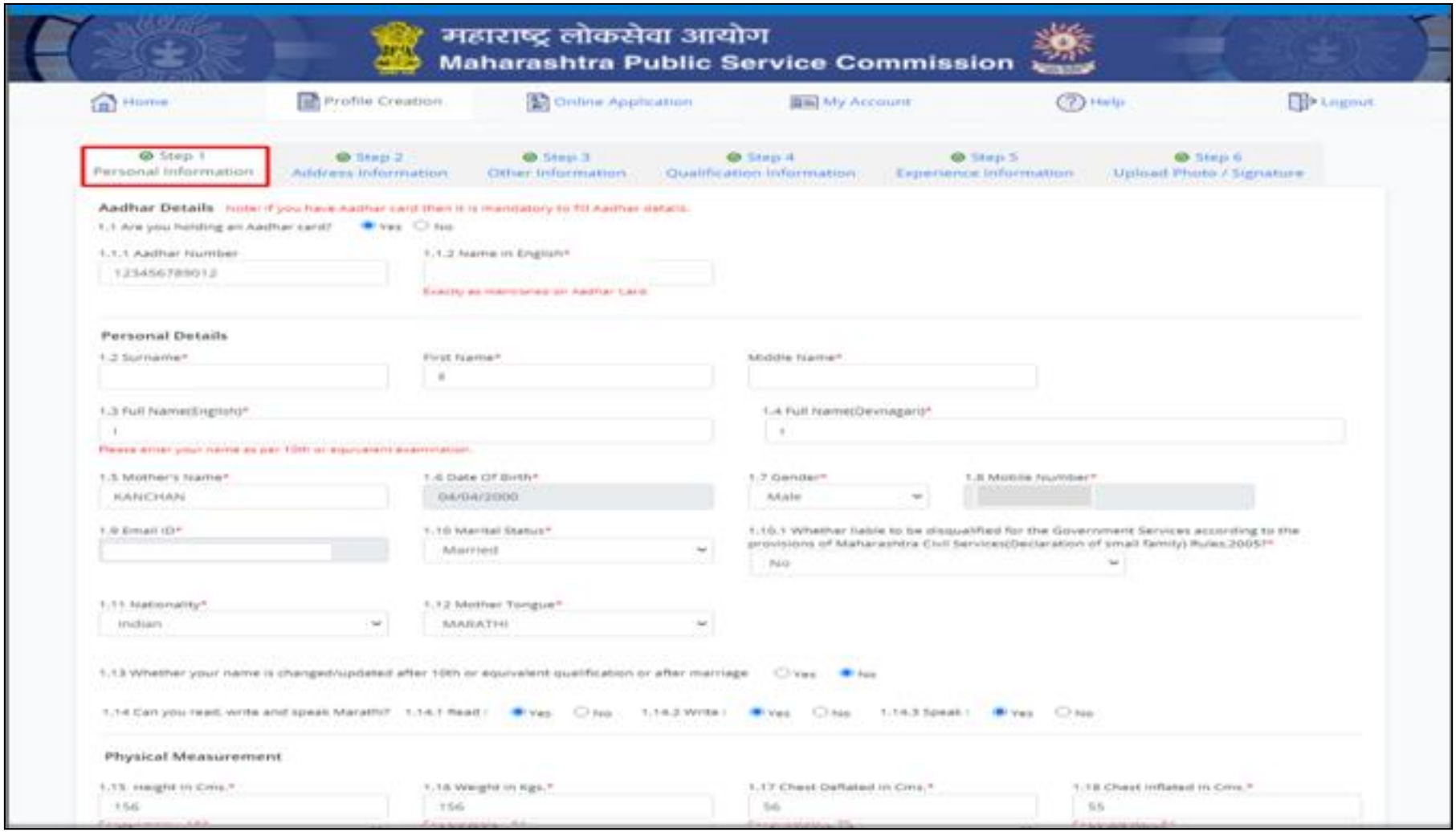
2 Profile Creation (One Time Activity)

- Profile is divided in **6 Steps**. Fill the information and click on the **SAVE** button **to save** the filled information and to go to the next step**.** Initially **Profile** will get completed. each time when a step will get completed the red mark will turn into green mark.

2 Profile Creation (One Time Activity)

- Step 1 – **Personal Information** : This step captures candidate's personal information like Aadhar details, Full name, Date of Birth, Disability details, Caste/ Category, Physical Measurements, Sports Details, Government of Maharashtra Employee Details, Maharashtra Domiciled, etc.



2 Profile Creation (One Time Activity)

- **Aadhar Details: E**nter aadhar card details if candidate has aadhar card, otherwise select NO.
- **Personal details: E**nter details as asked.
- **Physical measurements:** Enter physical measurements.

Aadhar Details Note: If you have Aadhar card then it is mandatory to fill Aadhar details.

1.1 Are you holding an Aadhar card? (•) Yes ( ) No

1.1.1 Aadhar Number

1.1.2 Name in English*

Exactly as mentioned on Aadhar Card.

Personal Details

1.2 Surname*

First Name*

Middle Name*

1.3 Full Name(English)*

Please enter your name as per 10th or equivalent examination.

1.4 Full Name(Devnagari)*

1.5 Mother's Name*

1.6 Date Of Birth* 06/04/1999

1.7 Gender* Female

1.8 Mobile Number* 9564433466

1.9 Email ID* priya@gmail.com

1.10 Marital Status* Unmarried

1.11 Nationality* Indian

1.12 Mother Tongue* MARATHI

1.13 Whether your name is changed/updated after 10th or equivalent qualification or after marriage ( ) Yes (•) No

1.14 Can you read, write and speak Marathi? 1.14.1 Read : (•) Yes ( ) No 1.14.2 Write : (•) Yes ( ) No 1.14.3 Speak : (•) Yes ( ) No

Physical Measurement

1.15 Height In Cms.* 160

For example :- 160

1.16 Weight In Kgs.* 156

For example :- 100.25 Kgs

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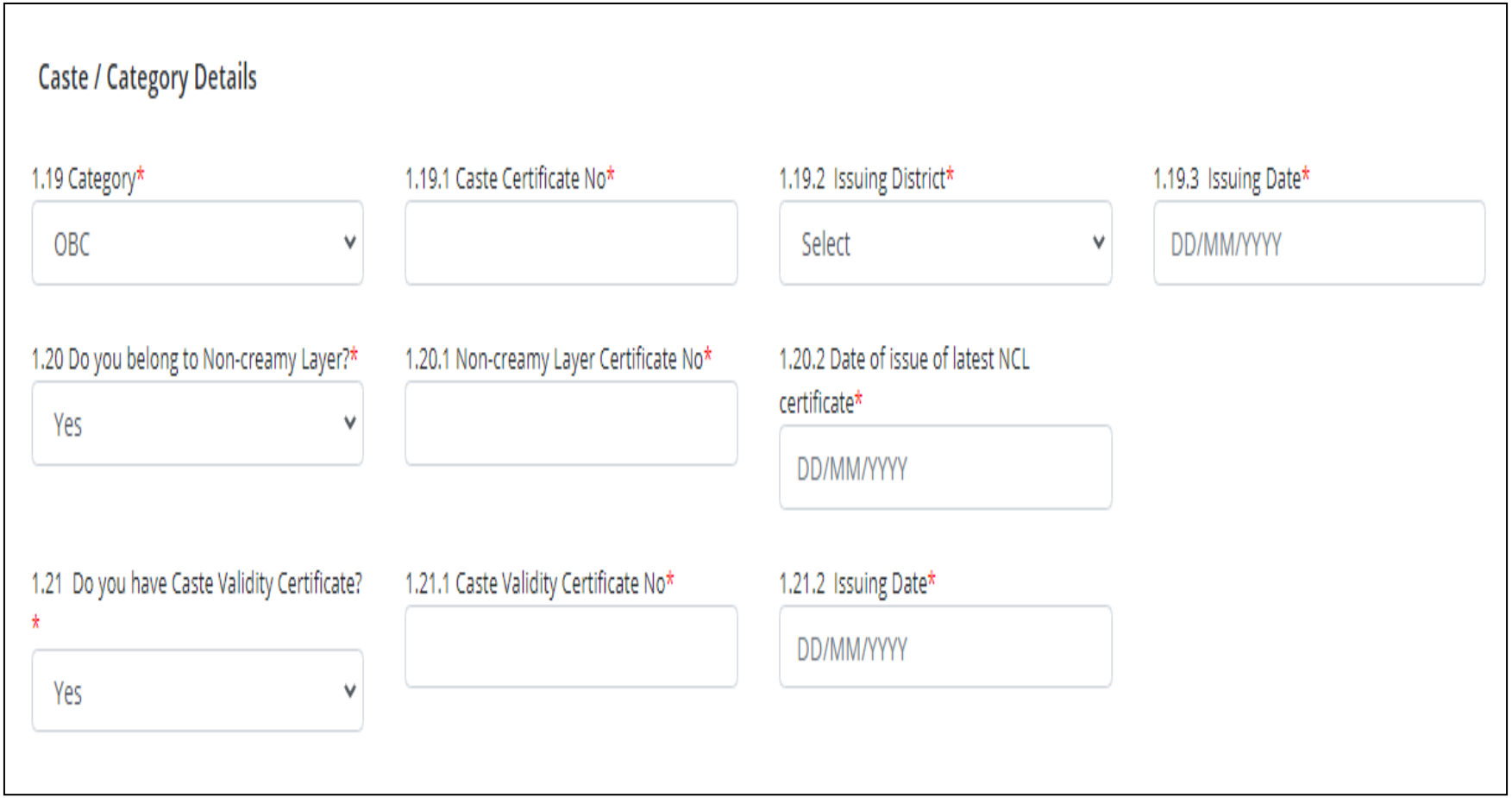
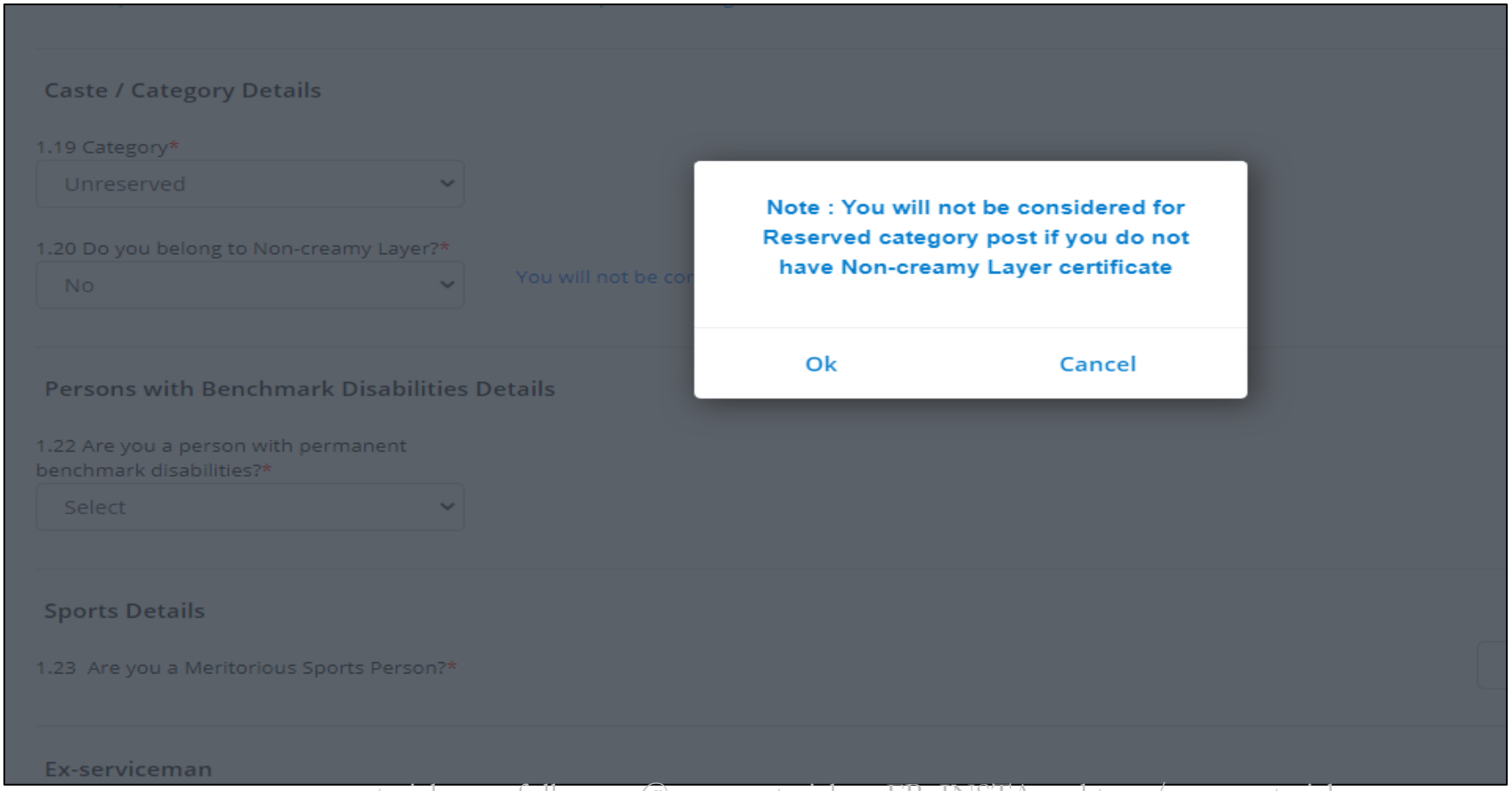
- **Cast/Category details**: Select the category of cast if candidate belongs to the any reserved category, otherwise select unreserved (open).
- If any reserved category is selected further fields will be visible. Enter the information in the respective fields.



- Under non creamy-layer section when candidate select NO ,an alert box will appear with a note as "**you will not be considered for reserved category post if you do not have Non-creamy Layer certificate**", click on ok to continue with No option otherwise click on Cancel and select Yes.
- If yEs is selected candidate need to fill non creamy-layer certificate information as asked.



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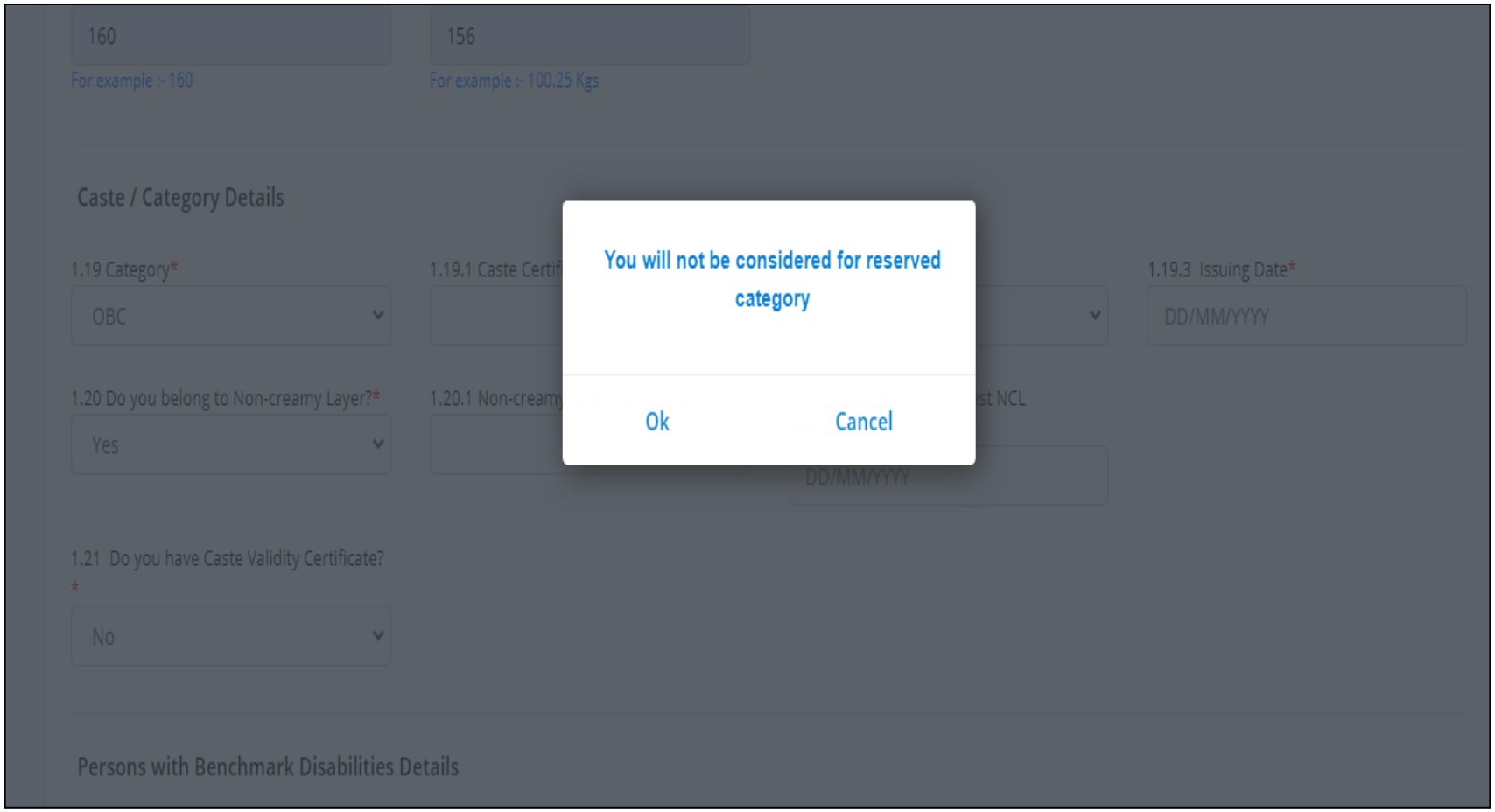
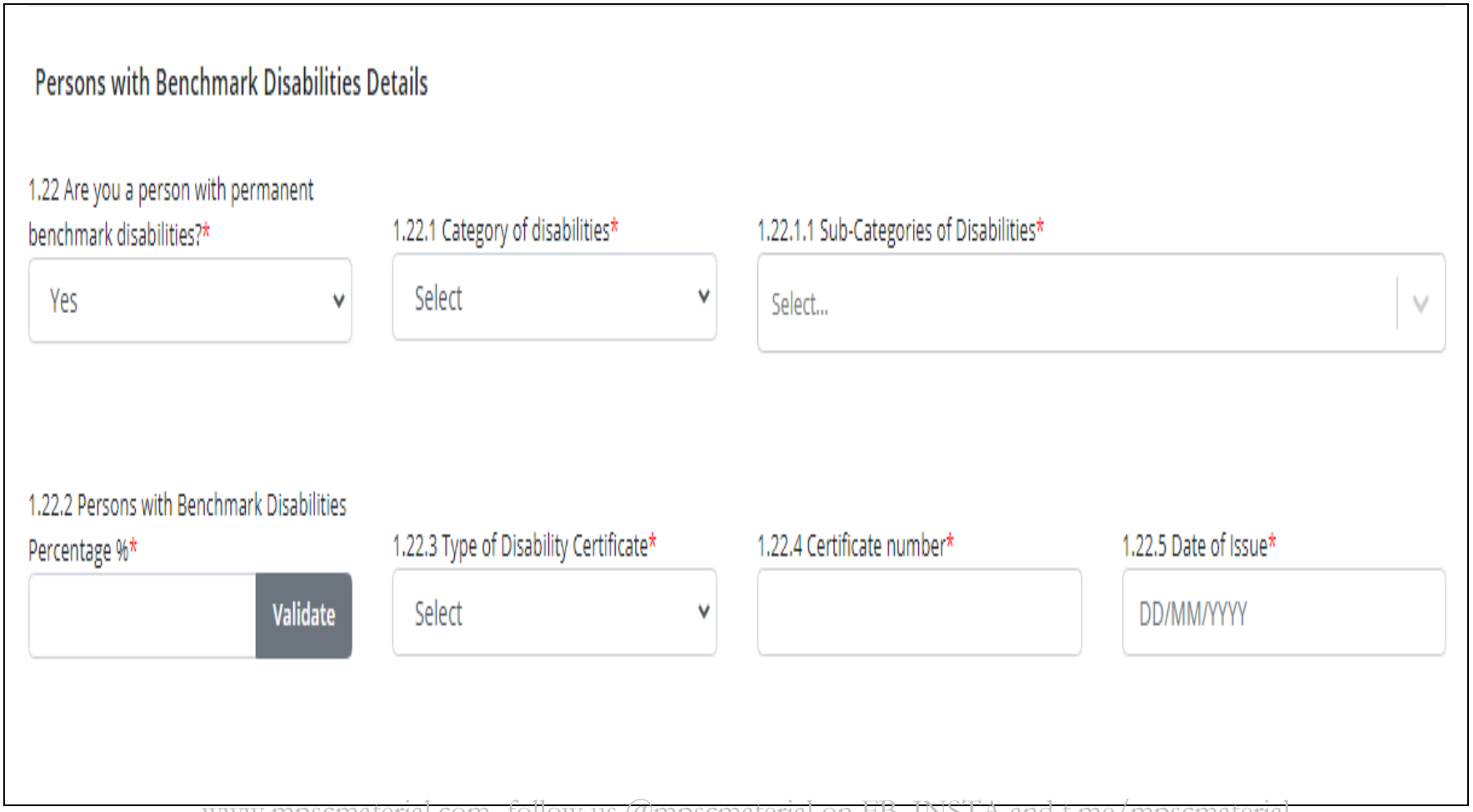
- If in the caste validity certificate section **No** option is selected then a alert box will appear on the screen.
- Click on **Ok** to continue with **No** option, otherwise click on cancel and select yes and fill the information in the respective fields.



- In the **Persons With Benchmark Disabilities Details** section select Yes if candidate has any kind of disabilities, and enter the information in the respective fields as asked, otherwise select No.



