

## **\*\*Candidate Instructions (Walk-in Interview Application)\*\***

### **1. Register and login**

- Create your candidate account and login with your email/password.

### **2. Start application**

- Go to `Candidate Dashboard` and click `Apply for Walk-in Interview` .

### **3. Select correct post**

- Choose:

- `School`

- `Drive`

- `Post`

- Make sure you select the exact post you want to apply for.

### **4. Fill personal details**

- Enter:

- Name

- Father/Husband name

- Date of birth

- Gender

- Category

- Phone

- Email

- Address

- Specialisation (if applicable)

### **5. Upload documents**

- Upload clear files in `JPG/JPEG/PNG/PDF` .
- Keep each file within the allowed size.
- `Photo` is mandatory on first submission.
- Upload other required documents (ID, qualification, B.Ed, CTET/TET, experience, etc.) as applicable.

#### 6. Add qualifications

- Enter all relevant qualification rows:
  - Exam/Degree
  - Board/University
  - Subjects
  - Year
  - Total marks
  - Marks obtained
  - Percentage
  - Concern subject percentage

#### 7. Add experience

- Enter experience details row-wise:
  - Institute
  - Designation/Post
  - From/To dates
  - Years
  - Remarks

#### 8. Submit application

- Click `Submit Application` .
- After successful submission, you will be redirected to your application details page.

## 9. Print and carry form

- Open your application from dashboard.
- Click `Print Form`.
- Take a printout and bring it to school with original documents.

## 10. One-time edit rule

- You can edit your application only **one time** using `Edit (1 time)` button (shown on dashboard/details page).
- Edit is allowed only before school processing starts:
  - status is still submitted
  - token not generated
  - verification not started
- After one edit is used, or processing starts, further edits are blocked.

## 11. After school verification

- School/desk staff verify documents and eligibility.
- If eligible, token is generated for interview queue.
- Track status from your dashboard/application page.

## 12. Important reminders

- Submit only correct and truthful information.
- Keep phone/email active for updates.
- Carry printed form and supporting originals on interview day.
- One application is for one post; choose post carefully.