

Instructions to the candidates "How to Apply" through online

- 1.1. Candidates are advised to read following instructions carefully before applying on-line and all the instructions given on main instruction page of on-line applications.
- 1.2. Candidates are required to apply through Online Application LINK hosted at CCRAS website www.ccras.nic.in in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 03 (three) steps as follows
 - 1.2.1. **Step 1** - Create Account by providing basic details and generating a User ID and setting password
 - 1.2.2. **Step 2** - Login to fill detailed profile information providing demographic, category, subcategory, photo, sign and common documents
 - 1.2.3. **Step 3** - Apply for a post providing post specific information, uploading post specific documents and make payment for applying for respective post.
 - 1.2.3.1. Note: - Step 3 can be repeated for multiple posts via same login
- 1.3. Candidates should have a valid personal e-mail ID and Mobile Number which should be kept active during the period of this recruitment process.
- 1.4. The system generated Login ID (Reference Number), Password to Login at Online Application portal to complete online registration and submission of Online Application, information about availability of Admit Card for Test or Call Letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box).
- 1.5. The candidates are, therefore, required to check regularly their e-mail for any communication from CCRAS. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for appearing in computer-based test will not be sent by post.
- 1.6. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted finally by clicking submit button, no change / edit will be allowed, thereafter.
- 1.7. If a candidate intends to apply for more than one post, he/she will have to submit individual on-line application for each post along with prescribed application fees (as applicable). In such a case he/she should use the same reference number for login and apply for additional post(s) via which candidate had applied for the previous post. Candidate should not create multiple Reference Number for applying for different / same post.
- 1.8. The candidates should ensure the completion of all the steps i.e.
 - 1.8.1. Step 1 (User Account Creation) and
 - 1.8.2. Step 2 (Providing detailed demographic, category, sub-category etc details and submitting profile) and
 - 1.8.3. Step 3 (Apply for post(s) and online payment of Application Fee (if applicable for all the desired post(s)) by the stipulated date and time
- 1.9. Before starting to fill up the on-line application, the candidates should keep at hand the following details / documents / information: -
 - 1.9.1. His/her personal details.
 - 1.9.2. His/her scanned photograph and signature (as per dimensions given below).
 - 1.9.3. His/her caste/Category certificate for SC/ST/OBC/EWS (as per Central Govt. format)
 - 1.9.4. Disability Certificate issued for PWD candidates (as per Central Govt. norms)
 - 1.9.5. His / Her Discharge Certificate (retirement) in case of Ex-Serviceman Candidate
 - 1.9.6. His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
 - 1.9.7. Any other details/documents required relating to eligibility Criteria, viz., No Objection

Certificate (NoC) in case of applicant is already in Govt. Service, candidates other than SC/ST/OBC/PWD/Ex-Servicemen eligible for age relaxation (sports person/ widow/ divorced women/ judicially separated women/ departmental candidates/persons who had ordinarily been domiciled in the UT of J&K and Ladakh, etc.

- 1.10. **Candidates are now ready to apply on-line by visiting the CCRAS website and going to the tab "CAREER" on CCRAS website: www.ccras.nic.in**
- 1.11. Please read instruction Page of Online Application for Sign-up for generation of Login ID and PASSWORD.
- 1.12. First, the candidate must Create Account / Sign-Up (Step-I) by filling-up following details:
 - 1.12.1. Candidate Full Name as per Matriculation Certification,
 - 1.12.2. Father's Name as per Matriculation Certificate
 - 1.12.3. Mother's Name as per Matriculation Certificate
 - 1.12.4. Gender
 - 1.12.5. Date of Birth
 - 1.12.6. Mobile Number
 - 1.12.7. E-Mail ID
 - 1.12.8. Valid Govt. ID Proof (Any one of Voter ID, Passport, PAN or Driving License)
 - 1.12.9. Password and Confirm Password
- 1.13. Mobile Number & E-Mail ID will be validated via OTP
- 1.14. Candidate will be required to enter Father's Name, Mother's Name, Gender & DOB twice for confirmation.
- 1.15. **All the details entered during user account creation will not be allowed to be modified during any stage of application form filling or recruitment**
- 1.16. On Successful user creation system will be generating a Reference Number and send it on registered email id and mobile number of candidates to login and complete the application & payment for desired post(s)
- 1.17. Step-II: After re-login by using Reference Number & Password. Click on 'Profile' tab and fill up details of Personal Details (category, sub-category etc), Basic Qualification (SSC, HSC / Diploma), Upload Photograph, Signature, Caste Certificate, PwD Certificate, Discharge Certificate, Basic Qualification Certificates and Scribe Declaration Form (if applicable), etc appearing under various tabs and submit Profile by clicking submit button.
- 1.18. After submission of profile candidate will be displayed 'Apply for Post(s)' tab for doing step III via which candidate will be able to apply for various post(s) for which candidate desires to apply.
- 1.19. While applying for desired post(s) candidate will be required to provide post specific information and upload post specific documents, after submission of application the candidate will be diverted to Payment Gateway for payment of processing & examination fee.
- 1.20. Candidates belonging to the exempted category will be diverted for payment of examination fee. Both the payment will be online via SBI Payment Gateway through net banking, debit cards or credit cards or UPI etc.
- 1.21. Step III can be repeated for each of the post for which candidate desires to apply, while applying for each subsequent post candidate will be required to fill only post specific details and upload post specific documents, details for the respective post will be taken basis the details filled in the respective post's application form.
- 1.22. Instructions regarding scanning of PHOTOGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:
 - 1.22.1. Photograph Image:
 - 1.22.1.1. Photograph must be a recent passport size colour picture (Clicked in year 2025)
 - 1.22.1.2. Make sure that the picture is in colour, taken against a light-coloured, preferably

white, background.

