Instructions for filling the online form

*APPLICANTS NEED NOT SEND COPY OF THE APPLICATION FORM OR ANY OTHER DOCUMENTS TO APDCL OFFICE. HOWEVER, CANDIDATES SHOULD TAKE PRINTOUT OF THE APPLICATION FORM AND SUBMIT IT DURING THE TIME OF DOCUMENT VERIFICATION (IF CALLED FOR) AND KEEP A COPY FOR HIS/HER PERSONAL RECORD.

1.	Before filling Online Application Form, download **EMPLOYMENT NOTICE** and read the same carefully.
2.	After successful login, **FIVE** different Tabs of Application Form will appear in the following order: **Personal Details**, **Educational Details**, **Work Experience**, **Photo & Sign** and **Profilelock.**
3.	All the **Tabs** are mandatory.
4.	Applicants are advised to lock the **Profilelock** Tab, after successful completion of all information under the **Tabs**.
5.	Candidates should ensure that all information entered in the Application form will remain open for editing until locking the **Profilelock** Tab.
6.	The applicant cannot make any change once the **Profilelock** is locked.
7.	The Application form will automatically get locked if remain unattended till the last day of Registration.
8.	Applicants for ASSISTANT MANAGER (Law) are requested to furnish complete **Work Experience** (in case of multiple organizational experience) in the place provided for the same in the Application form.
9.	After careful filling of Application form candidate must upload scanned photograph and signature (Size of the photograph should be maximum of **35 kb** and minimum **20kb**. Size of Signature should be maximum of **30kb** and minimum **15kb**. The photograph and signature should be either in **'.jpeg'** or **'.jpg'** format).
10.	**Candidates are advised to remember the Application form No. and the password for future login.**
11.	Please note that if any mistake is detected after submission of Online Application form, it cannot be rectified. The authority shall not be responsible for rejection of candidature at the time of interview/(Viva-Voce), if called for, due to non-fulfillment of eligibility criteria and/or wrong entry of information in the Online Application form.
12.	After submitting Online Application Form, please make the Payment by login.
13.	Applications of only those candidates who have submitted the **requisite fee** on or before the last day of payment will be accepted.
14.	The candidate may take print out of his/her Application form only after successful payment.
15.	The applicant must possess the requisite criteria and educational qualifications as mentioned in the Employment notice.
16.	Applicant's email-id and the mobile number should remain valid at least for the next one year for further correspondence.
17.	Session time out is 10minutes