# GUIDELINES FOR FILLING UP OF ONLINE APPPLICATION
## (The posts filled are through merit only)

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 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)

Sl.No-9 a) Caste Certificate (IIa/IIb/IIIa/IIIb) 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 as indicated in the income certificate issued by the Tahasildar.

Sl.No-10 a) Hyderabad-Karnataka Certificate: Candidates who are claiming reservation under Article 371[J] of the Constitution has to fill the relevant details. Click 'YES' if belong to Hyd-Kar region or else 'NO'

   b) The date of issue of certificate by the competent Authority has to be entered.

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

Sl.No-11] a) Name of the Father/Guardian: Please enter the name of the Father as in the SSLC or equivalent marks card or name of Guardian.
   b) Mother Name: Please enter the name of the Mother.

Sl.No-12] Communication Details:  Enter the address details for further communication from this office.

   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] Educational Details:

    a) Qualification: Please select **any degree** option 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) Name of the degree: Please enter the name of Bachelors'degree.

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

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

    d) Registration number: Please enter the Registration number/Exam Roll number as specified in the marks card.

Sl.No-15] Marks obtained in the Qualifying Degree examination: Please enter maximum marks and total obtained marks of Bachelor's Degree (all the years/semesters including languages).

Sl.No-16] Marks obtained in the Company Secretary examination: Please enter maximum marks and total obtained marks of Company Secretaryship course (all the groups only in executive and professional exam put together).

Sl.No-17] After entering the details please click 'Calculate Total%' button. Then you will get the percentage considering 25% of average degree marks & 75% of average Company Secretary Course Marks.

**<span style="color:red">Note: Please enter the correct details. The posts are filled on <u>merit basis only</u> considering 25% of average marks obtained in Bachelor's Degree (all the years/semesters including languages) and 75% of average marks obtained in Company Secretaryship course (all the groups only in executive and professional exam put together).</span>**

Sl.No-18] Company Secretary & Associate membership details:(The registration should be within 26.09.2016):

    a] Select date of registration
    b] Enter registration number

Sl.No-19] Enter Work experience in years

Sl.No-20] Enter prescribed work experience with details such as name of organisation, designation and period.

Sl.No-21] 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-Rs.515/-, for SC/ST/Cat-I- Rs.265/-, for Ex-servicemen/Children of Defence Personnel killed or disabled in action/Persons with Disability (Divyanga)-Rs 50/-

**<u><span style="color:red">Further Instructions</span></u>** :

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 curser 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(CTRL+P) 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.

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