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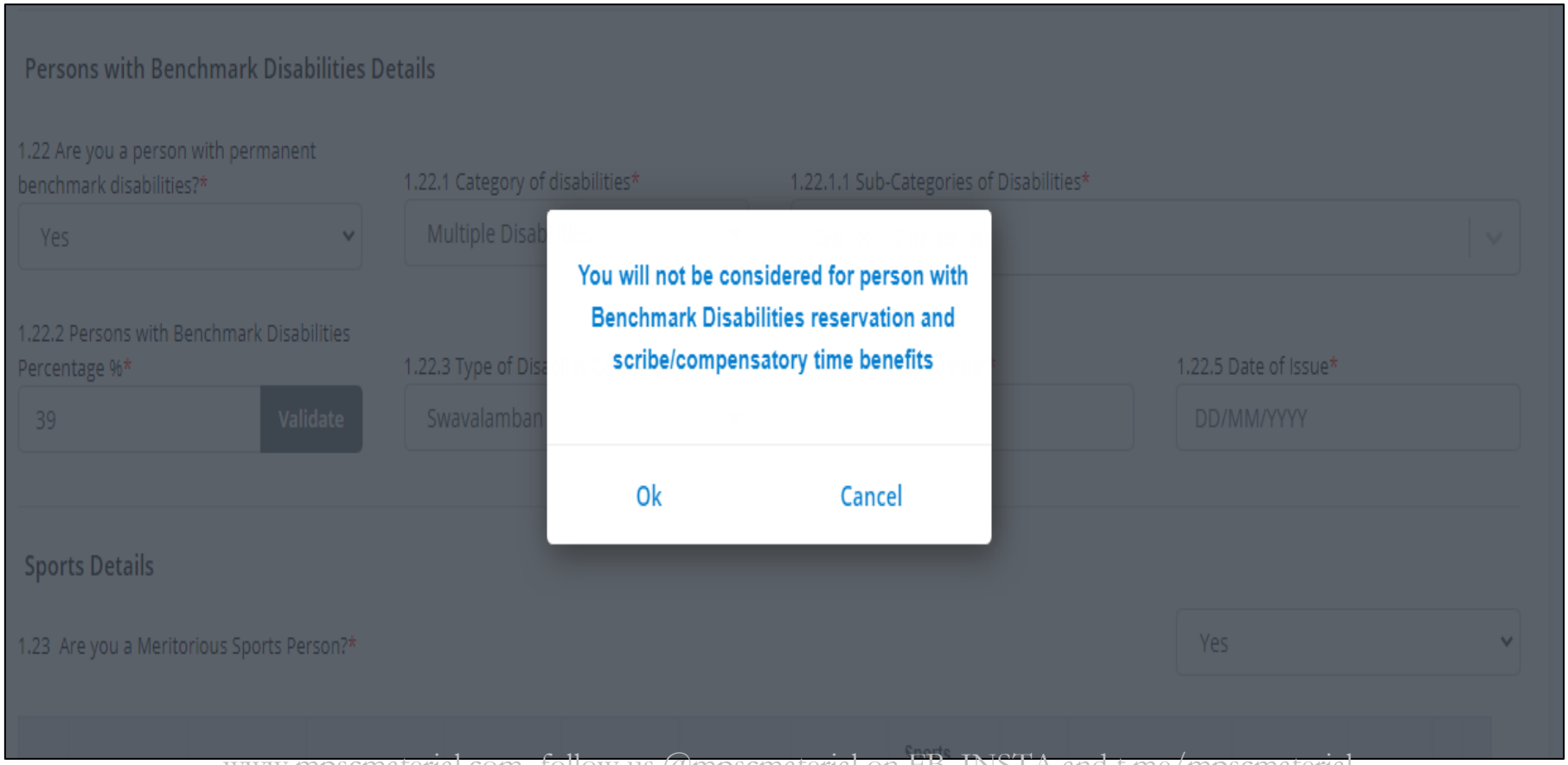
2 Profile Creation (One Time Activity)

- Enter **person with benchmark disabilities percentage** in the field.
- If the percentage is 40 or above the validate button will turn into green color.
- If the percentage is below 40 click on validate button and a message box will appear on the screen. Click on **Ok** to continue with entered percentage, otherwise click on cancel. Fill the remaining information.



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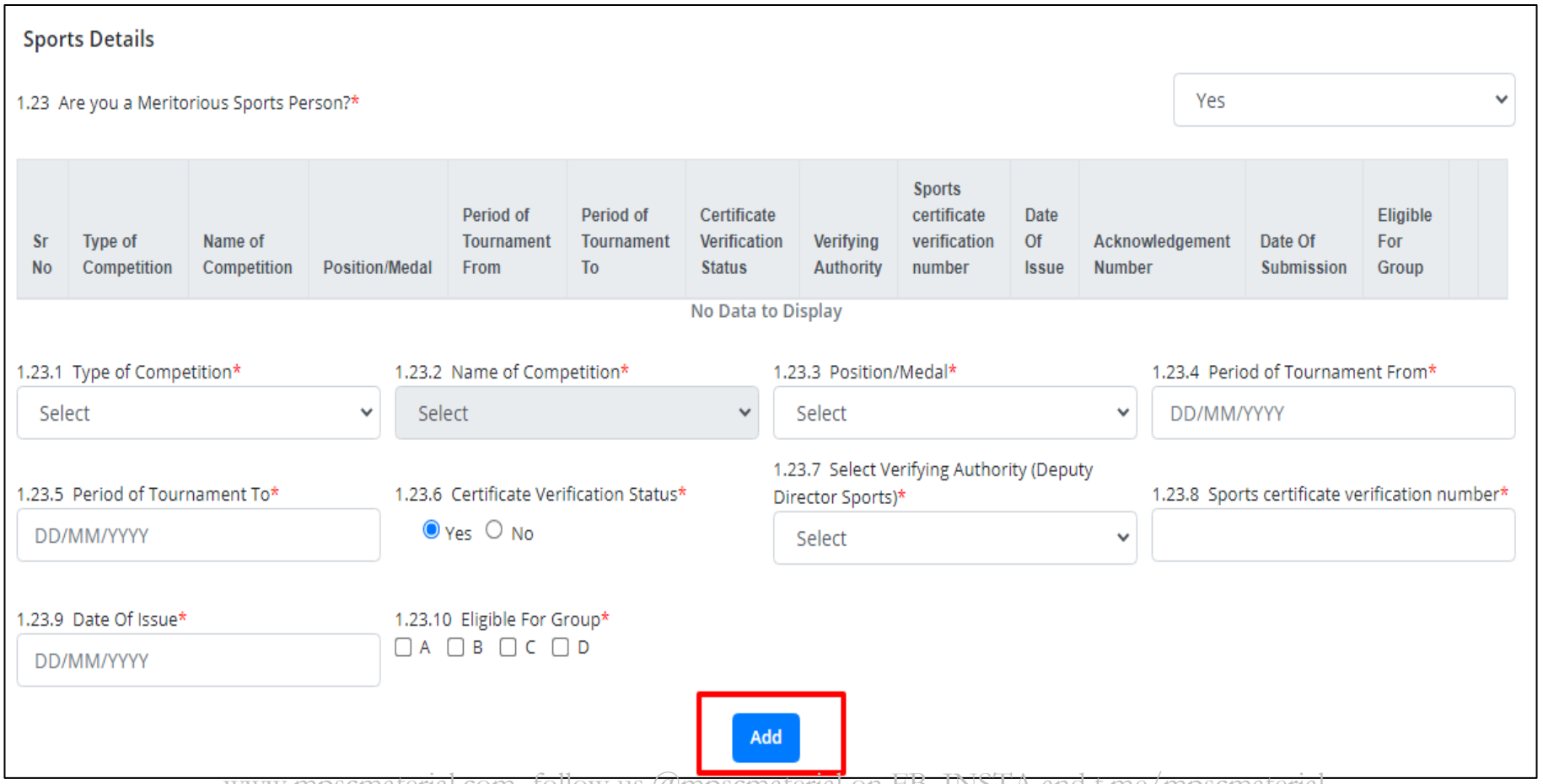
2 Profile Creation (One Time Activity)

- **Sports details**: select **Yes** if you are a sports person, and fill the asked details in the fields.
- After filling details click on the **add** button. details will be shown in the tabular format after clicking on the add button
- Candidate can update or delete the records by clicking on update or delete buttons.



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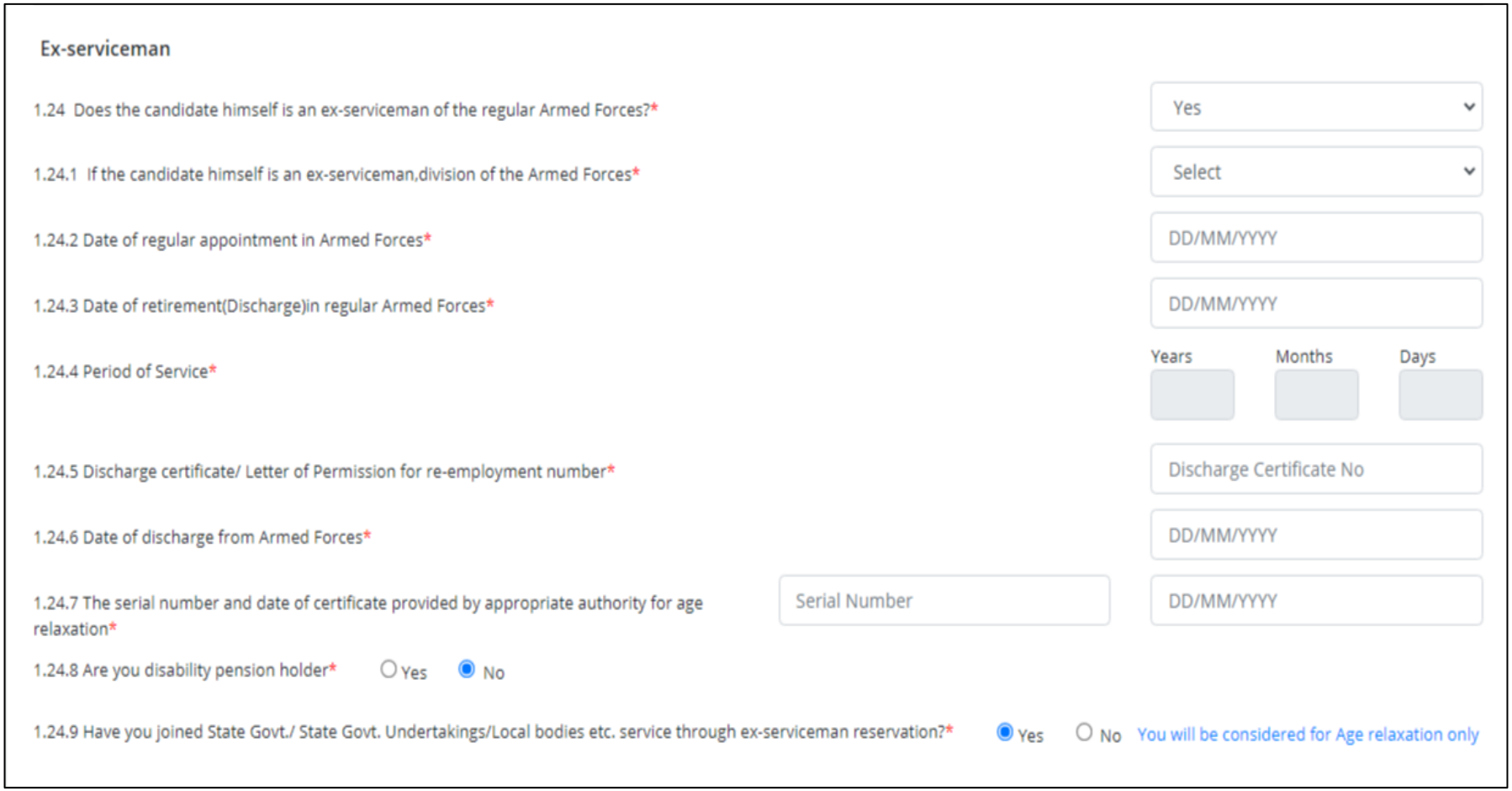
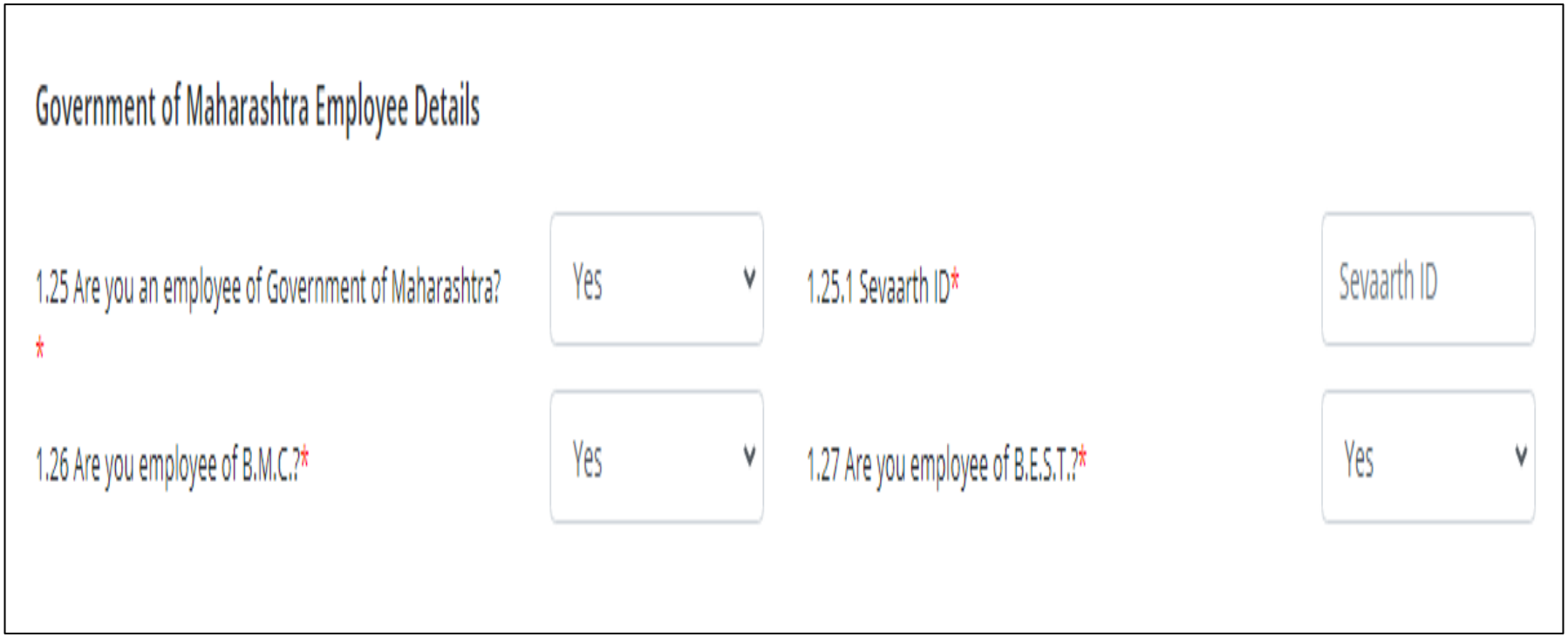
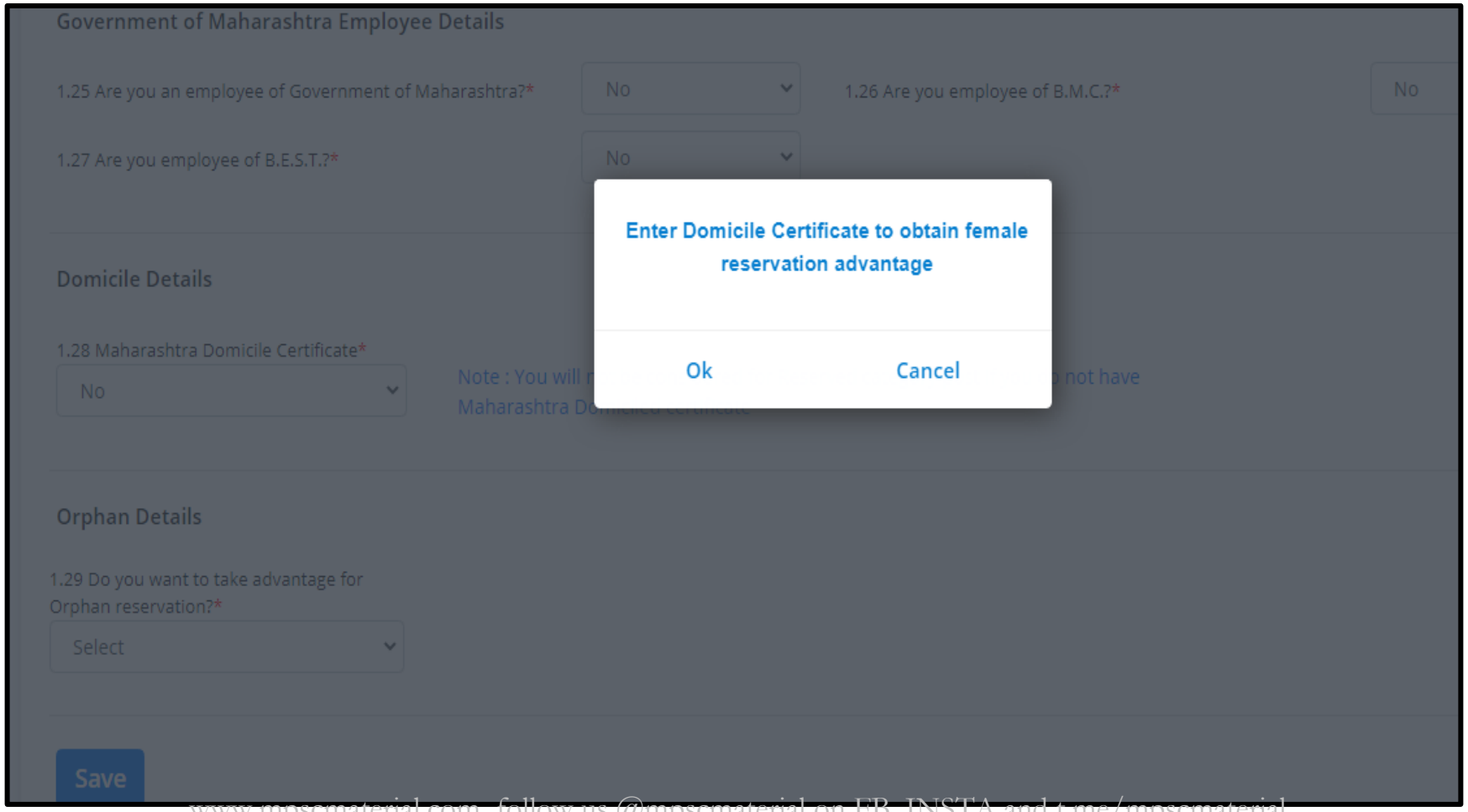
- **Ex-serviceman**: If candidate is an ex-service man then select Yes and fields will be displayed.
- Enter the information as asked.



- **Government of Maharashtra employee details**: If the candidate is an employee of government of Maharashtra, then select yes and enter asked details.
- If the candidate is an employee of B.M.C. then select **Yes**, otherwise select **No**.
- If the candidate is an employee of B.E.S.T. then select **Yes**, otherwise select **No**



- **Domicile details:** If candidate has Maharashtra domicile certificate, then select yes and enter asked details otherwise select no.
  - If candidate selects No then an alert box will appear with a message read the message and click on ok to continue with No option otherwise click on cancel and select yes.



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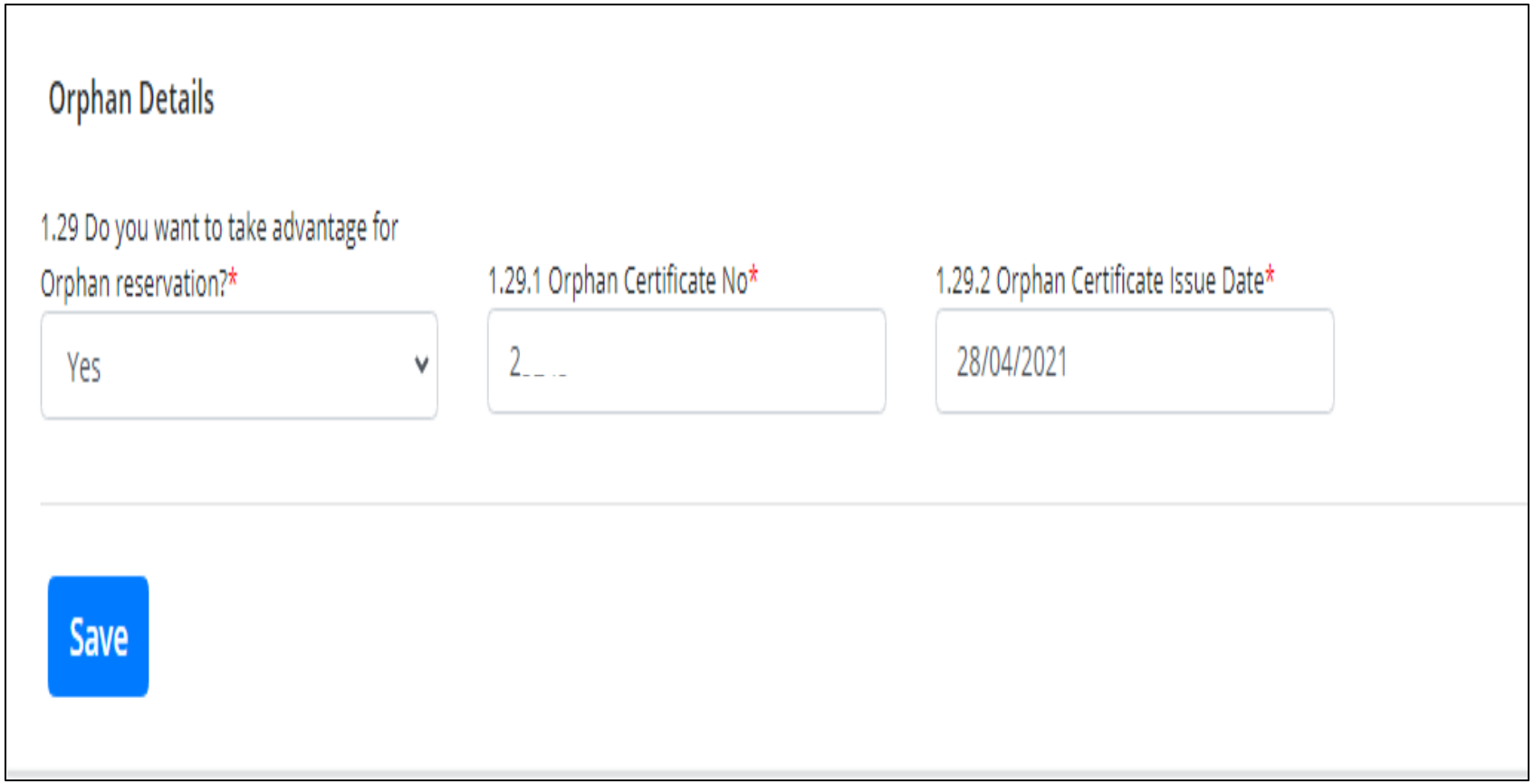
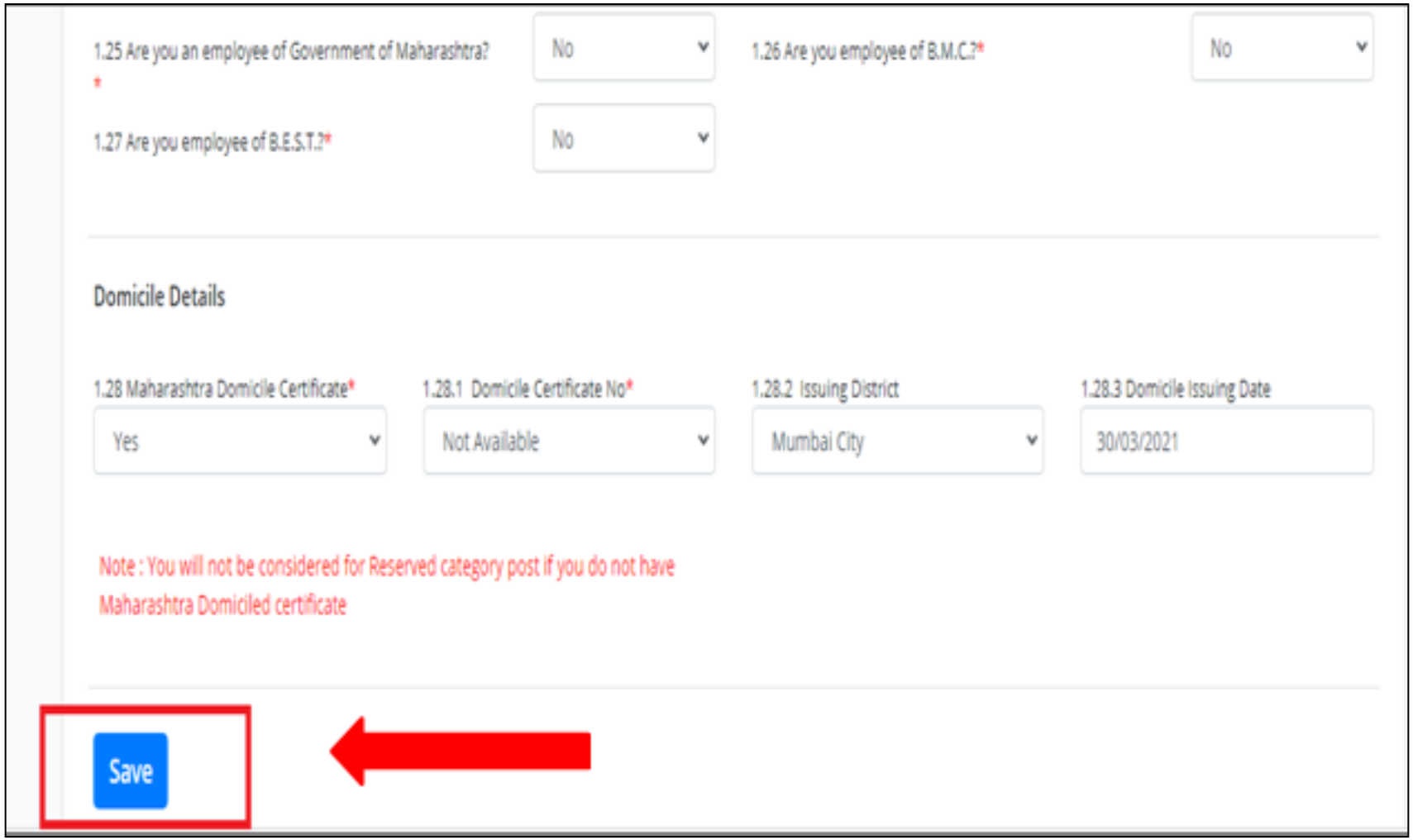
- If candidate wants to take advantage for the orphan reservation then click on Yes. And fill the information asked in the respective fields.
- Enter orphan certificate No.
- Orphan certificate issue date.

