Kendriya Vidyalaya Sangathan (HQ)
18, Institutional Area ,Saheed Jeet Singh Marg
New Delhi-110016

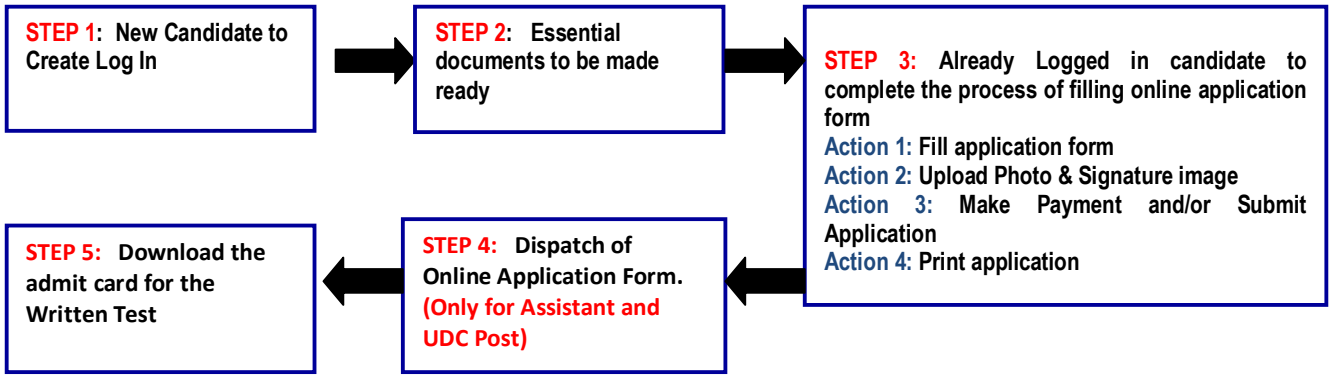
HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through KVS's website www.kvsangathan.nic.in or https://jobapply.in/kvs/

2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1 : New Candidate to Create Log In

- New Candidate to visit the website : https://jobapply.in/kvs204ntp/ and click :**Fresh Candidate (Click Here) to Create Log In**
- You must have a valid email ID for applying online.
- Remember the password filled here for creating Log In.
- Press the button "Submit". **Information once filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.

Note: Kindly note that the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form. Same email id can be used to register for more than one post.

STEP 2: Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)
  b) Personal details
  c) Educational qualification details
  d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB (Optional)
  e) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB (Optional)
  f) Debit / Credit Card details in for online payment. (No Fees for SC,ST, PwD and Ex – Servicemen category)
  g) Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate) **(Only for Assistant and UDC Post)**
  h) Disability Certificate for Persons with Disabilities **(Only for Assistant and UDC Post)**

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STEP 3 : Already Logged in candidate to Login to perform following actions to complete the process of filling online application form

Action 1	⇨	**Fill application form**
Action 2	⇨	**Upload Photo & Signature image**
Action 3	⇨	**Make Payment and/or Submit Application**
Action 4	⇨	**Print final application form**

- Logged in Candidate to visit the **website :** https://jobapply.in/kvs204ntp/ and login by clicking **Already Logged In Candidate(CLICK HERE) to Complete Process**

- **On clicking Already Logged In Candidate (CLICK HERE) to Complete Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

  - **Action1 : Fill Application**
  - **Action 2 : Upload Photo & Signature image**
  - **Action 3 : Make Payment and/or Submit Application**
  - **Action 4 : Print Application Form**

✓ **Action 1: Fill Application (Click on the button to fill application form)**

- Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- While filling the application form online, please save the information by clicking the button "SAVE".
- In case you wish to edit any information you can do so by logging again using Email-ID and Date of birth. After editing the information, make sure to save the information by clicking the button "SAVE".

✓ **Action 2 : Upload Photo & Signature image**

- **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.

- **Upload Scanned Signature image** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would be saved with your information, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature may be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

✓ **Action 3 : Make Payment and/or Submit Application**

No Fees is required to be paid by SC, ST, PwD and Ex – Servicemen category candidates.

Candidate is required to make the payment through Credit/Debit Card and Internet Banking only. Keep the Debit Card / Credit Card Details handy.

- On successful transaction of the payment through payment gateway, auto generated application number will be issued.
- For the post of Principal, Technical Officer, Finance Officer, Hindi Translator, LDC and Stenographer Grade II, the candidate has to keep set of application with documents duly photocopied for record and the same is to be produced at the time of interview/skill test, if shortlisted.
- For the post of Assistant and UDC, print out of completed application and self-attested copies of testimonials, is to be sent to "Post Box No. 3076, Lodi Road, New Delhi-110003" **by ordinary post only.**

NOTE: Once the payment has been made; you will not be allowed to change/modify any information.

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✓ **Action 4 : Print Application**

- Take the print out of Online application form
- Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**

STEP 4 : Dispatch of your application.

- Only Candidates applying for the post of Assistant / UDC need to send print out of completed application and self-attested copies of testimonials to "Post Box No. 3076, Lodi Road, New Delhi-110003" **by ordinary post only.**
- **Candidates should keep one set of application with him/her for record.**

STEP 5 : Download the admit card for the written test

On the basis of information given in the KVS Application Form, Admit Card of provisionally eligible candidates will be available for download from website: https://jobapply.in/kvs/ as per the schedule to be available on the website.

Download Admit Card – On the due date for Admit Card, re-login to the website: https://jobapply.in/kvs A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available. Download the Admit Card.

Print Admit Card - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check KVS website https://jobapply.in/kvs/ for updates.