

## **GUIDELINES FOR FILLING UP OF ONLINE APPLICATION-(NON-HYD KAR)**

**(Selection is purely on merit basis on marks obtained in the written test conducted by KPCL)**

Post Applied for: You have to choose any one of the post. If you have not selected the post applied then you will not get the qualification option in Sl.no 14(a).

Sl.No-1] Name of the Candidate: Please enter the name as in the SSLC or equivalent marks card.

Sl.No-2] Sex: Male/Female- Please click the relevant.

Sl.No-3] Marital Status: Unmarried/Married- Please click the relevant.

Sl.No-4] Date of Birth: Please enter the date of birth as in the SSLC or equivalent marks card.

Sl.No-5] Religion: Please select any one of the religion in drop-down menu.

Sl.No-6] Caste: Please enter the relevant caste to which you belong.

Sl.No-7] Category: Please select any one of the category in drop-down menu.

Sl.No-8] Horizontal Reservation: Please mark (√) to all the fields for which you are claiming reservation. e.g.: if you are belonging to rural, KMC and woman, you need to click (√) for column Rural, Kannada Medium and Woman.

Sl.No-8 a) Age Relaxation under: Please click the relevant field for which you are eligible for claiming age relaxation (please refer to our notification for relaxation in age)

b) In case of Person with Disability (PwD), enter the nature of disability and percentage of disability i.e one leg, one arm, hearing impaired.

c) Enter the percentage of disability.

d) Whether children of defense personnel killed or disabled in action: Please select Yes or No from drop-down menu

Sl.No-9] SC/ST/Cat-I candidates to furnish: Please enter the date of issue of SC/ST/Cat-I Certificate.

Sl.No-10] a) Caste Certificate issued date: Please enter the date of issue of the caste certificate issued by the Tahasildar from respective Taluks for which you are claiming reservation.

b) Income Certificate Issued date: Please enter the date of issue of the income certificate issued by the Tahasildar from respective Taluks for which you are claiming reservation.

c) Income Amount (in Rs): Please enter the annual income(only numbers) as indicated in the income certificate issued by the Tahasildar.

**\* The candidates should be in possession of valid certificates as on the last date fixed for submission of application.**

Sl.No-11] Parents Details:

a) Name of the Father/Guardian: Please enter the name of the Father as in the SSLC or equivalent marks card or Guardian name.

b) Mother Name: Please enter the name of the Mother.

Sl.No-12] Communication details:

Address: Enter the address details for further communication from this office.

Taluk: Enter the Taluk name.

Pincode: Enter 6 digit pincode.

District: Select District from drop-down menu.

State: Enter State name.

Phone: Please enter your 10 digit mobile number for communicating through SMS.

E-mail: Please enter your valid email-id for further communication.

Sl.No-13] Whether studied KANNADA as one of the subjects in SSLC or equivalent Examination: Please specify Yes studied Kannada in your SSLC or equivalent equivalent Examination or No if you have not studied Kannada in your SSLC or equivalent equivalent Examination.

Sl.No-14] a) Educational Qualification: Please select anyone of the qualification you possess from the drop-down menu. If you do not see the qualification in the drop-down menu, this indicates that you have not selected 'the post applied for' in the column above. Once you have selected the post you can see the qualifications in the drop-down menu.

b) Enter the number of years of experience.

c) **Bachelor's Degree Details:**

i) University Name: Please specify the name of the University you have acquired the required education qualification

ii) Year of Passing: Please specify the year of passing the last examination for acquiring the prescribed degree.

iii) Register number: Please enter the Register number as specified in the marks card.

d) **Master's Degree Details:**

i) University Name: Please specify the name of the University you have acquired the required education qualification

ii) Year of Passing: Please specify the year of passing the last examination for acquiring the prescribed degree.

iii) Register number: Please enter the Register number as specified in the marks card.

Sl.No-15] CS/CA/ICWA Membership Details: (Details to be entered by candidates applying for the post of DGM(CA&CS) and Accounts Officer)

a) CS/CA/ICWA Membership Certificate Number : Enter Membership Certificate Number.

b) CS/CA/ICWA Membership Certificate issue Date : Enter issuing date.

Sl.No-16] a) Select 'YES' or 'NO' if HK candidate applied for NHK post.

b) If yes, Please enter post code and application number of NHK post.

**Select applicable Fee to be paid:** Please select the amount to be paid as given in the notification as per the reservation claimed by you. For GM/IIa/IIb/IIIa/IIIb-Rs.500+ Rs.15, for SC/ST/Cat-I- Rs.250+ Rs.15, for Ex-servicemen/Children of Defence Personnel killed or disabled in action/Persons with Disability (Divyanga)-Rs 35+ Rs.15

### **Further Instructions :**

a) After filling up of all the fields click preview to see the application form. If any of the fields are left unfilled by you, a message will be displayed and the cursor moves to unfilled field.

b) After clicking the preview button you will get the details of the entered data. If it is found that there is need for editing any of the details please click 'go back', this will take back to the main menu. You have to select once again post applied for and qualification and make suitable corrections and then click preview again to see the details in the application form.

c) If all the information provided is correct, please click Submit/Register Me. Once you click this you will not be able to make further correction. This will take you to the Challan and application details.

d) You can make as much as changes **before** moving into the generation of the payment challan.

e) After going to the Challan details, please take a print out of the challan and make payment and obtain the receipt in any one of the computerized post office branch in the state of Karnataka. The receipt so obtained has to be produced during the verification of documents. If the amount is not paid the application will not be considered for further process.

f) Please take a printout copy of the application details and keep it with you. The same has to be produced during the verification of documents.

**Submission of application, taking printout of Challan & Acknowledgement should be done on or before the last date of Online-application submission.**

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