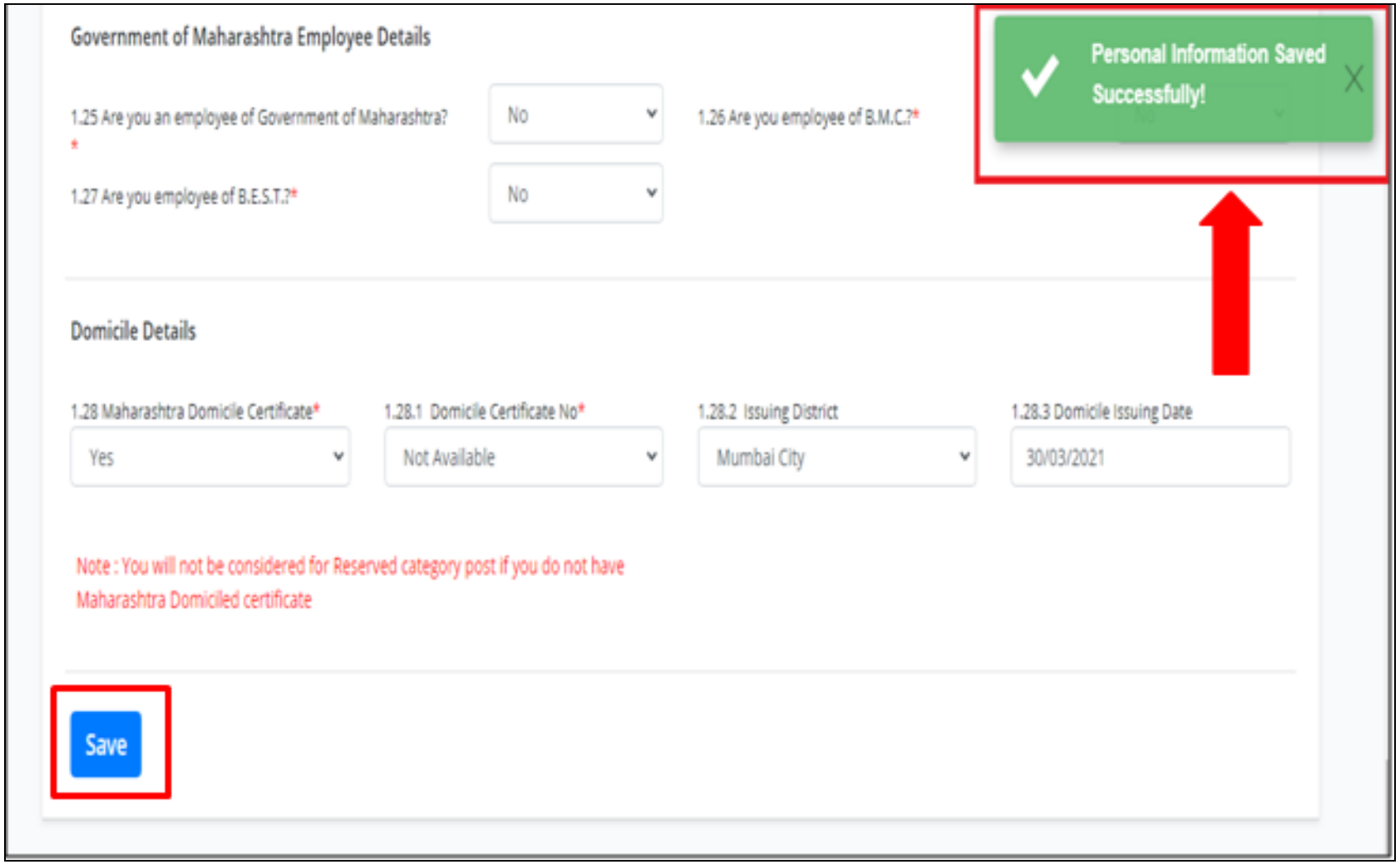


2 Profile Creation (One Time Activity)

- Fill all the mandatory fields(*).
- Click on **SAVE** button to save filled data in personal information as shown below.

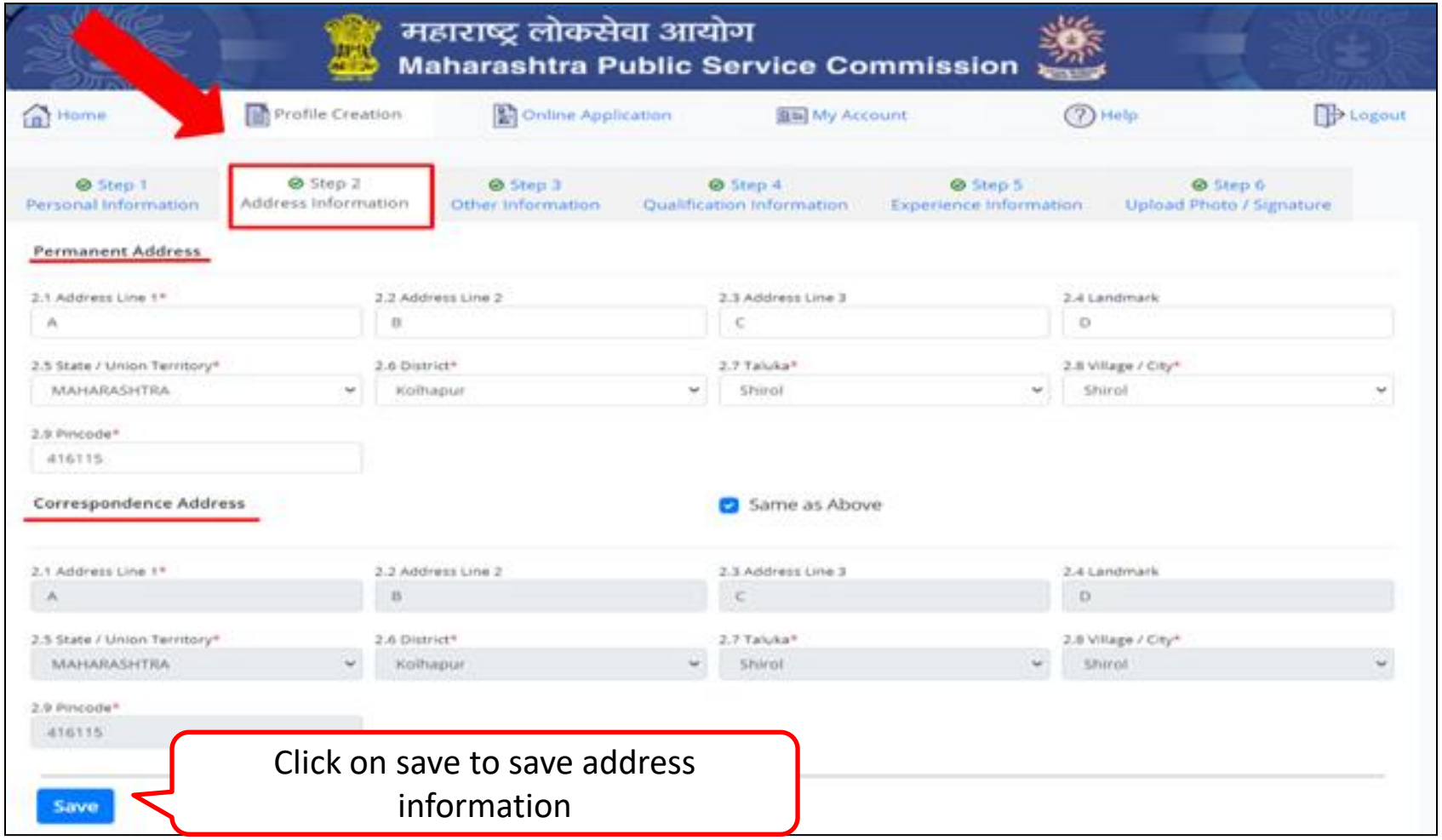


- After clicking on **save** button each time a popup message will be displayed as shown below.



- Step 2-**Address Information**: Click on step 2.

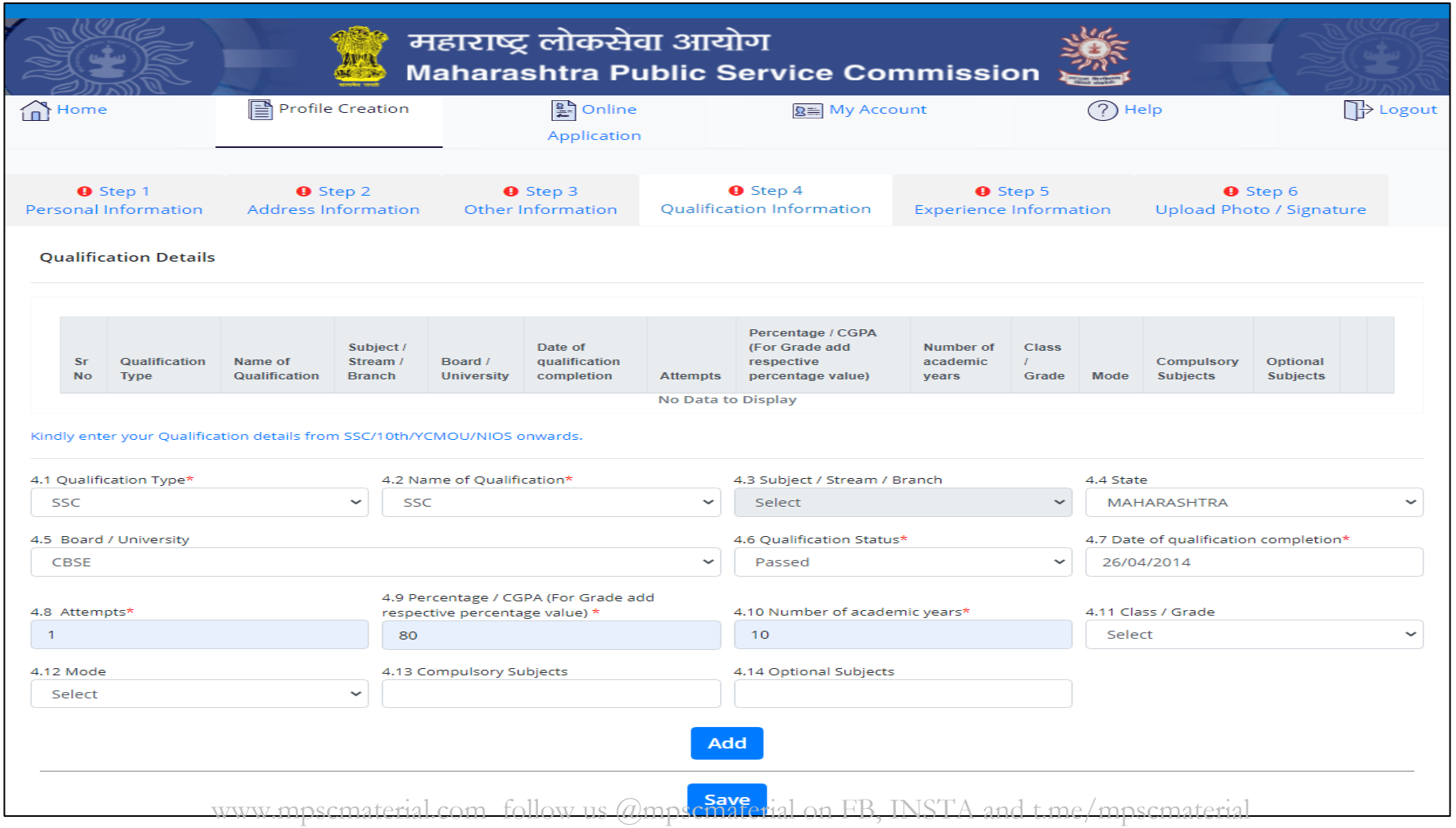
  This step captures candidate's address information like **Permanent Address** details as well as **Correspondence Address** details. If both are same then select **same as above.**



- **Step 3 – Other Information** : Click on Step 3. This step captures candidate's information such as any court cases filed against candidate or any disciplinary action has been initiated by government against candidate.
- Click on **SAVE** button after filling all details.

2 Profile Creation (One Time Activity)

- **Step 4 – Qualification Information :** Click on **Step 4.** This step captures candidate's Qualification details. Candidate should enter all qualifications details after selecting particular qualification type. click on the **Add** button, to add the records.



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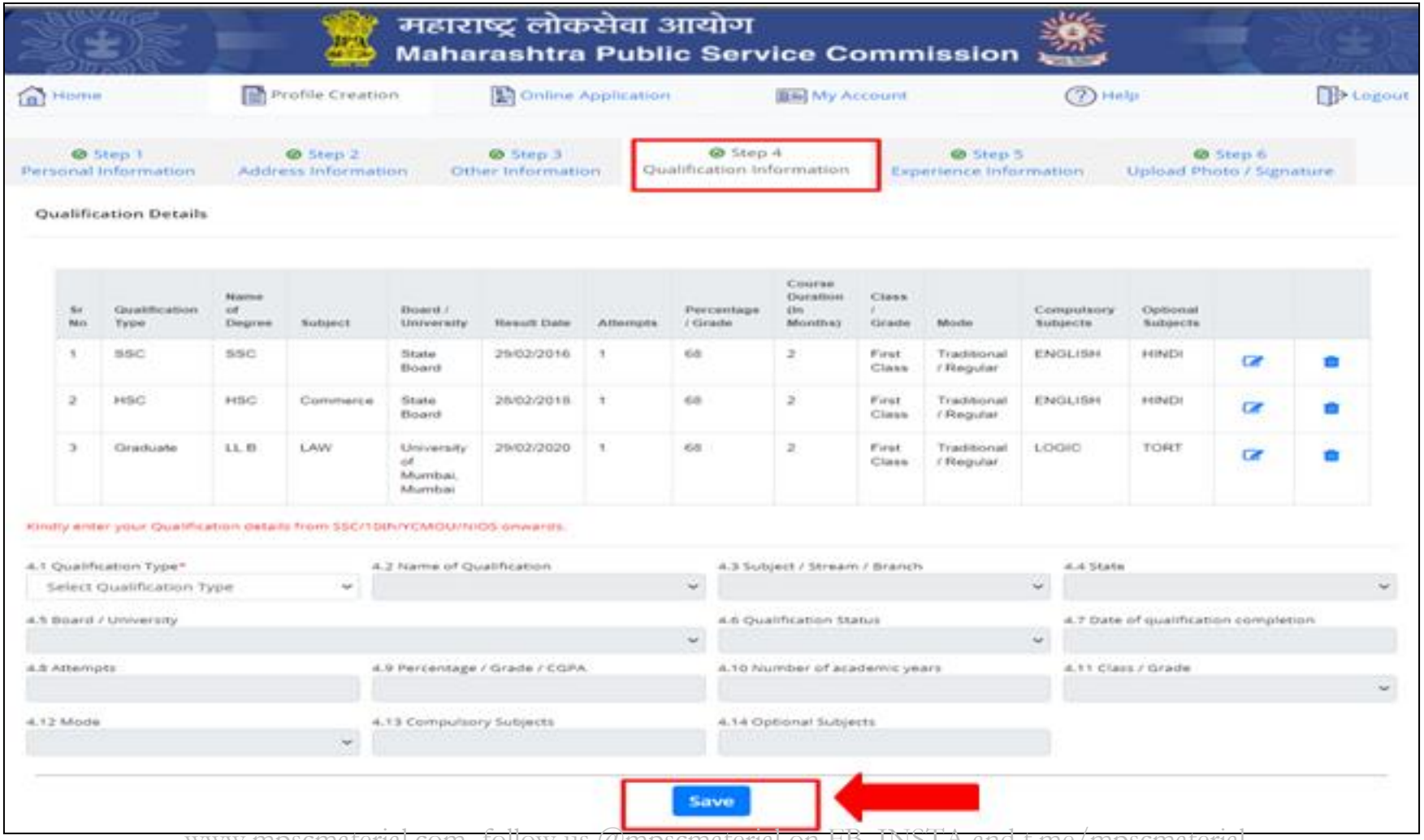
2 Profile Creation (One Time Activity)

- After filling all qualification details such as SSC, HSC, Graduation click on Save button to save all qualification details. After clicking on save button a message box will appear click on confirm button to continue with saving data.



