

Steps to be taken in Application Form for Various Post in Adarsh School Sept-2015

1. In the column **Name of the Post** you have to select the category in which applicant wants to apply.
2. In the column **Category** you have to select your caste to which applicant belongs to.

3. Under Candidate's Details:

- In column **Name** you have to write the applicants name.
- In column **Father's Name** you have to write the applicant's father name.
- In column **Mother's Name** you have to write the applicant's mother name.
- In column **Date of Birth** you have to write the applicant's date of birth.
- In column **Marital Status** you have to select category to which applicant belongs to.
- In column **Gender** you have to select category to which applicant belongs to.
- In column **Nationality** you have to select category to which applicant belongs to.
- In column **Domicile** you have to select category to which applicant belongs to.
- In column **Govt. Service/PSU** you have to select YES if the applicant is already in Govt. Service/PSU. If not, then select NO.
- In column **Punjabi passed as subject at Matric/Higher Class Level** you have to select YES if the applicant has passed Punjabi as a subject at Matric/Higher Class Level. If not, then select NO.
- In column **Age Relaxation** you have to select YES if candidate is eligible for age relaxation. If not, then select NO.
- In column **Any challan/charge sheet pending or convicted by any court or debarred by any Boards / University etc** you have to select YES if applicant belongs to it. If not, then select NO.

4. Under Address Details:

- In column **Postal Address** you have to write postal address of applicant.
- In column **Permanent Address** you have to write Permanent address of applicant. If it is same as postal address then (Same As Corr. Address) tick in the check box as shown.
- In column **Pin Code** write pin code of area to which applicant's belongs to.
- In column **State** write state to which applicant's belongs to.
- In column **District** write district to which applicant's belongs to.

5. Contact Details :

- In column **Phone No. /Mobile No.** you have to write the applicant's Phone No./Mobile No.
- In column **Email ID** you have to write the applicant's Email ID.

6. Under Qualification Details:

- In column **Matric** under **select course** you have to select Matric. In column **mode of study** select regular or private. In column **state** select state in which applicant has appeared for exams. In column **Name of Board/university** write the name of Board/University from which applicant has appeared. In column **Year/Session** write the year and Session in which applicant has passed out the class. In column **Marks Obtained** write the marks that the applicant has obtained from the class. In column **total marks** write the total marks. In **%marks** write the obtained percentage.
- In column Sr. Sec, Graduation, Post Graduation, B.Ed/B.T., M.Phil., PHD follow the same instructions as prescribed above.

7. Under Photo and Signature:

- Instructions to upload coloured photo of the applicant
 - ✓ Photo size must be **5 to 50KB**.
 - ✓ Photo pixels must be **150 W X 200 H Pixels**
 - ✓ Photo must be in **_.jpg_** format.
- Instructions to upload signature of the applicant

- ✓ Signature size must be **2 to 20KB**.
- ✓ Signature pixels must be **140 W X 60 H Pixels**
- ✓ Signature must be in **__jpg__** format.

8. Enter Below Image Text :

Enter **text** in Box , shown in Image.