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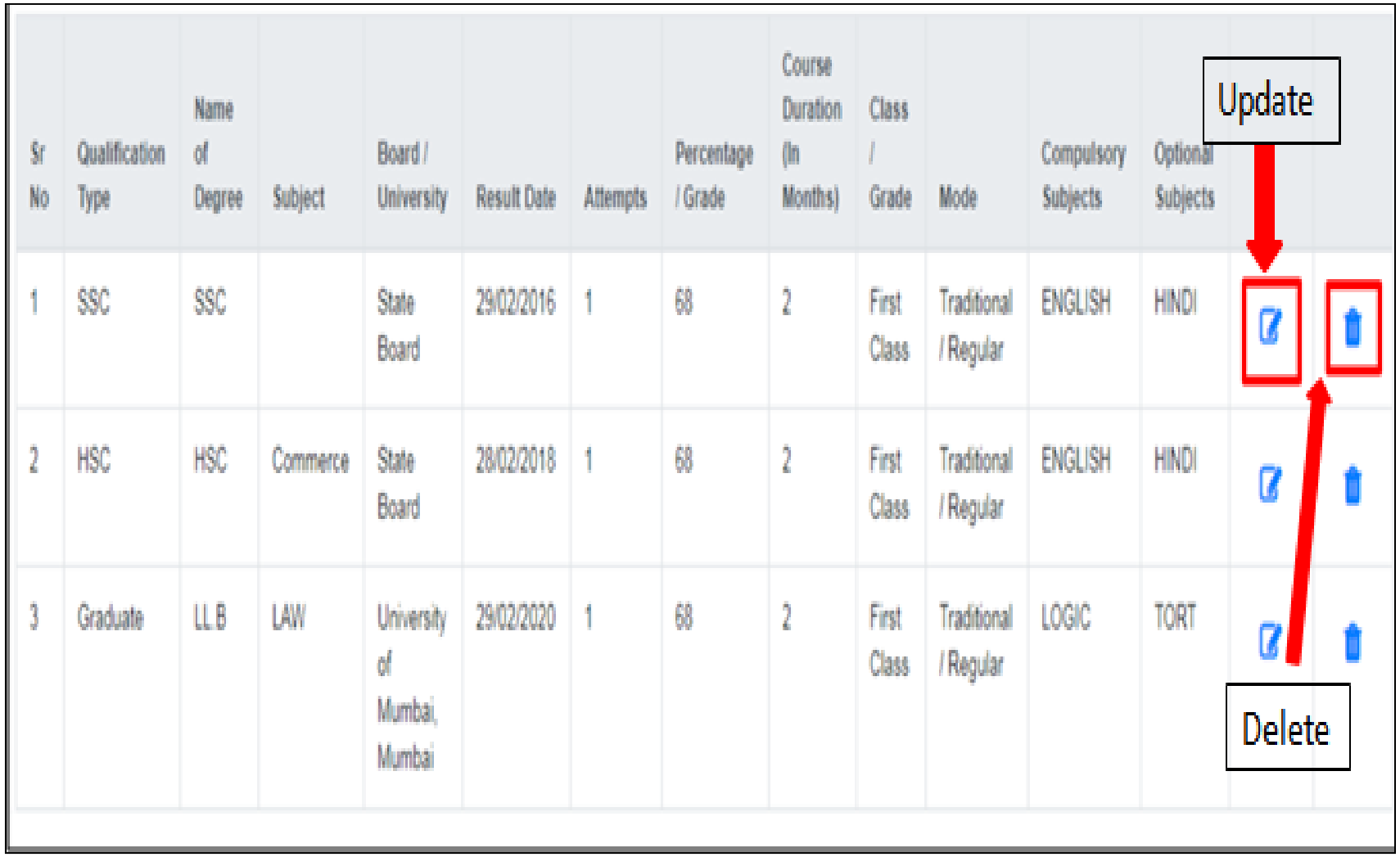
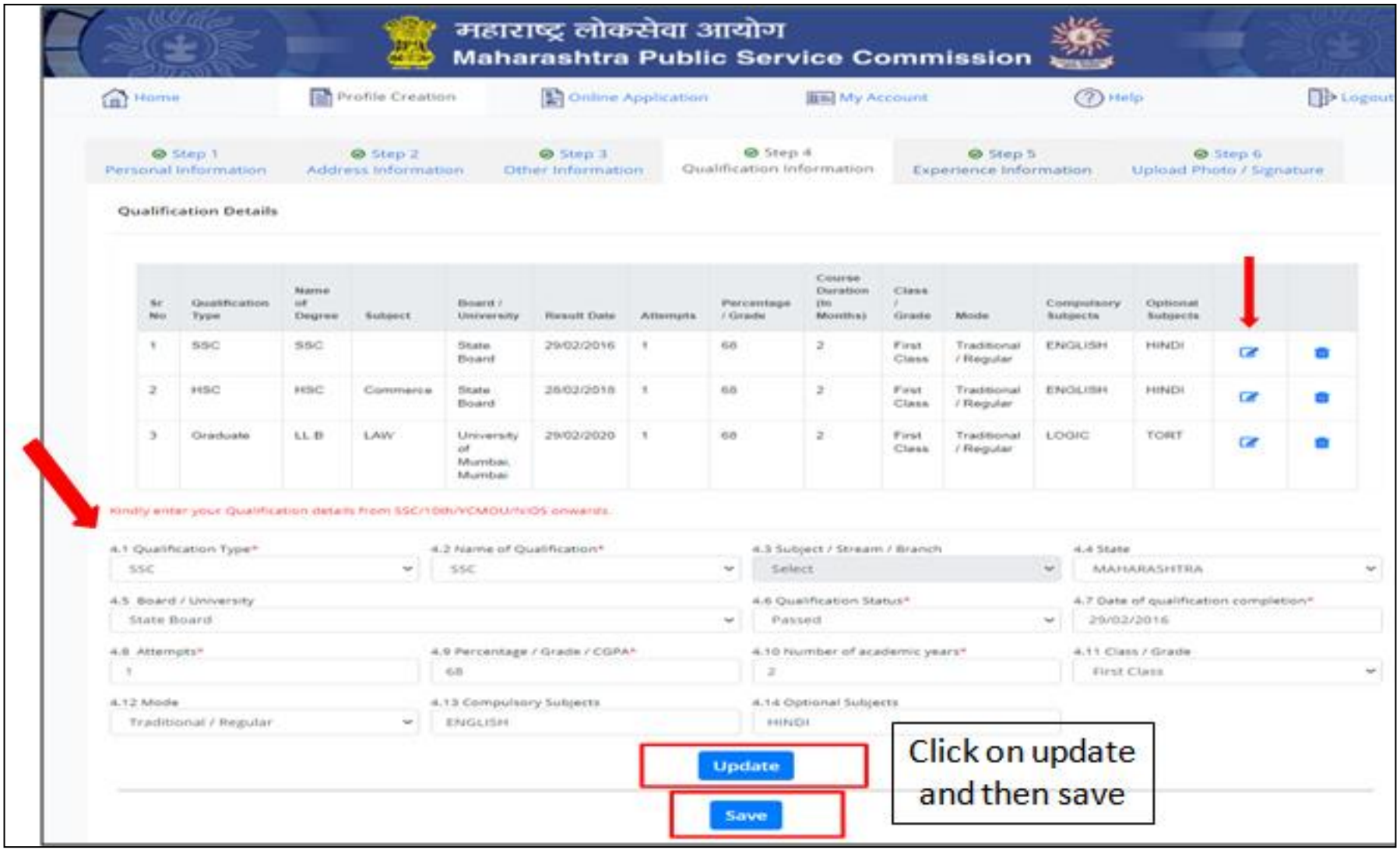
- If want to **update** or **delete** filled information then click on button as shown below



Sr No	Qualification Type	Name of Degree	Subject	Board / University	Result Date	Attempts	Percentage / Grade	Course Duration (In Months)	Class / Grade	Mode	Compulsory Subjects	Optional Subjects
1	SSC	SSC		State Board	29/02/2016	1	68	2	First Class	Traditional / Regular	ENGLISH	HINDI
2	HSC	HSC	Commerce	State Board	28/02/2018	1	68	2	First Class	Traditional / Regular	ENGLISH	HINDI
3	Graduate	LL B	LAW	University of Mumbai, Mumbai	29/02/2020	1	68	2	First Class	Traditional / Regular	LOGIC	TORT

2 Profile Creation (One Time Activity)

- When clicked on **Update icon**, candidate will be located to the list as shown below.
- After updating information click on update and save .

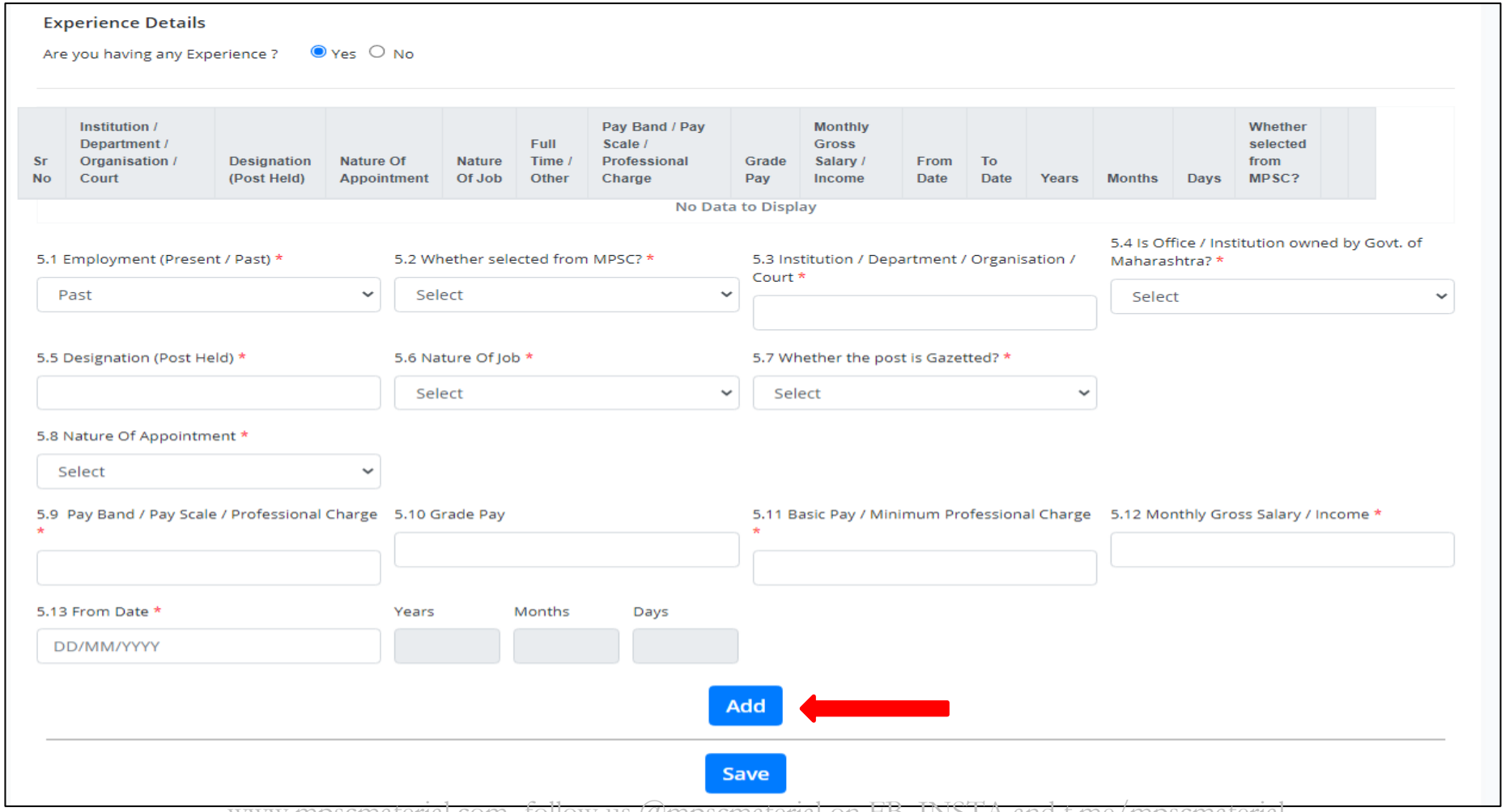


- **Step 5 – Experience Information :** Click on **Step 5 .**
- This step captures candidate's experience details.
- If candidate does not have any experience select **NO**.

- Click **save** button after filling information.

2 Profile Creation (One Time Activity)

- **Step 5 – Experience Information :** Click on **Step 5.** This step captures candidate's experience details.
  - If candidate have experience then click on **Yes** and fill all the mandatory information.
    - Candidate should enter all Professional Experience in details.
  - Click on **Add** button after filling all the details of the employment.



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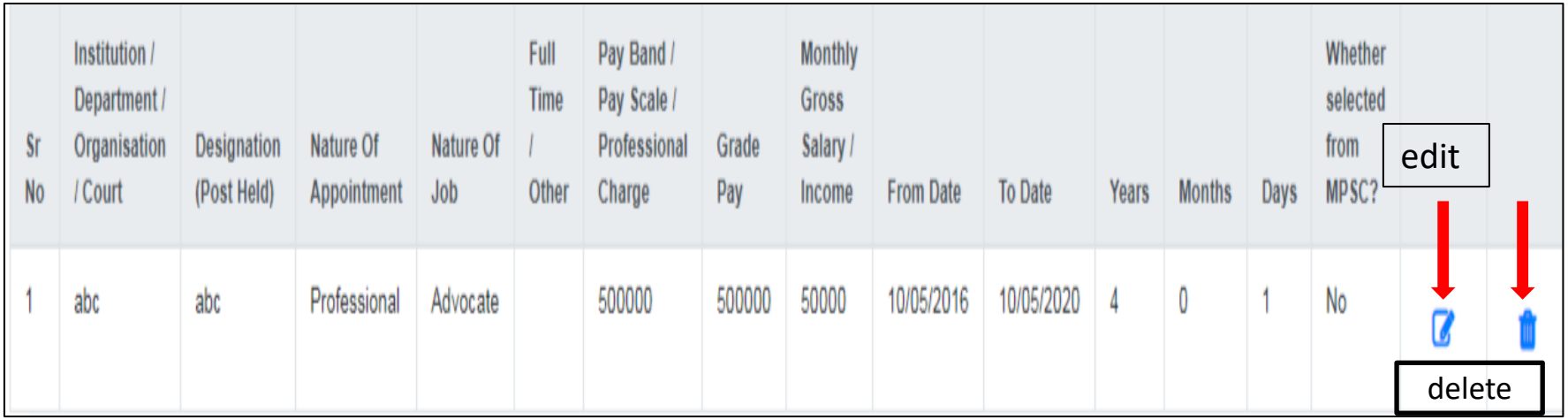
- After clicking on the **Add** button the information will be displayed in tabular format.
- **Delete** – If candidate wants to delete certain record of experience information, click on “delete” button in front of the record.



Sr No	Institution / Department / Organisation / Court	Designation (Post Held)	Nature Of Appointment	Nature Of Job	Full Time / Other	Pay Band / Pay Scale / Professional Charge	Grade Pay	Monthly Gross Salary / Income	From Date	To Date	Years	Months	Days	Whether selected from MPSC?
1	abc	abc	Professional	Advocate		500000	500000	50000	10/05/2016	10/05/2020	4	0	1	No

- **Edit/Update** - If candidate wants to edit or update the information click on the edit button in front of the record as shown in the image

2 Profile Creation (One Time Activity)

- After clicking on edit button candidate will be directed to the fields below the table where candidate can make changes in the information.
- After making changes click on “update” button.
- Click on the “save” button to save the information. And the information will be saved.

Sr No	Institution / Department / Organisation / Court	Designation (Post Held)	Nature Of Appointment	Nature Of Job	Full Time / Other	Pay Band / Pay Scale / Professional Charge	Grade Pay	Monthly Gross Salary / Income	From Date	To Date	Years	Months	Days	Whether selected from MPSC?		
1	abc	abc	Professional	Advocate		500000	500000	50000	10/05/2016	10/05/2020	4	0	1	No		

5.1 Employment (Present / Past) * : Past

5.2 Whether selected from MPSC? * : No

5.3 Institution / Department / Organisation / Court * : abc

5.4 Is Office / Institution owned by Govt. of Maharashtra? * : No

5.5 Designation (Post Held) * : abc

5.6 Nature Of Job * : Advocate

5.7 Whether the post is Gazetted? * : No

5.8 Nature Of Appointment * : Professional

5.9 Pay Band / Pay Scale / Professional Charge * : 500000

5.10 Grade Pay : 500000

5.11 Basic Pay / Minimum Professional Charge * : 50000

5.12 Monthly Gross Salary / Income * : 50000

5.13 From Date * : 10/05/2016

5.14 To Date * : 10/05/2020

Years : 4 Months : 0 Days : 1

Update

Save

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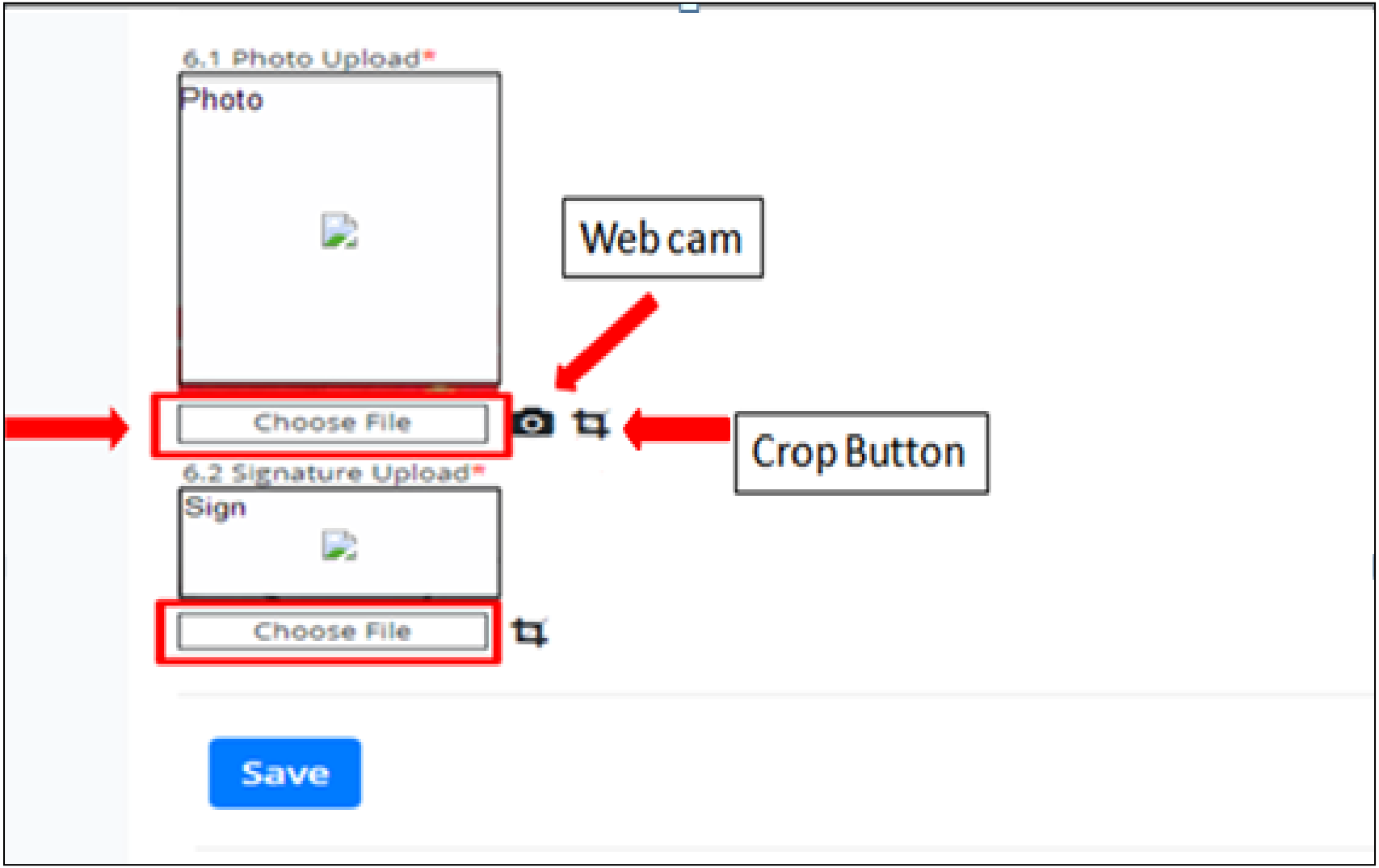
- **Step 6-Upload Photo / Signature**-Click on 6th step to upload candidates photo and signature.
- There are some guidelines given on the screen.

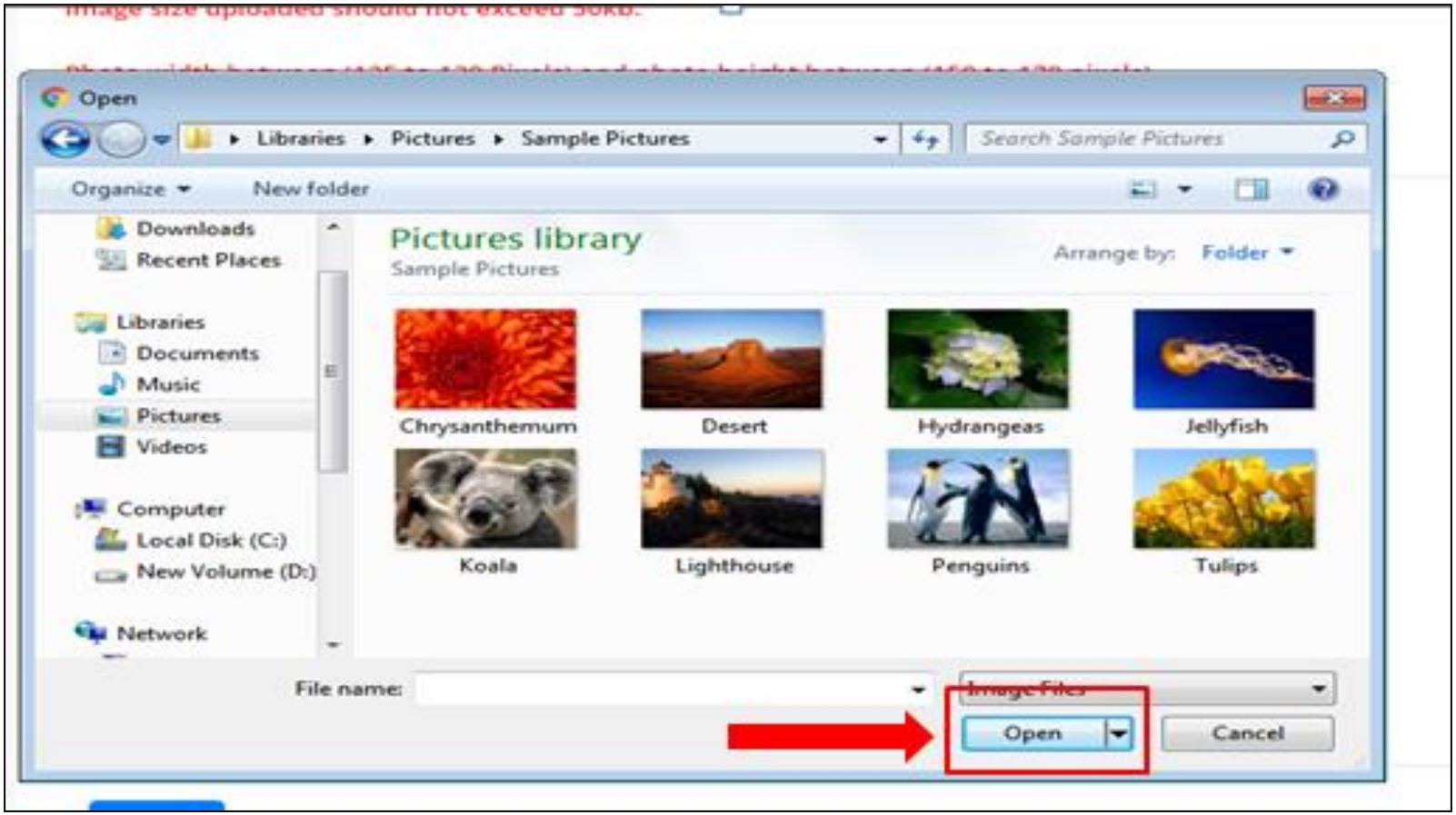
2 Profile Creation (One time activity)

- Click on choose file to choose photo and image of the signature.
- There is crop button given to crop the image.



2 Profile Creation (One time activity)

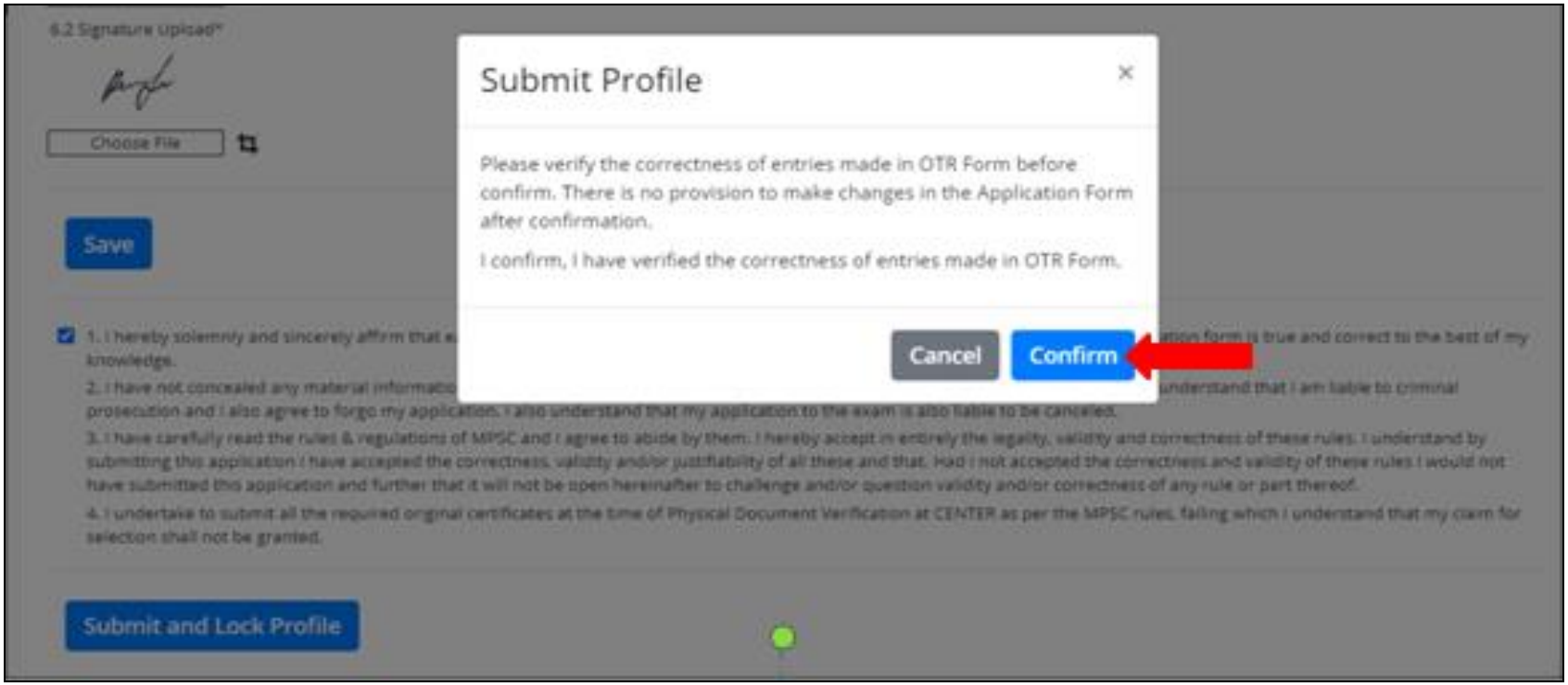
- After clicking on the choose button, a window will open to select scanned photo/signature as shown below.
- Select appropriate image and click on **open** button.



- After selecting both of the images(photograph/signature),it will display both images.

- Click on **Save** button to save selected photograph and signature.
- Click on **terms and conditions checkbox** to submit profile information.
- Click on **Submit and Lock Profile** button to submit and lock profile information.

- After clicking on **Submit and lock profile** button a popup box will be shown on the screen.
- Click on **Confirm** button to complete profile creation process.



- After filling entire profile information and clicking on **save** and **submit and lock profile** button candidate will be able to apply to any examination in this system.

3 How to Apply?-Application Submission

- Go to address bar and type the URL: **mpsconline.gov.in** and press Enter to open MPSC Online Application System.
- Enter your login credentials such as Registered Email Id or Mobile Number and Password.(if already registered and created profile).

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3 How to Apply?-Application Submission

- After successful login, home page will be displayed as below.
- Click on online application button to view all available MPSC advertisements to apply.

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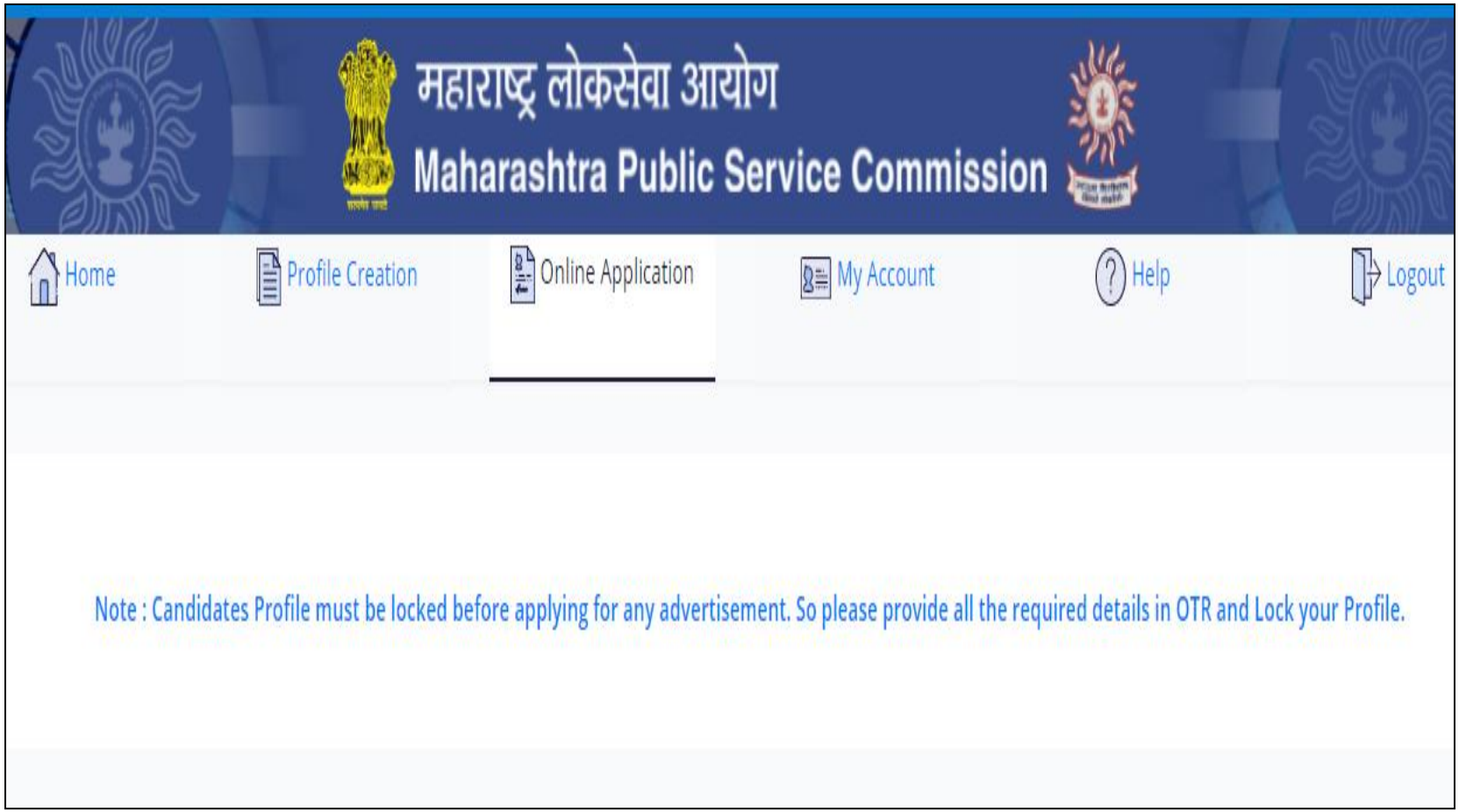
- If candidates profile is not "**submitted and locked**", then candidate cannot see the list of advertisements and a note will be displayed on the screen as shown below.



3 How to Apply?-Application Submission

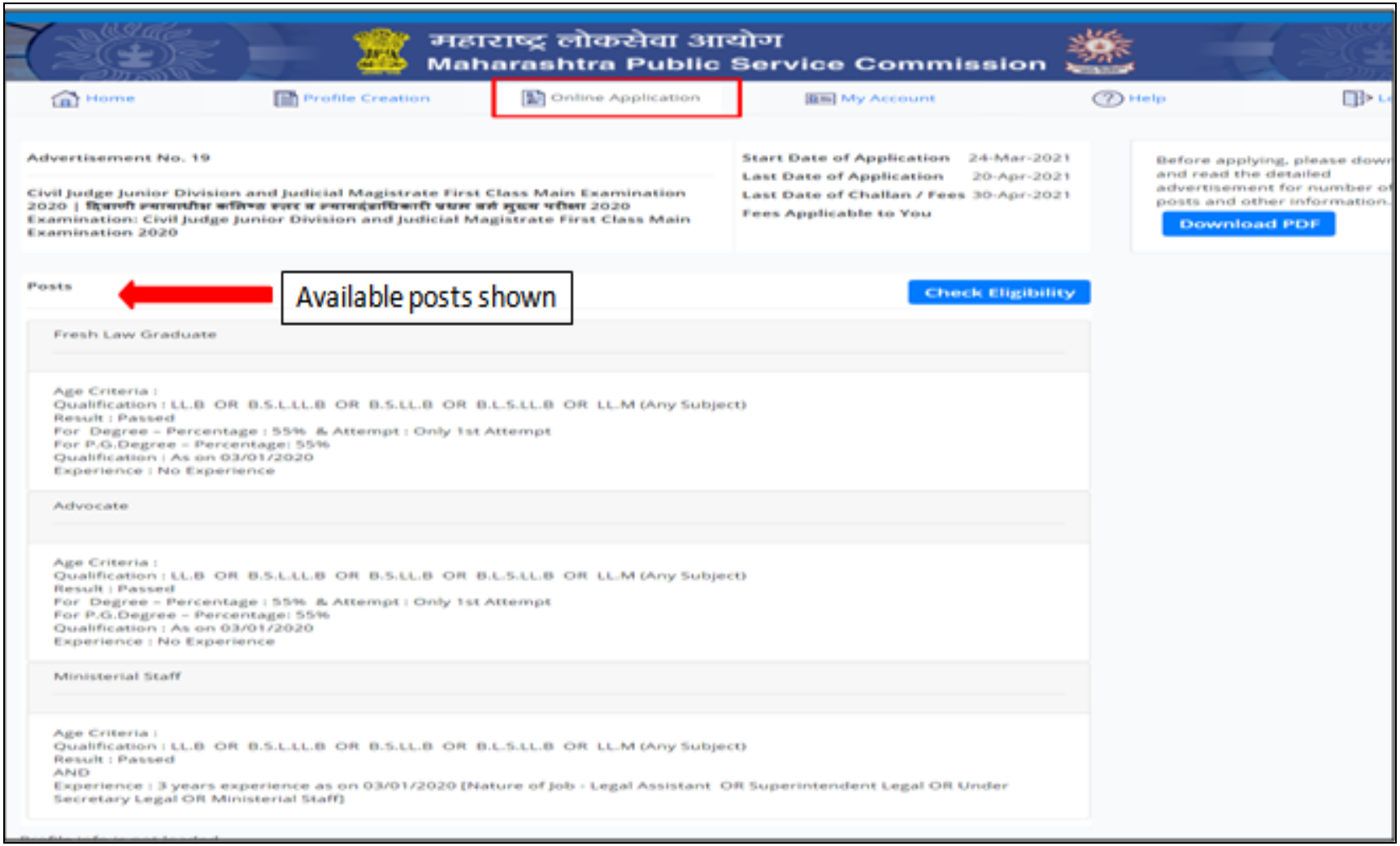
- After clicking on online application button all available MPSC exams will be displayed as below.
- To view the advertisement in detail and to check the eligibility click on view button.

3 How to Apply?-Application Submission

- There is also the start date of application and the end date of application given.
- The last date of challan/fees and the amount of total fees applicable to the candidate is given in online application tab.

3 How to Apply?-Application Submission

- After clicking on **view** button candidate will be directed to the page as shown below.
- On this page details of advertisement and available posts will be displayed.

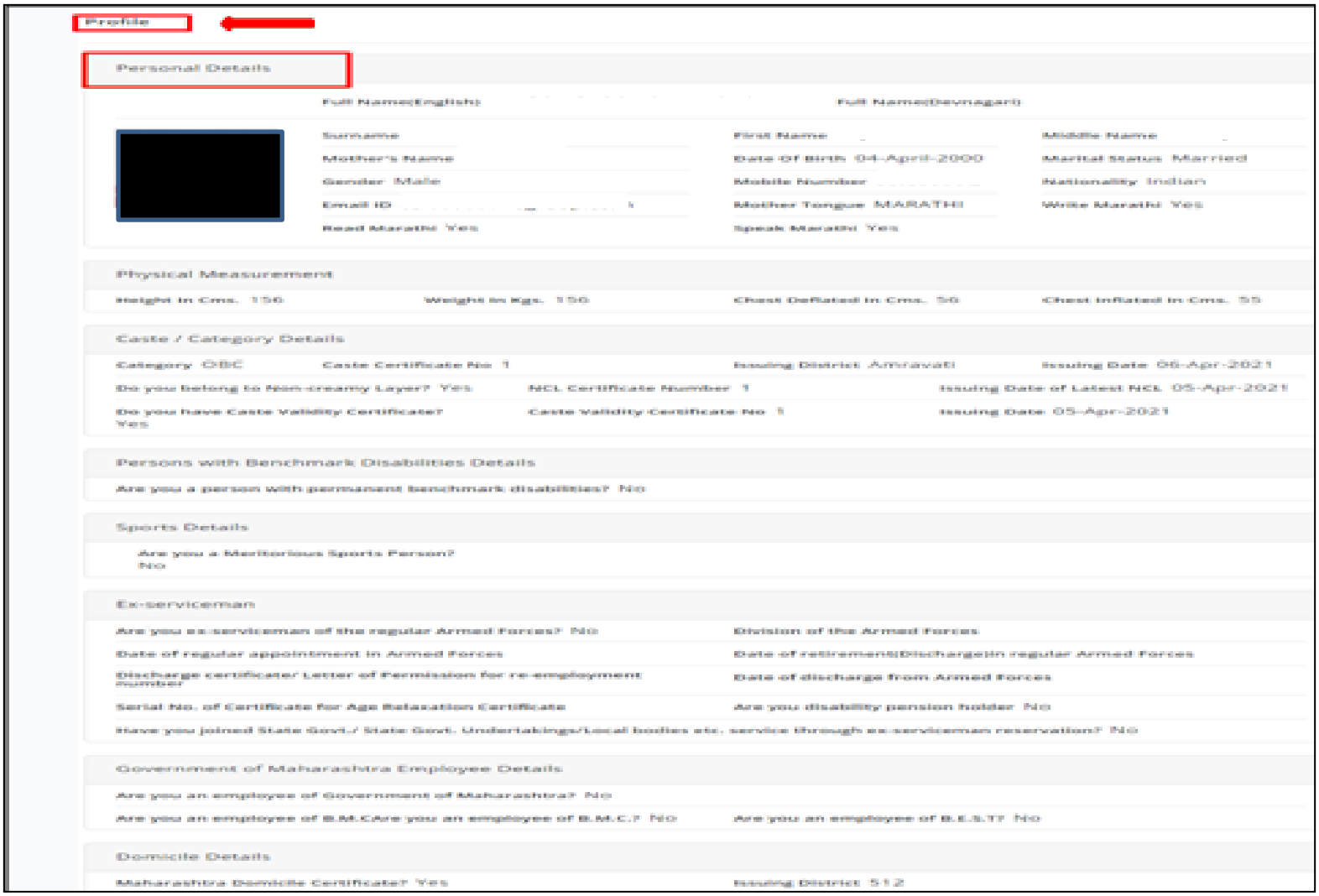


3 How to Apply?-Application Submission

- On this page candidate can check the eligibility for available posts by clicking **Check Eligibility** button.
- Candidate can also download the PDF of advertisement by clicking on **Download PDF** button.

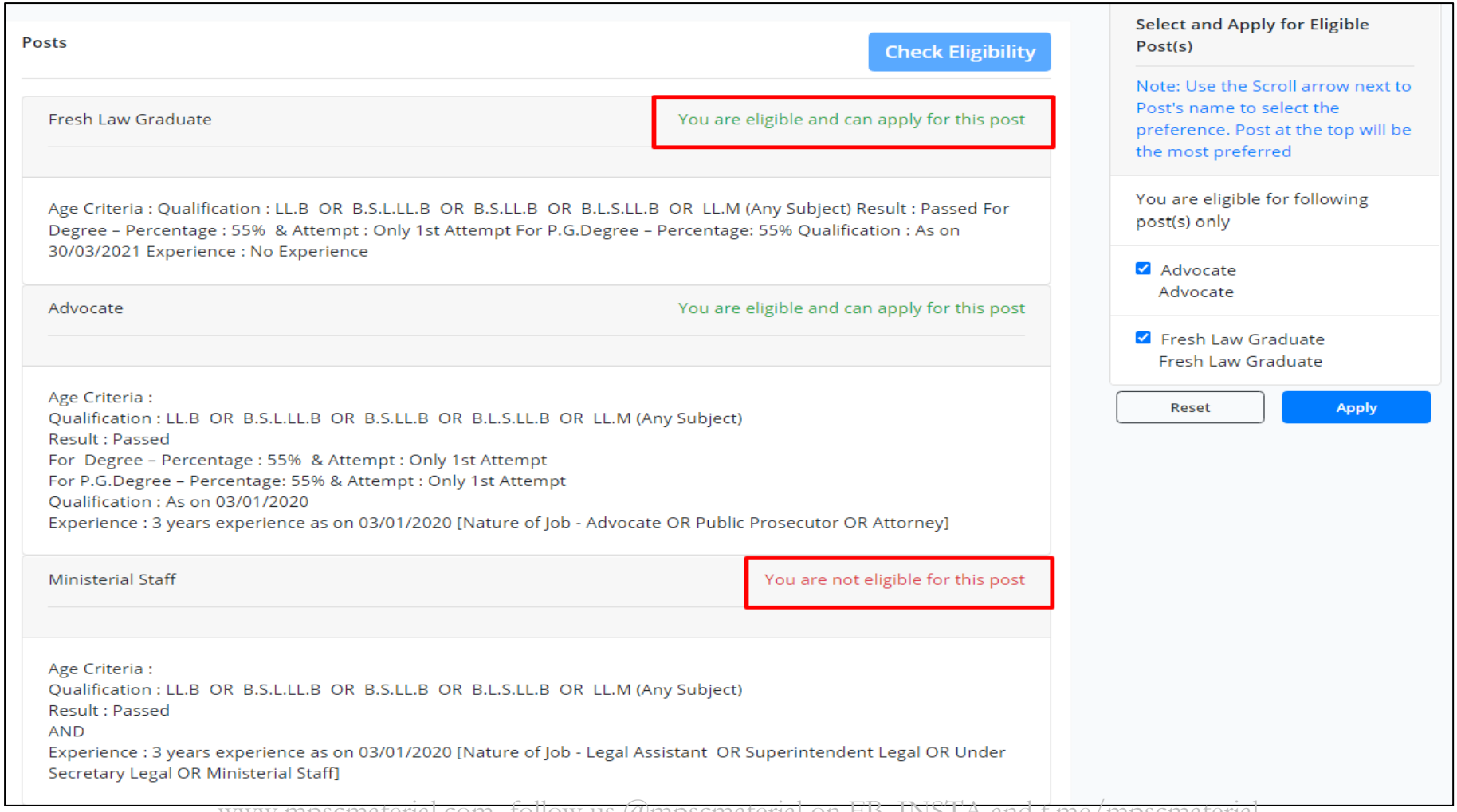
3 How to Apply?-Application Submission

- After clicking on **Check Eligibility** button, candidates profile will be displayed below the available posts.



3 How to Apply?-Application Submission

- After clicking on **Check Eligibility** button it will show if candidate is eligible for post or not.
- Candidate can select the post for which candidate is eligible and click on **Apply** to move further with application.



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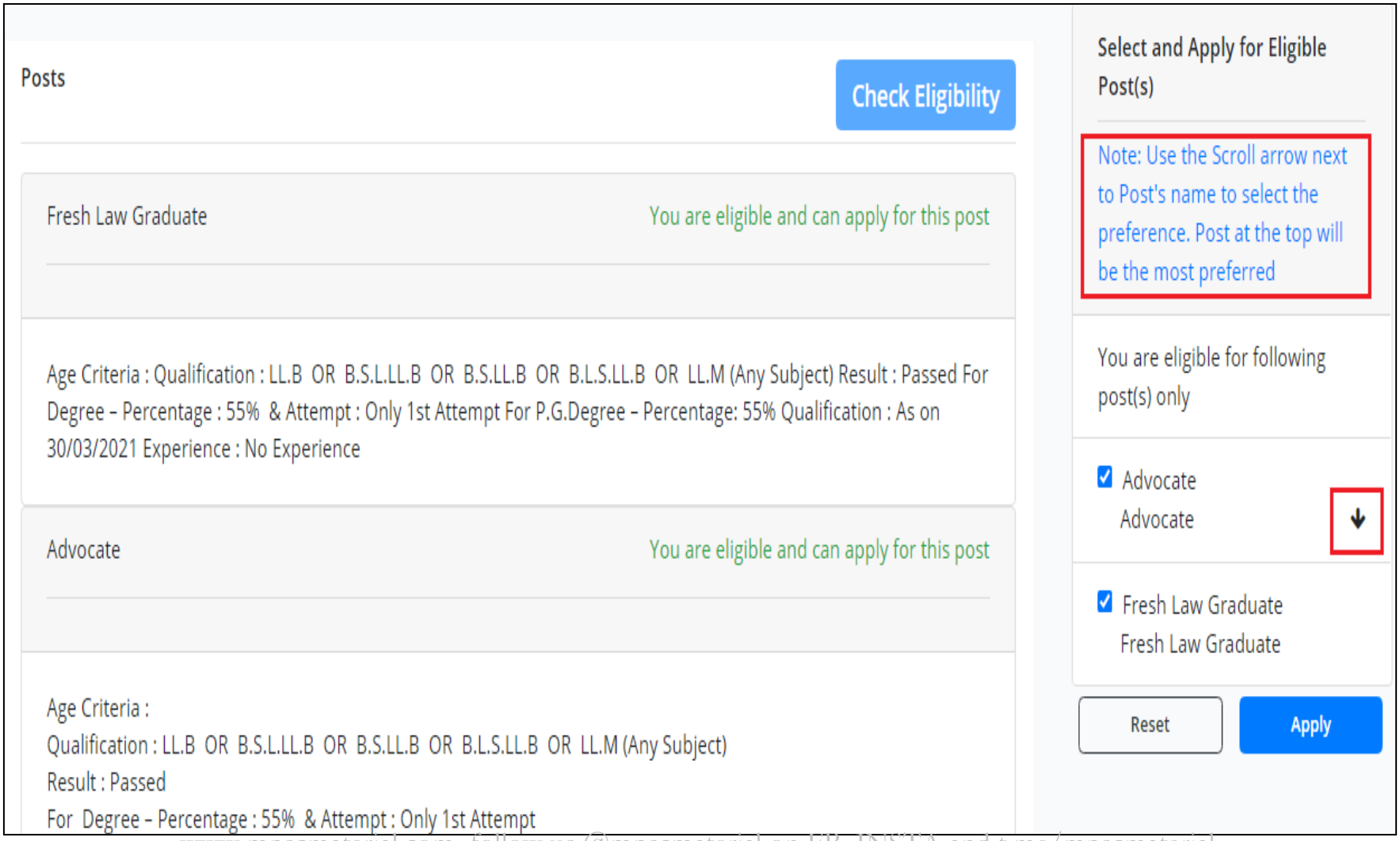
3 How to Apply?-Application Submission

- Candidate can set the preference for the posts by clicking arrows on the side of particular post. The arrows will appear when you point cursor on the post.



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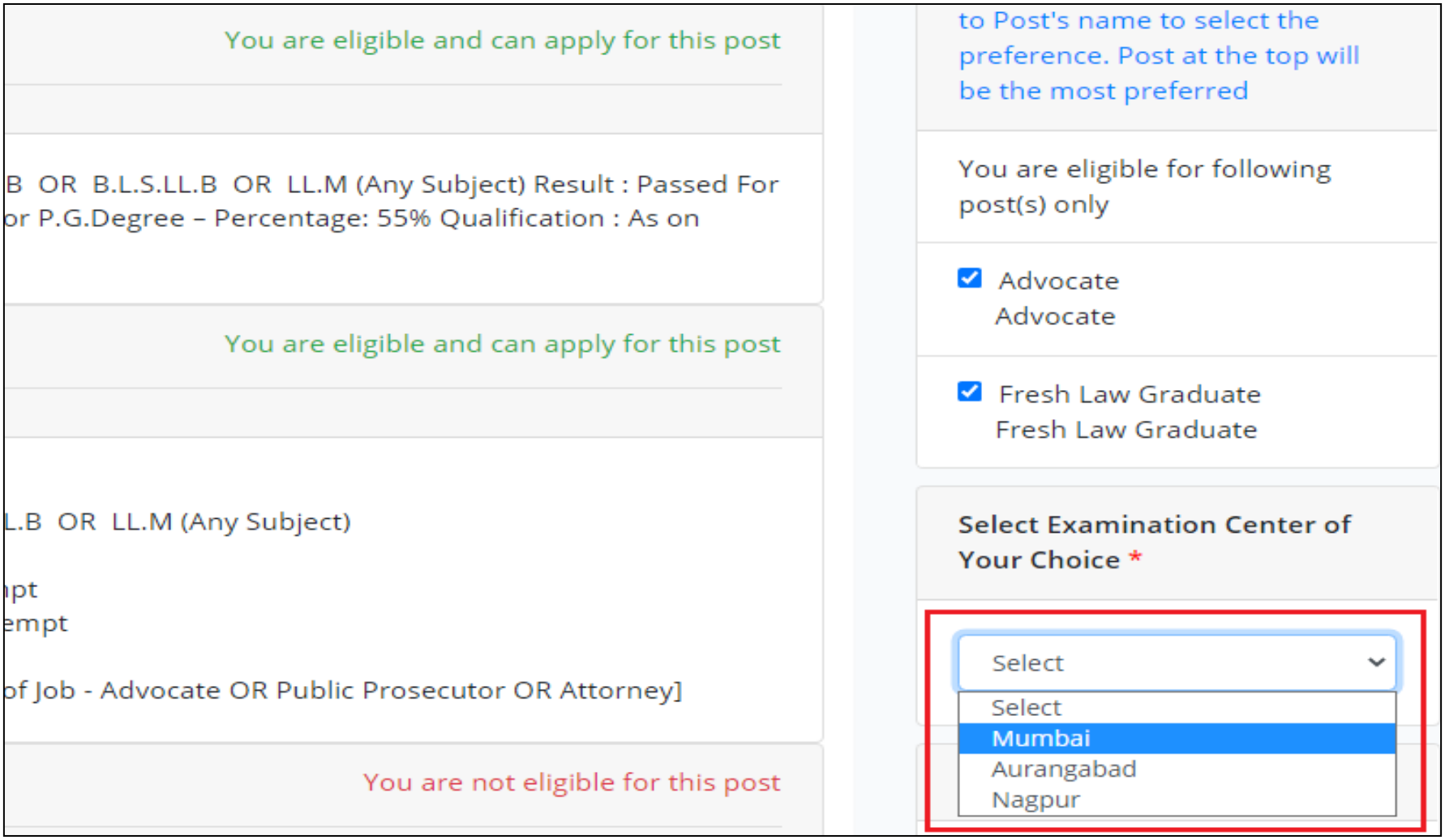
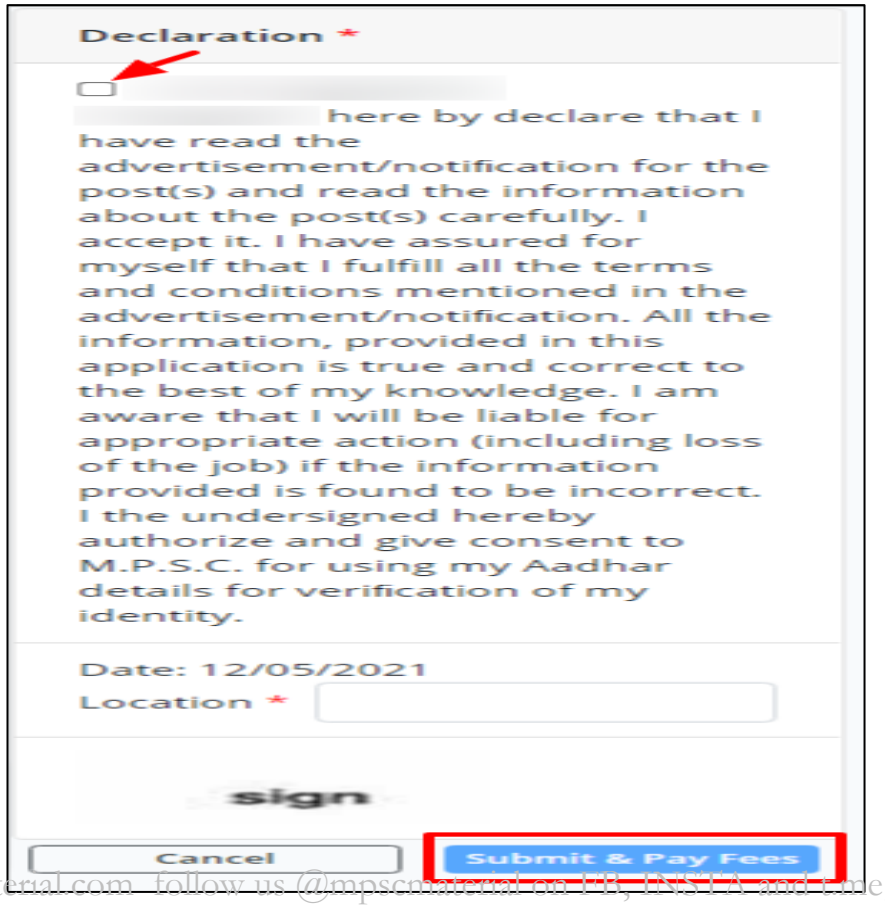
3 How to Apply?-Application Submission

- Select examination center of your choice from dropdown checklist as shown below.



3 How to Apply?-Application Submission

- After selecting eligible post and examination center read the declaration and select the checkbox.
- Enter **location** and click on **Submit & Pay Fees** button to move further with application submission and fees payment.



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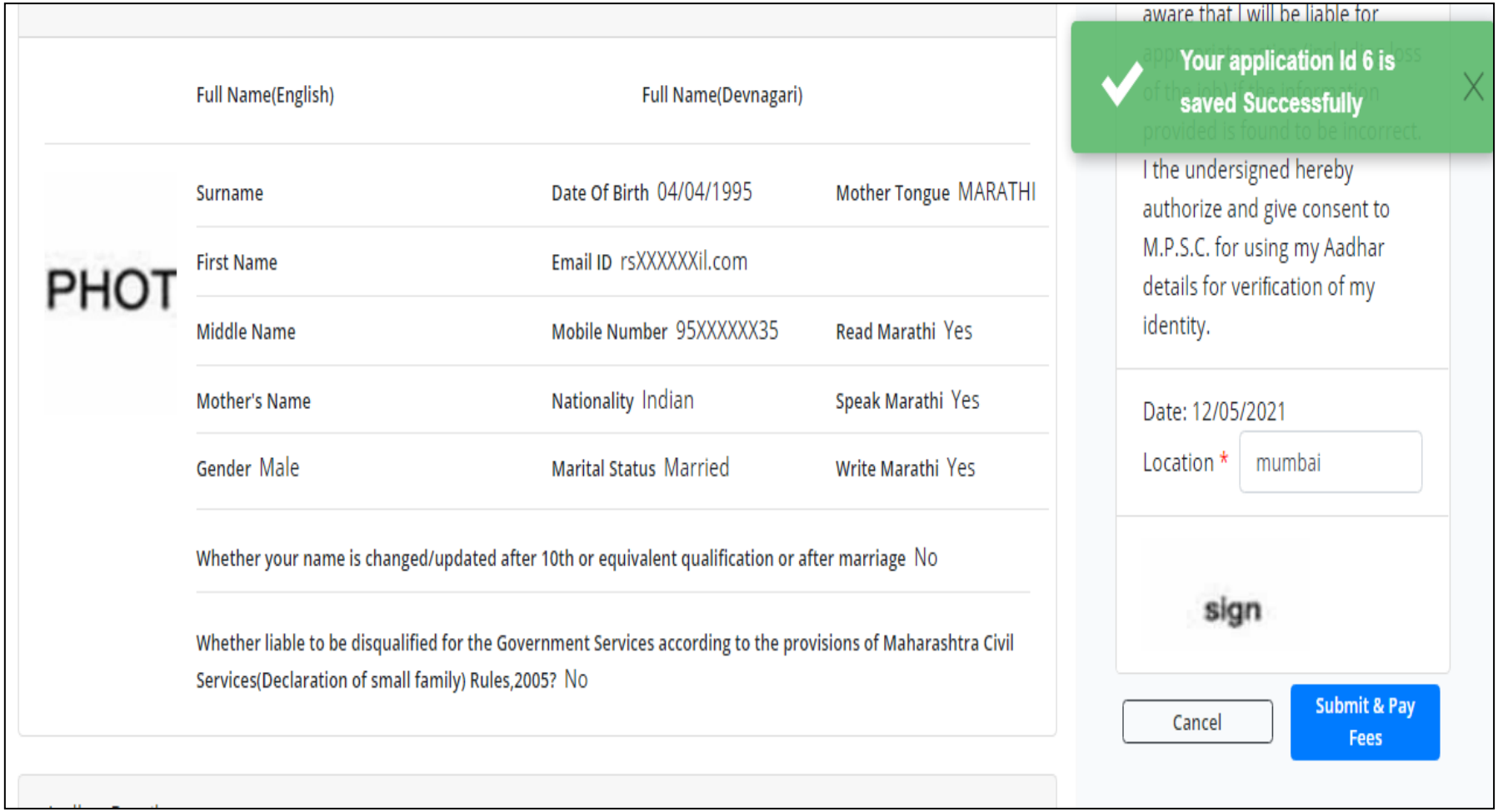
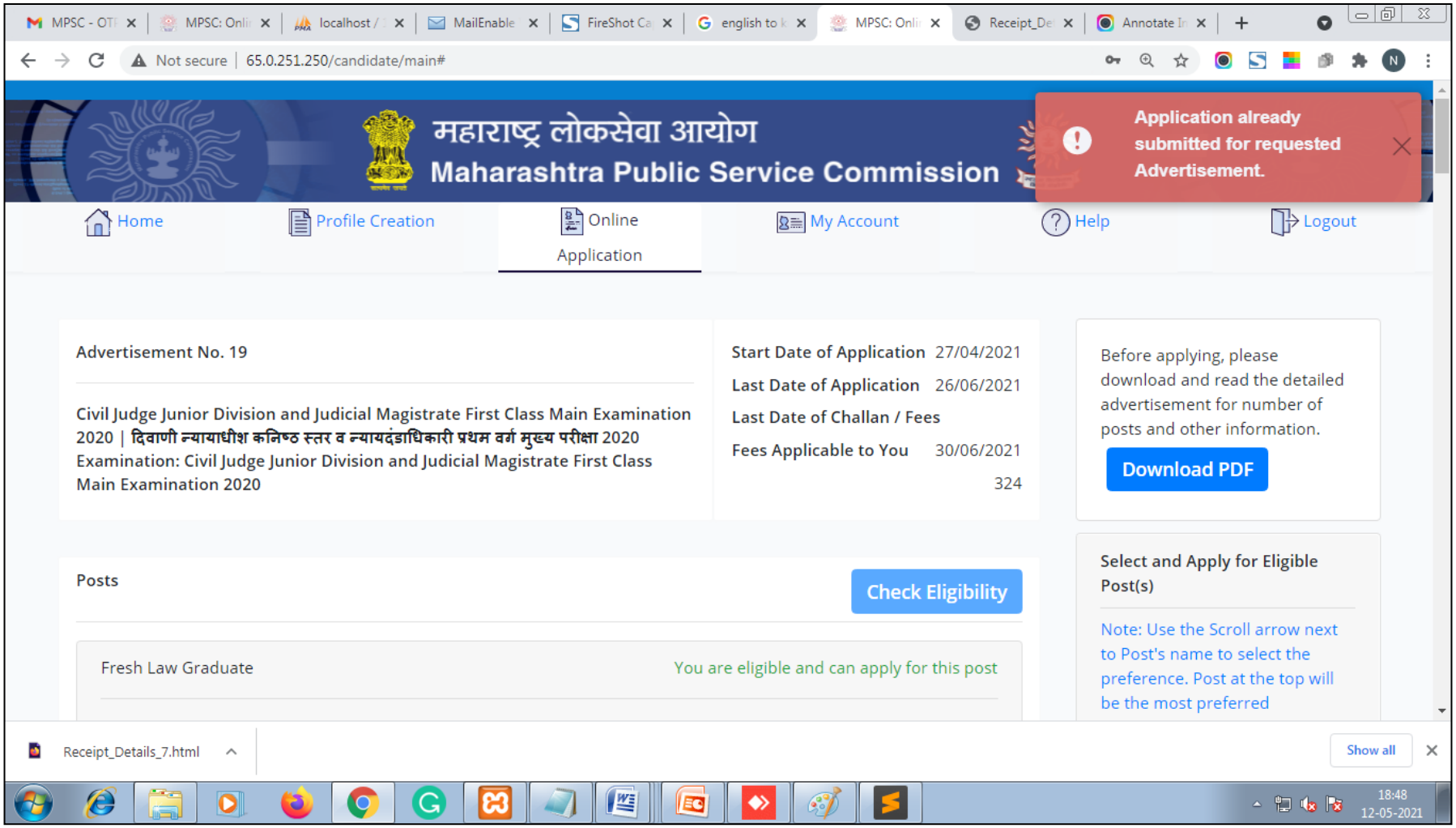
3 How to Apply?-Application Submission

- after clicking on "**submit and pay"** button a message will get displayed on the screen in the green box- your application is saved successfully.
- This way your application will get submitted and you can view your applied applications in the my account section.



3 How to Apply?-Application Submission

- Candidate cannot re-apply the application which is already submitted.
- If done so, an error message will appear on the screen in red box – “Application already submitted for registered advertisement.”



Use of My Account

- In **My Account** candidates Profile summary, My applications and Recent notifications are shown.

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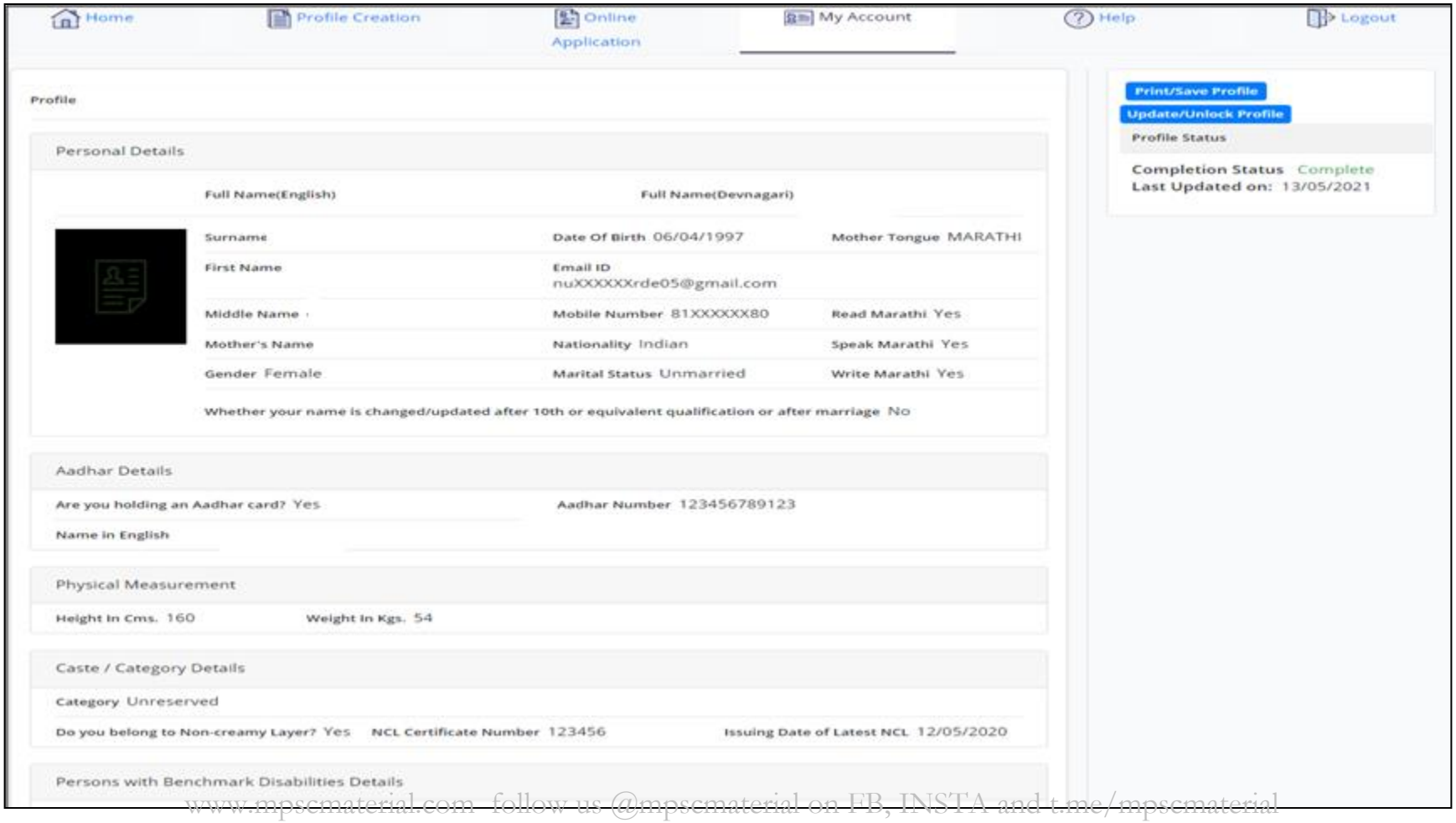
Use of My Account

- In My Account candidate can view/update his/her own profile.
- Candidate can change account password by clicking change password button.

Use of My Account

- **View profile:** In my account click on view profile to view the whole profile information. It will be displayed on the page.
- Profile will be displayed and two more buttons will appear on the right side of the screen, where candidate can save/print the profile or update/unlock the profile.
- Status of the profile is also shown here.



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Use of My Account

- **Update/unlock profile:** Click on update/unlock profile button to update the profile.

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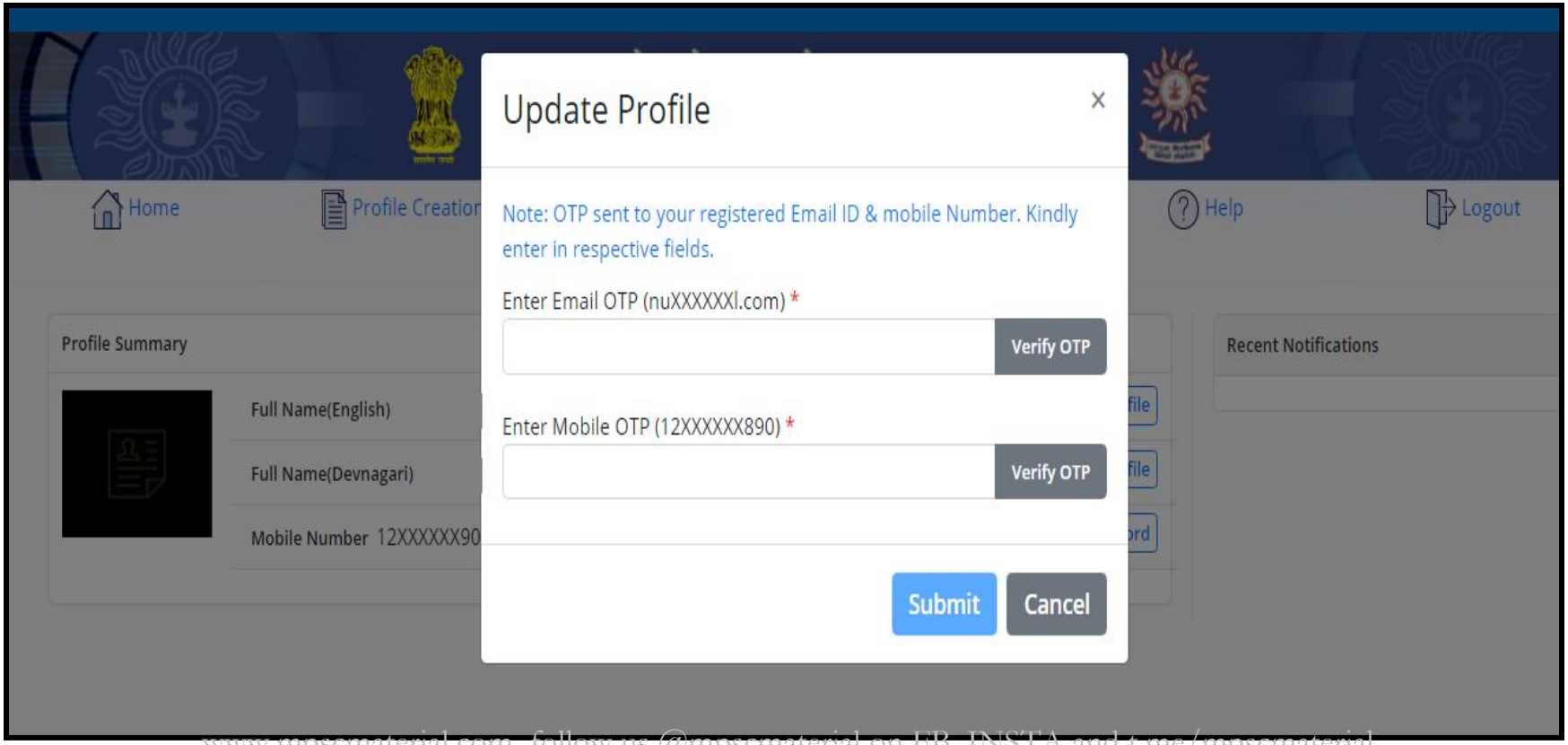
Use of My Account

- When clicked on update profile button a pop-up box will appear. An OTP will be sent on the email-id and mobile number individually. Enter OTP, received on registered email-id and mobile number respectively and click on **verify OTP** buttons.
- Click on "**Submit**" button to unlock the profile.
- The profile will be unlocked to update the information. after updating the information click on save button and click on submit button, otherwise profile will not get updated/saved.



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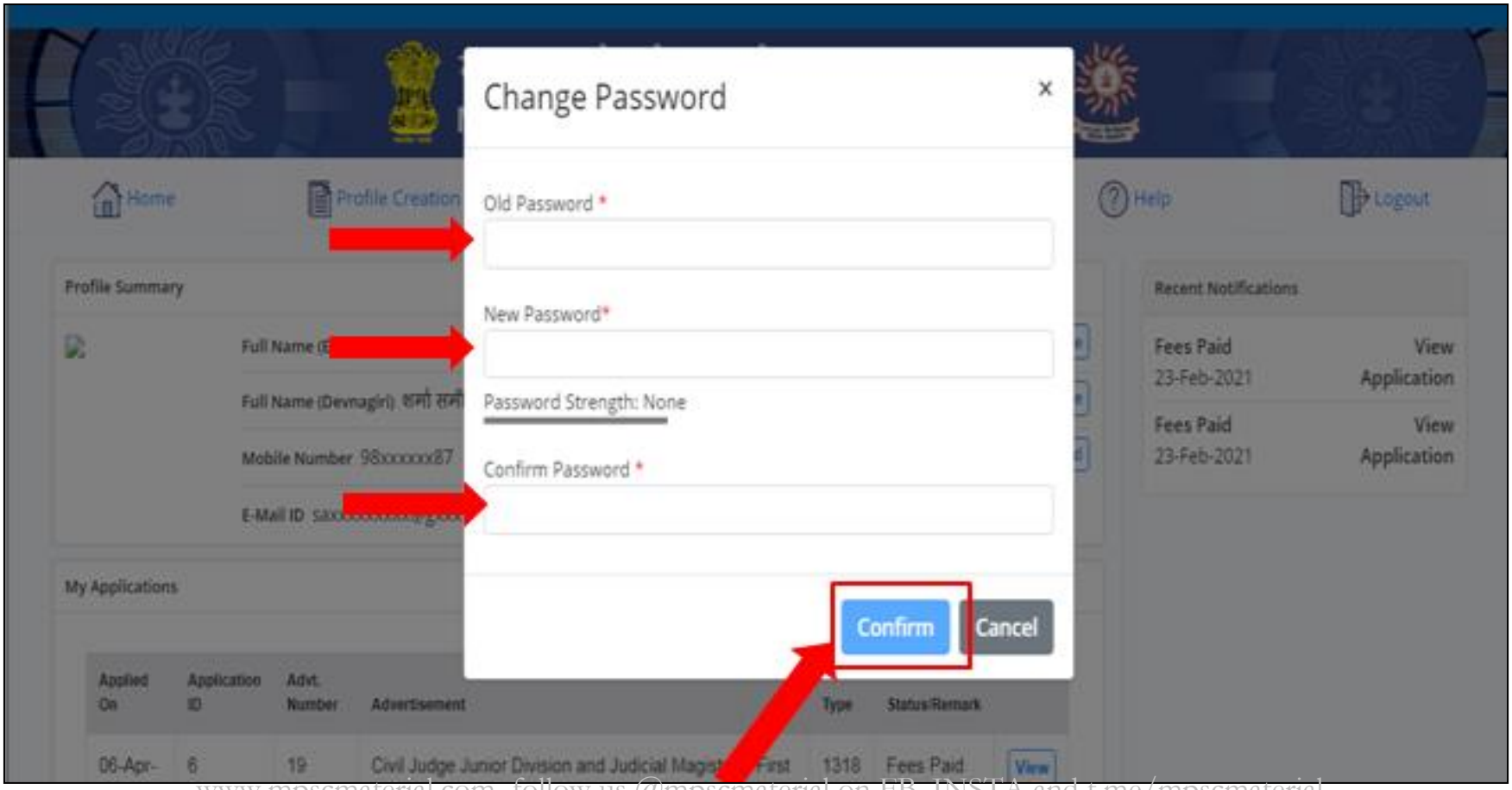
Use of My Account

- **Change Password:** Click on change password button to change the password of the profile.
- After clicking change password button a window will popup where candidate can change the password.

Use of My Account

- Enter the old password in the field.
- Enter the new password and re-enter the same password into the confirm password field.
- Click on confirm button to change the old password to new password.
- Login into the account with the changed/new password.



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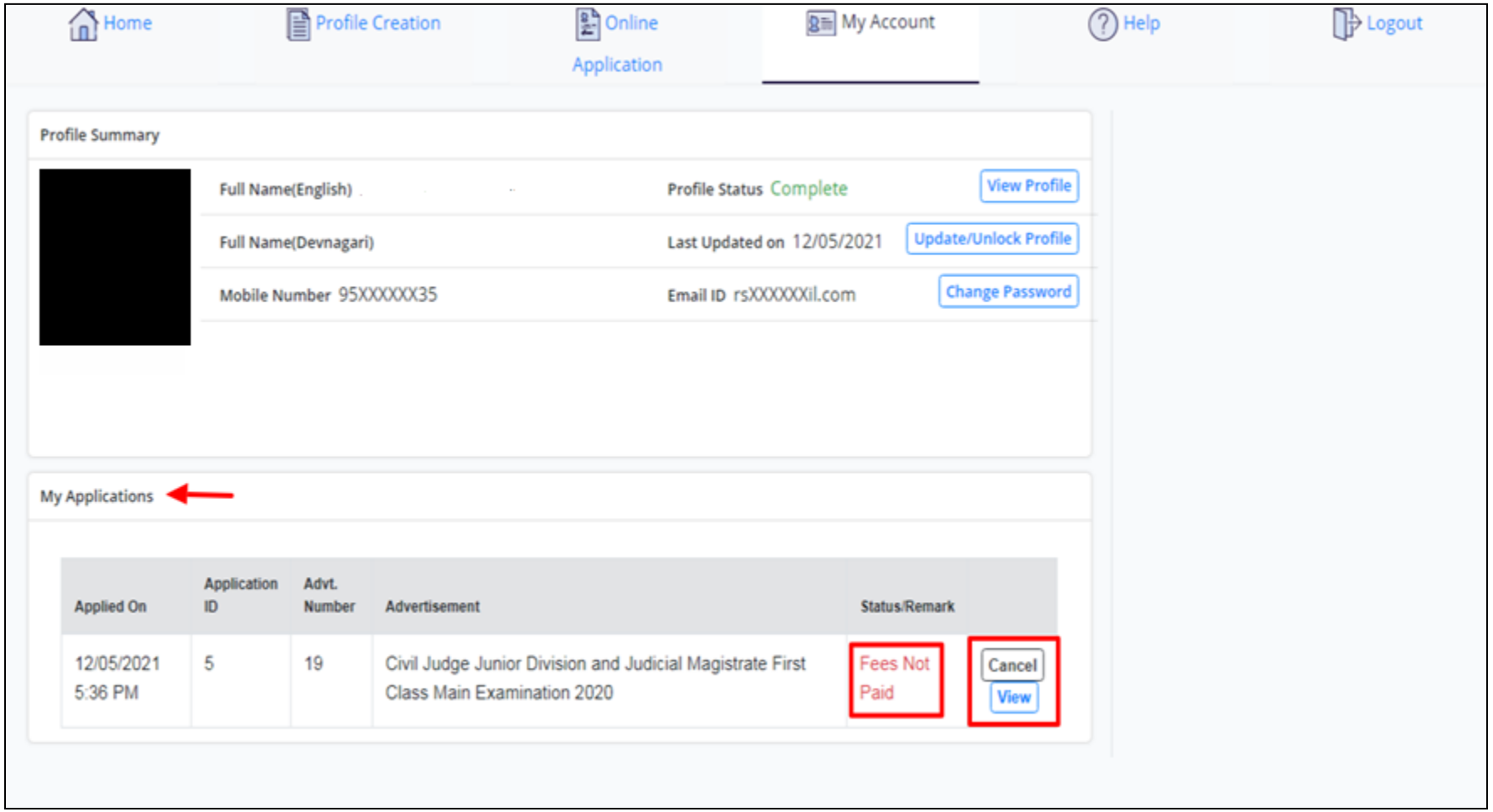
Use of My Account

- In "**My Account**" candidates applications are shown under **My Applications** section.
- These are the applications of the post candidate has applied for.
- Status/Remark of the fees payment is shown in the status/remark section.
- Candidate can view his/her application by clicking on **view** button as shown below.



Use of My Account

- Click on view button to view the application.
- Application will be displayed.

My Applications

Applied On	Application ID	Advt. Number	Advertisement	Status/Remark	
12/05/2021 5:41 PM	6	19	Civil Judge Junior Division and Judicial Magistrate First Class Main Examination 2020	Fees Not Paid	Cancel View

Applications Details

Advt. Number 19 Application ID 6 Applied On 12/05/2021 5:41 PM

Advertisement (English) Civil Judge Junior Division and Judicial Magistrate First Class Main Examination 2020

Advertisement (Marathi) दिवाणी न्यायाधीश कनिष्ठ स्तर व न्यायदंडाधिकारी प्रथम वर्ग मुख्य परीक्षा 2020

Start Date of Application 27/04/2021

Last Date of Application 26/06/2021

Exam Name Civil Judge Junior Division and Judicial Magistrate First Class Main Examination 2020

Exam Center Mumbai

You are eligible for following post(s)

1 Post Name(English) Fresh Law Graduate Post Name(Marathi) Fresh Law Graduate

Description Age Criteria : Qualification : LL.B OR B.S.L.LL.B OR B.S.LL.B OR B.L.S.LL.B OR LL.M (Any Subject) Result : Passed For Degree – Percentage : 55% & Attempt : Only 1st Attempt For P.G.Degree – Percentage: 55% Qualification : As on 30/03/2021 Experience : No Experience

2 Post Name(English) Advocate Post Name(Marathi) Advocate

Description Age Criteria : Qualification : LL.B OR B.S.L.LL.B OR B.S.LL.B OR B.L.S.LL.B OR LL.M (Any Subject) Result : Passed For Degree – Percentage : 55% & Attempt : Only 1st Attempt For P.G.Degree – Percentage: 55% & Attempt : Only 1st Attempt Qualification : As on 03/01/2020 Experience : 3 years experience as on 03/01/2020 [Nature of Job - Advocate OR Public Prosecutor OR Attorney]

3 Post Name(English) Fresh Law Graduate Post Name(Marathi) Fresh Law Graduate

Description Age Criteria : Qualification : LL.B OR B.S.L.LL.B OR B.S.LL.B OR B.L.S.LL.B OR LL.M (Any Subject) Result : Passed For Degree – Percentage : 55% & Attempt : Only 1st Attempt For P.G.Degree – Percentage: 55% Qualification : As on 30/03/2021 Experience : No Experience

Declaration

I KALE RAJENDRA SHIVAJIRAO here by declare that I have read the advertisement/notification for the post(s) and read the information about the post(s) carefully. I accept it. I have assured for myself that I fulfill all the terms and conditions mentioned in the advertisement/notification. All the information, provided in this application is true and correct to the best of my knowledge. I am aware that I will be liable for appropriate action (including loss of the job) if the information provided is found to be incorrect. I the undersigned hereby authorize and give consent to M.P.S.C. for using my Aadhar details for verification of my identity.

Last Updated on 12/05/2021
Location mumbai

sign

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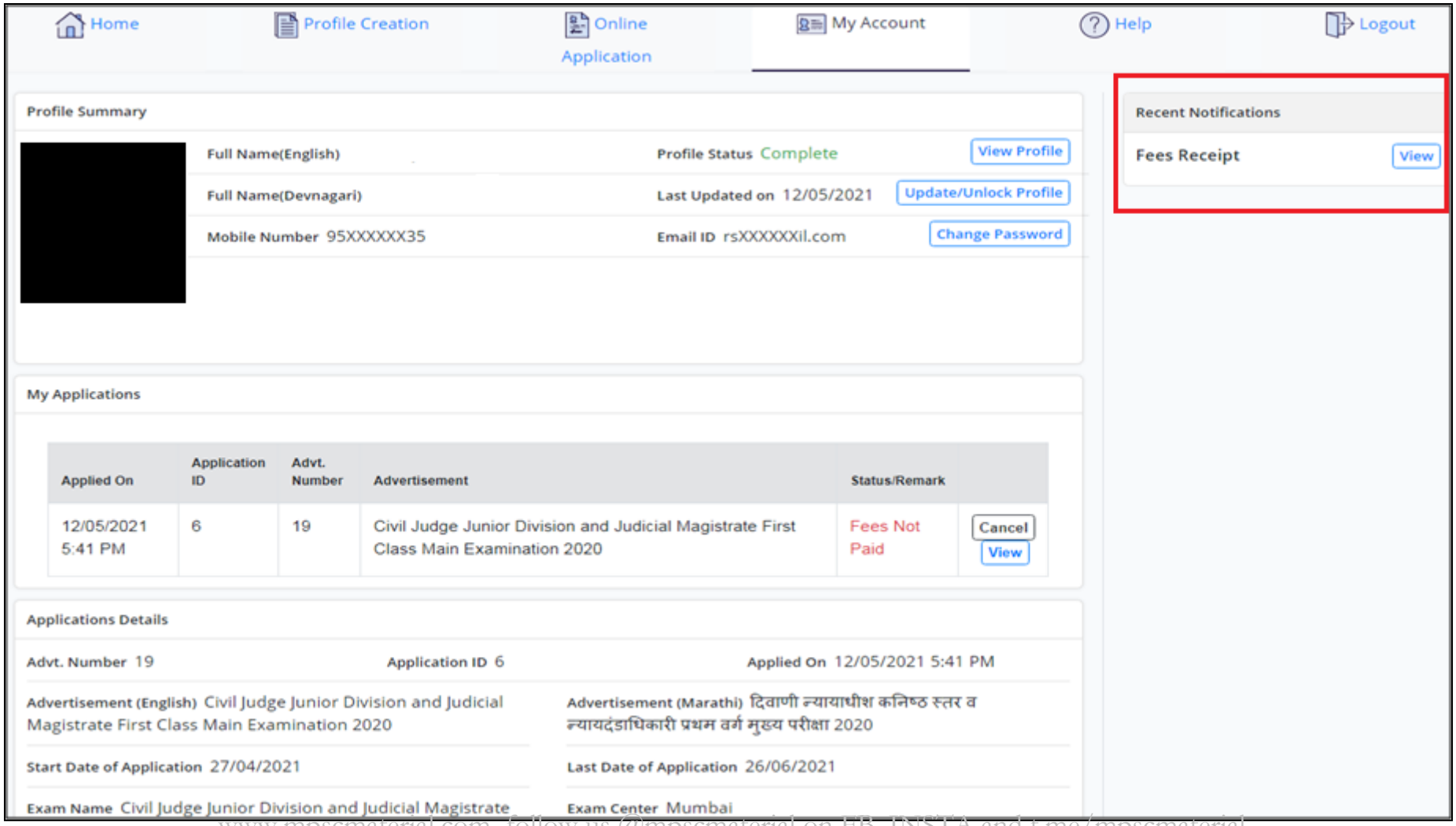
Use of My Account

- After clicking on view button application will be displayed as well as fees receipt will be generated which candidate can download by clicking on the view button in front of fees receipt under recent notifications.



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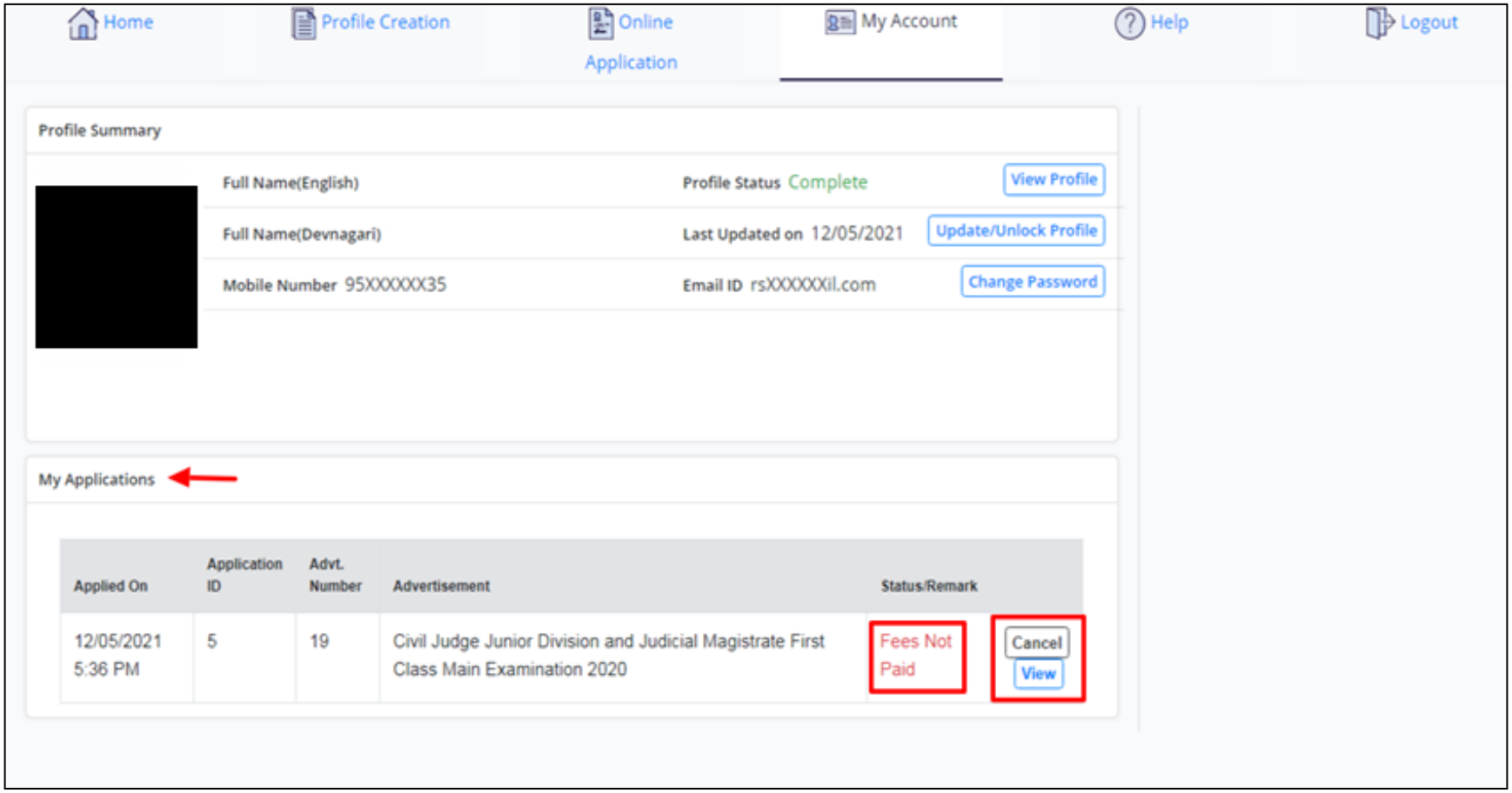
Cancel The Application

- candidate can cancel the application by clicking on the cancel button which is in front of the advertisement.
- A popup box will appear on the screen.



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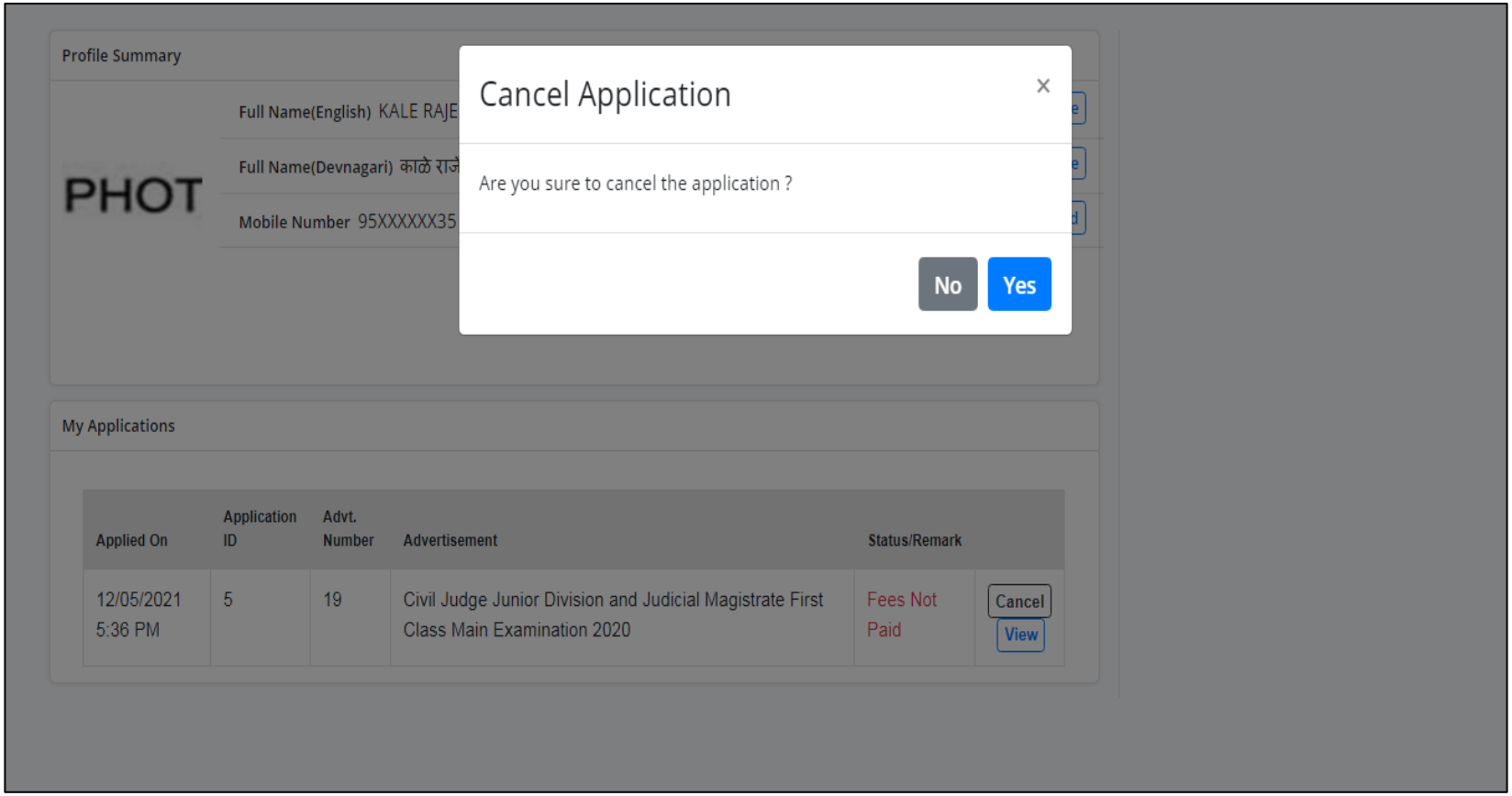
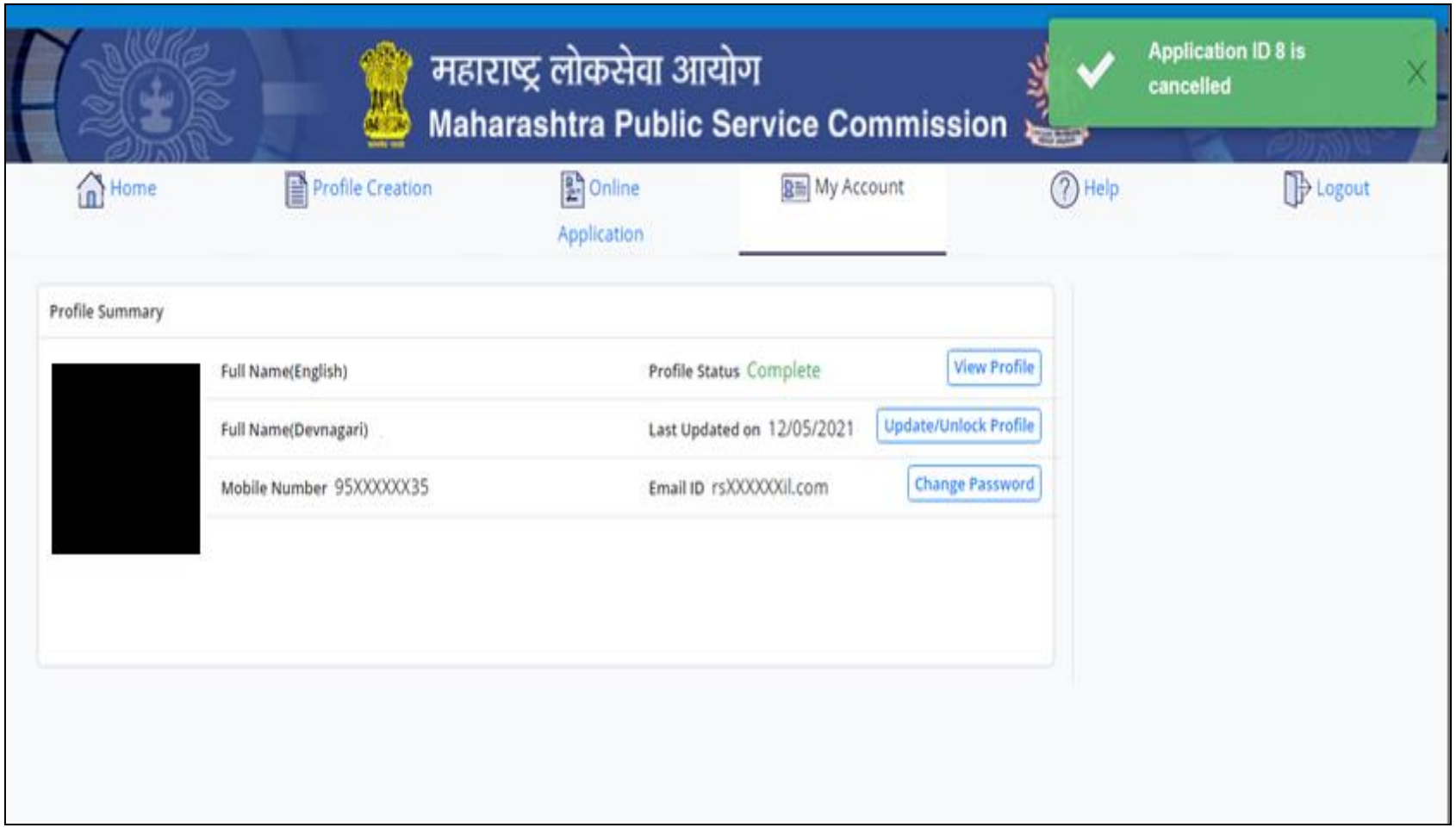
Cancel The Application

- Click on “yes” button to cancel the application.
- Application will get deleted and a message box will come on the screen with the success message



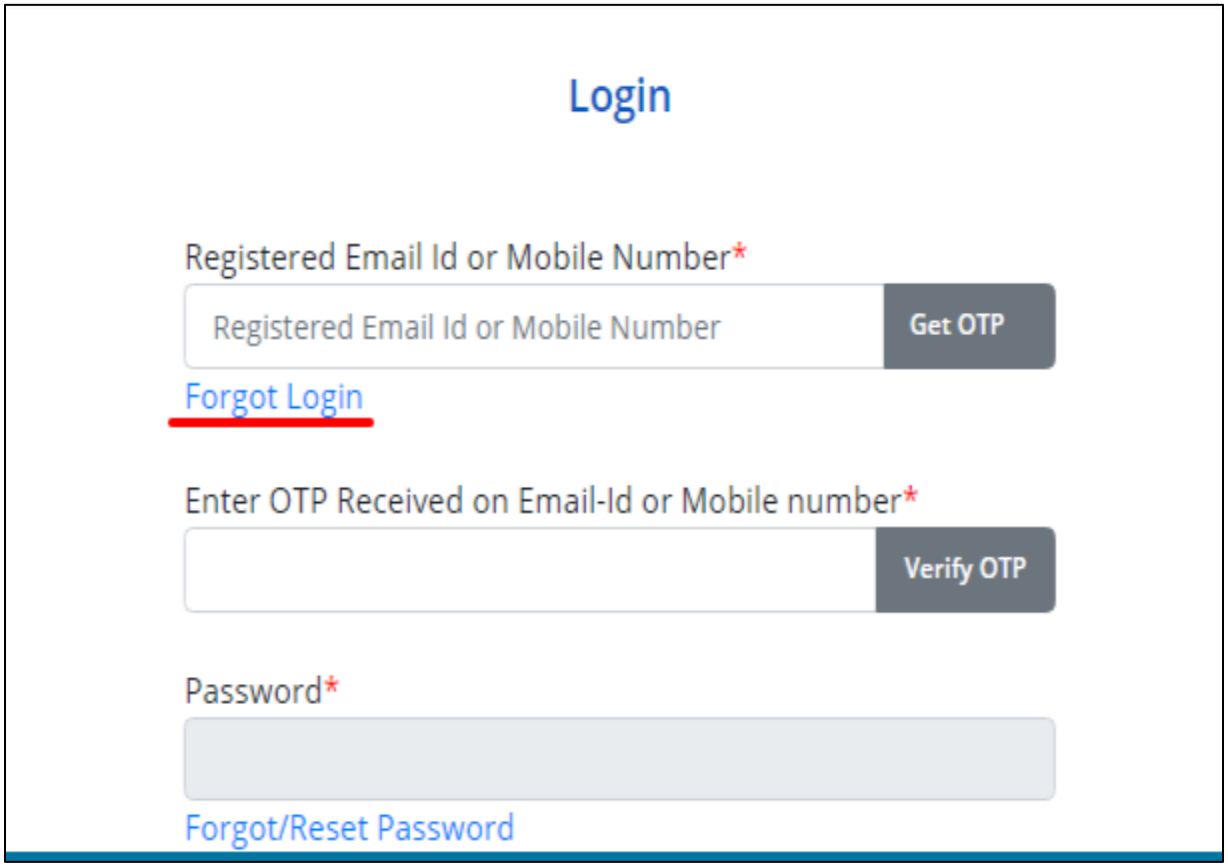
Cancel The Application

- Application will get cancelled and a message will popup on the screen in the green box- “Application ID Is Cancelled”



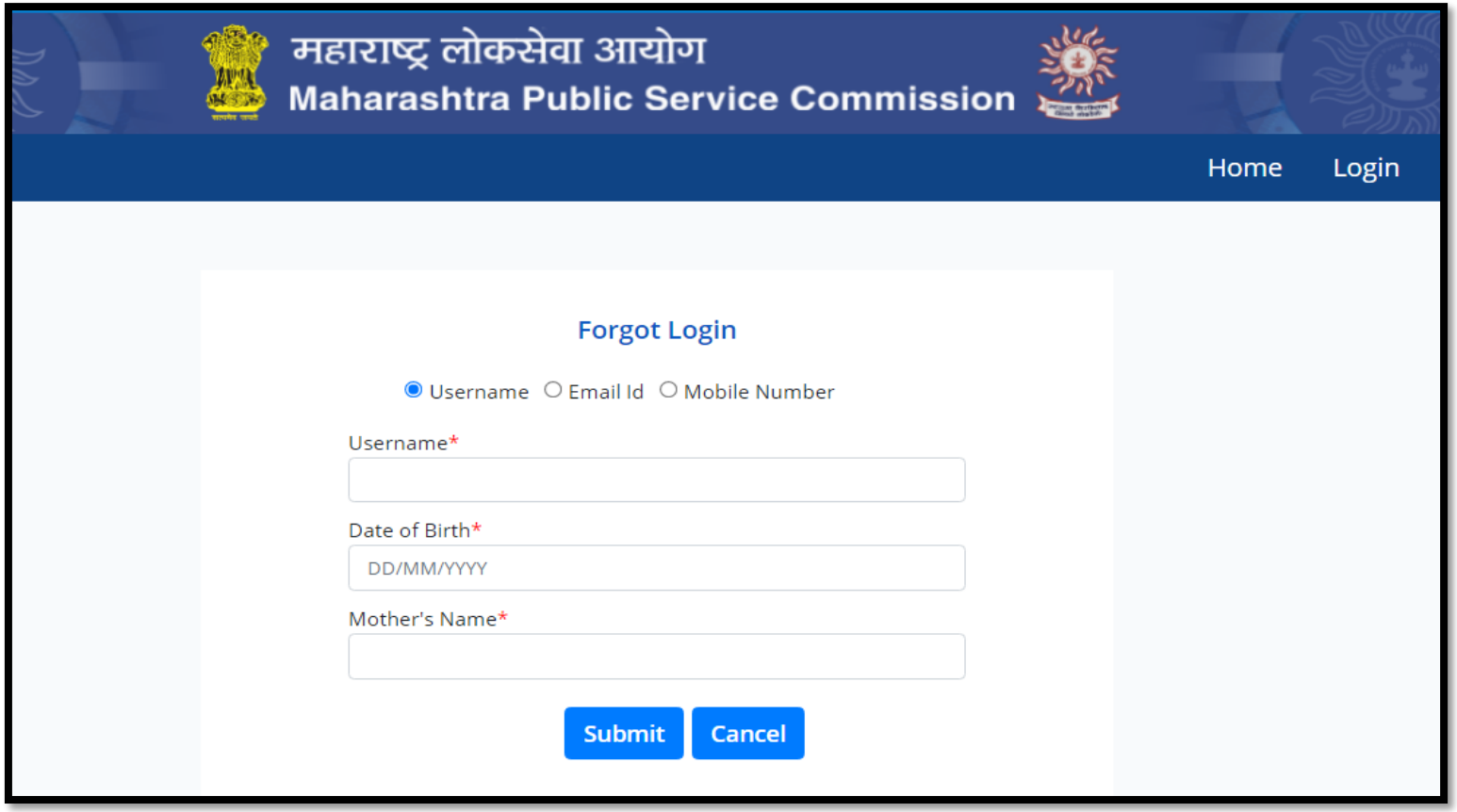
Forgot login

- Click on “Forgot Login” under registered email-id box on login page. If candidate forgot the login credentials.



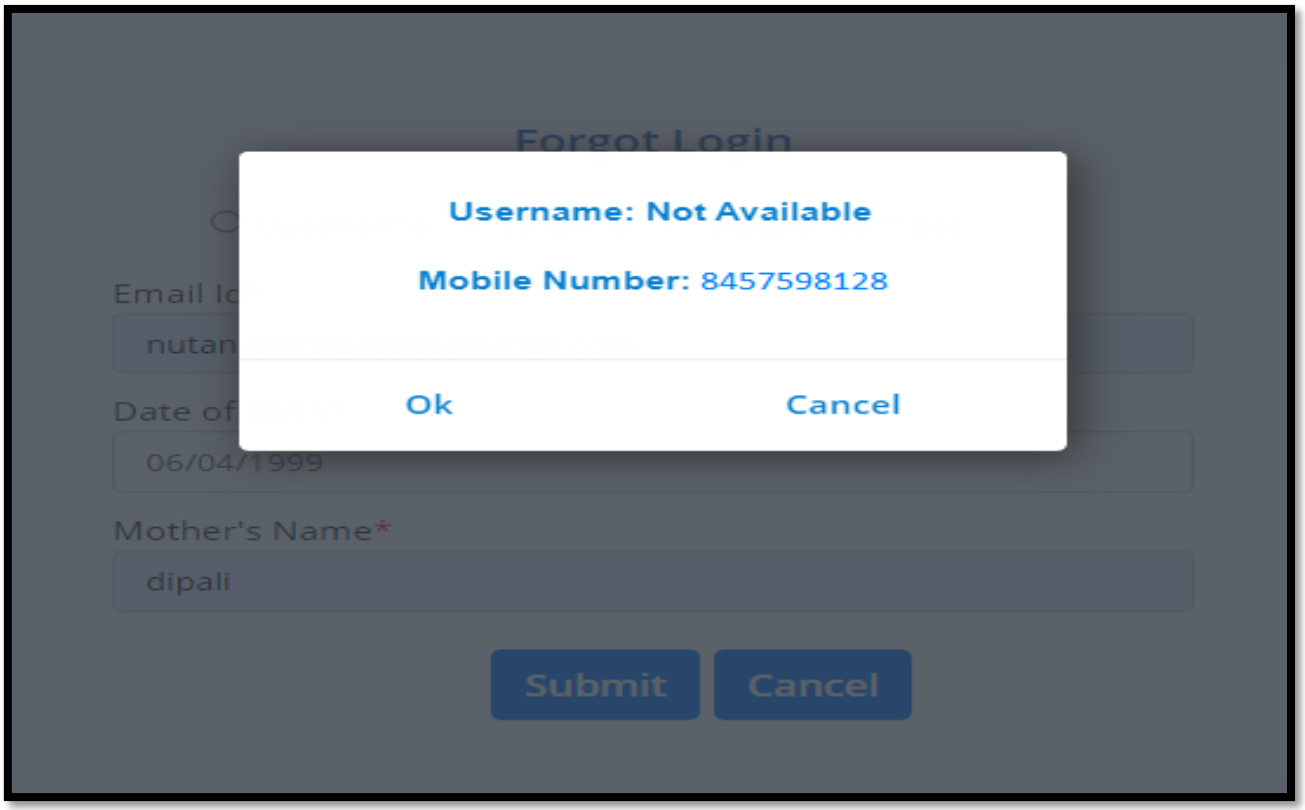
Forgot login

- When clicked on forgot login a page will open as shown below.
- Candidate can get login credentials by selecting username or email-id or mobile number.
- Enter selected value in the field; enter date of birth and mothers name.
- Click on submit button.



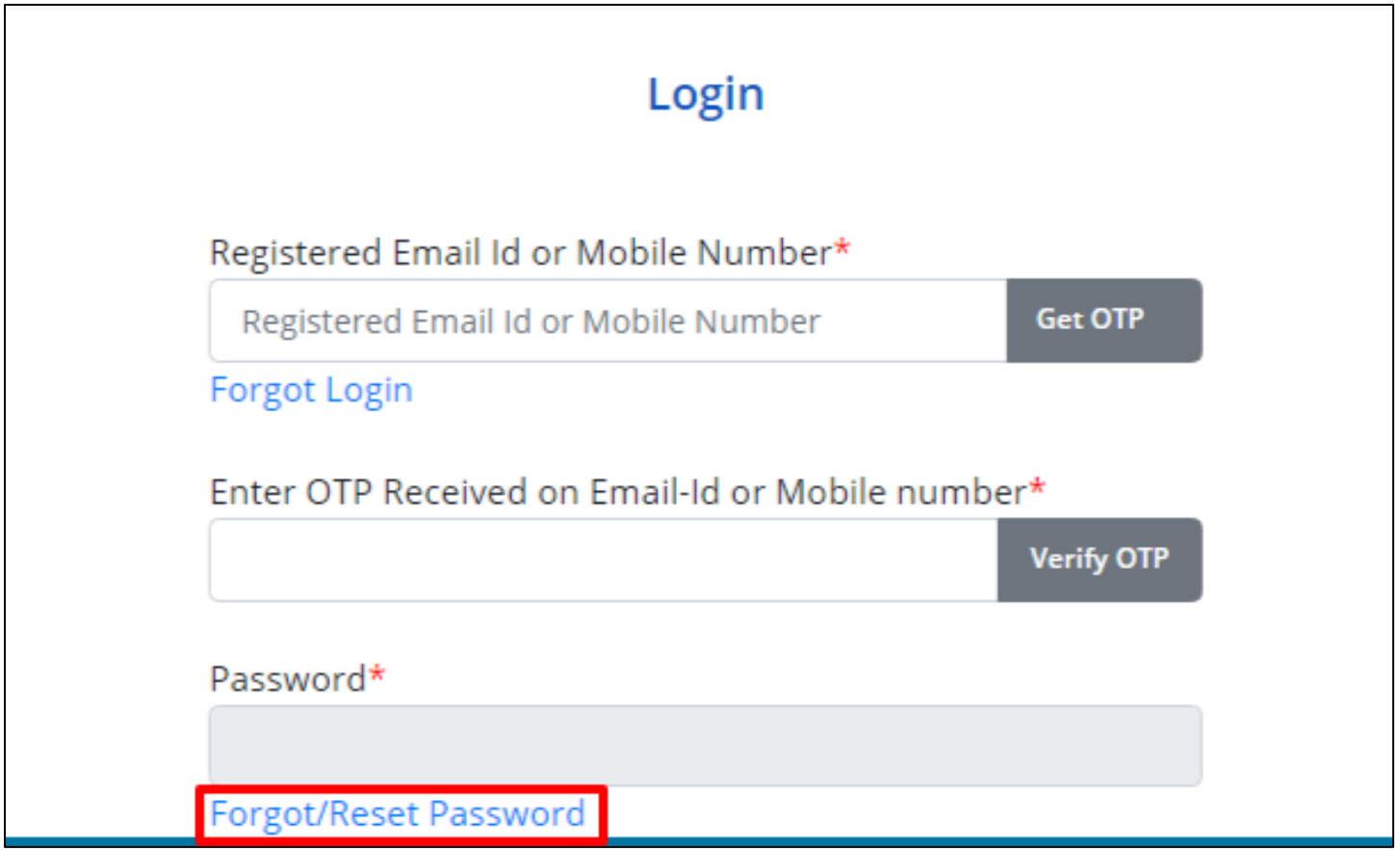
Forgot login

- Candidate will get login credentials such as email-id, username and mobile number in a message box.
- Click ok after noting down the shown credentials.



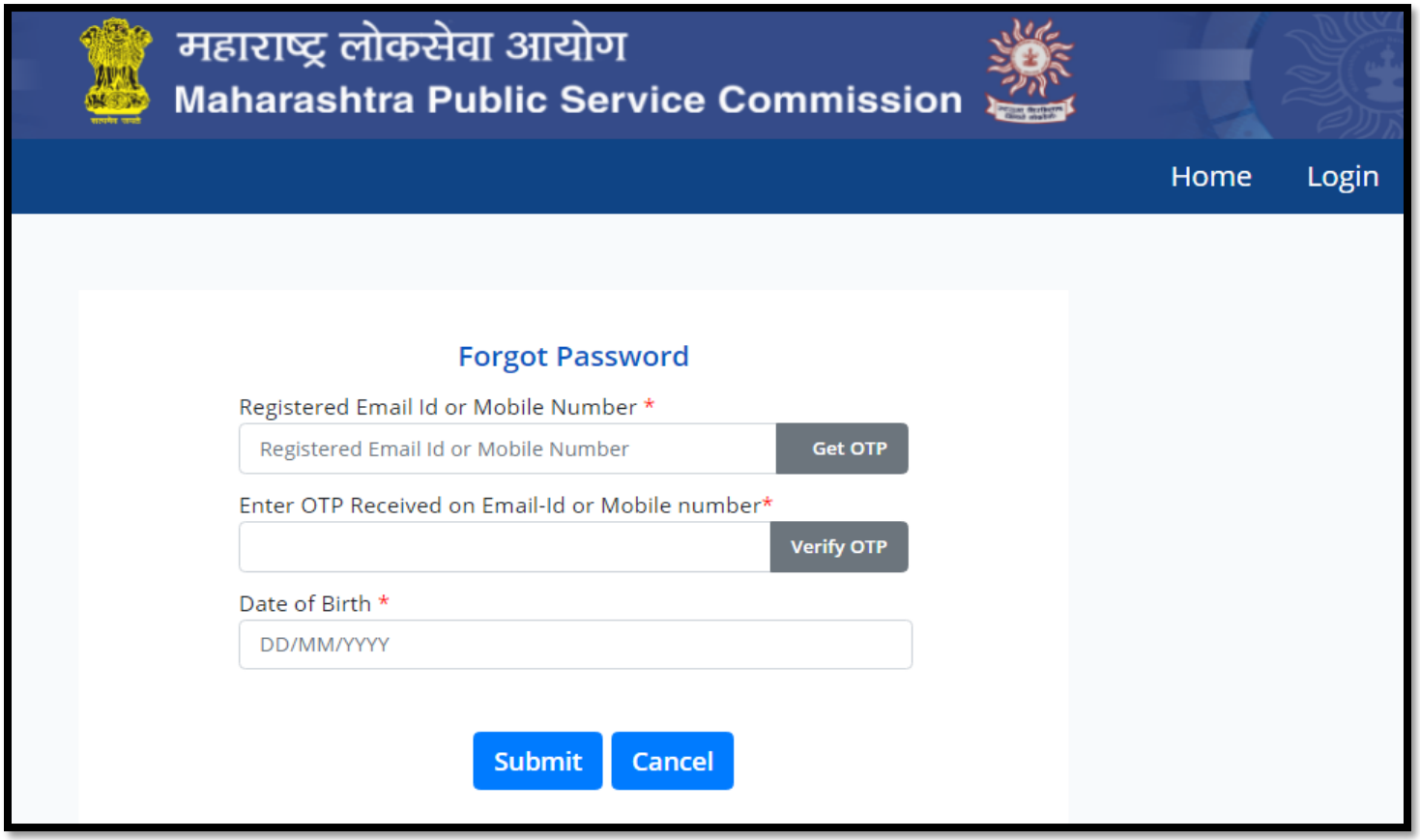
Forgot password

- If candidate forgot the password of the account, click on “forgot password” link under the password field.



Forgot password

- Enter the registered email-id or mobile number in the field.
- Click on get OTP button.OTP will be received on the entered email-id/mobile number. enter that OTP into OTP field and click on “verify OTP” button.
- Enter the date of birth and click on submit button.



Forgot password

- New page will appear where candidate can change the password.
- Enter “new password” and confirm the password in the “confirm password” field.
- Both passwords should be same.
- Click on the “Reset” button.
- Login into the account using the new password.

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