- 1.22.1.3. Look straight at the camera with a relaxed face
- 1.22.1.4. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- 1.22.1.5. If you have to use flash, ensure there's no "red-eye".
- 1.22.1.6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 1.22.1.7. Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- 1.22.1.8. Size of scanned photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.
- 1.22.1.9. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.
- 1.22.1.10. File name of the digital photo should contain only alphabets and number, should not contain any special character or spaces
- 1.22.2. Signature image:
 - 1.22.2.1. The applicant has to sign on white paper with Black ink pen.
 - 1.22.2.2. The signature must be signed only by the applicant and not by any other person.
 - 1.22.2.3. The signature will be used to put on admit card and wherever necessary.
 - 1.22.2.4. If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
 - 1.22.2.5. Please scan the signature area only and not the entire page.
 - 1.22.2.6. Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred)
 - 1.22.2.7. Ensure that the size of the scanned image is not more than 20kb.
 - 1.22.2.8. File name of the signature image file should contain only alphabets and number, should not contain any special character or spaces
- 1.22.3. Document Upload
 - 1.22.3.1. The document uploaded should be relevant to the required document
 - 1.22.3.2. On the preview page the candidate must view each uploaded document and confirm that document viewed is same as uploaded
 - 1.22.3.3. Upload documents must be clear and should not be blurred.
 - 1.22.3.4. Uploaded documents should not be cut from edges such that full document is not visible
 - 1.22.3.5. The size of each document file should be between 50kb-2048kb
 - 1.22.3.6. Ensure that the size of single scanned document is not more than 2048kb.
 - 1.22.3.7. File name of the uploaded document should contain only alphabets and number, should not contain any special character or spaces
- 1.22.4. Scanning the Photograph & Signature
 - 1.22.4.1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
 - 1.22.4.2. Set Color to True Color
 - 1.22.4.3. File Size should be as specified above.
 - 1.22.4.4. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
 - 1.22.4.5. The image file should be JPG/JPEG format.
 - 1.22.4.6. Image dimension can be checked by listing the folder files or moving the mouse

over the file image icon.”

- 1.22.4.7. Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using “Save As” option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the “Image” menu.
 - 1.22.4.8. Similar options are available in other photo editor also.
 - 1.22.4.9. If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- 1.23. The candidate should upload his/her photograph and signature, as per the instructions given in the following paragraphs:
- 1.23.1. Instructions regarding uploading the photograph and signature:
 - 1.23.1.1. While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
 - 1.23.1.2. There will be two separate links for uploading photograph and signature
 - 1.23.1.3. Click on the respective link to Upload Photograph/Signature
 - 1.23.1.4. Browse and select the location where the scanned photograph/signature file has been saved.
 - 1.23.1.5. Select the file by clicking on it
 - 1.23.1.6. Click the ‘Open/Upload’ button. With this command the photograph / signature will get uploaded.
 - 1.23.2. Instructions regarding uploading the required documents:
 - 1.23.2.1. While filling in the profile form, the candidate will be provided with links to upload various documents pertaining to category, sub-category and basic qualifications
 - 1.23.2.2. While filling in the online application form, the candidate will be provided with links to upload various documents pertaining to post specific qualification and experience
 - 1.23.2.3. There will be separate links for uploading each document, candidates will be provided links to upload only the documents which are required to be uploaded by them based on the details provided by them in the profile form and/or application form.
 - 1.23.2.4. All the document upload links will be on “Upload Document” page
 - 1.23.2.5. In case the candidate is applying for multiple posts then all the relevant documents as per concerned application form will need to be uploaded against the respective application form
 - 1.23.2.6. Click on the respective link to Upload document
 - 1.23.2.7. Browse and select the location where the scanned document file has been saved
 - 1.23.2.8. Select the file by clicking on it
 - 1.23.2.9. Click the ‘Open/Upload’ button. With this command the photograph / signature will get uploaded
- 1.24. Instructions for Profile Preview page
- 1.24.1. After candidate has provided the relevant details about the profile and uploaded relevant common documents for submitting the profile, candidate will be displayed a preview page where in candidate can review all the provided details and uploaded photo, signature image and documents.

- 1.24.2. Candidate will be required to click on each uploaded document and confirm by checking an undertaking checkbox that uploaded document is relevant and correct
 - 1.24.3. Candidate will be required to give the undertaking about correctness of the rest of the information provided in the profile information
 - 1.24.4. Once proceeded to 'Apply for Post' candidate will not be able to make any changes in the profile information and will only be allowed to apply and make payment for the desired posts
- 1.25. Instructions for Applying for a Post
 - 1.25.1. Candidate needs to select the post for which they desire to apply
 - 1.25.2. Depending on the selected post system will display the fields for collecting the post specific information which candidate needs to provide
 - 1.25.3. After providing post specific information, candidate needs to proceed to uploading post specific documents
 - 1.25.4. After uploading of document candidate needs to proceed to preview page of post application and review the details provided for specific post and verify the post specific uploaded document
 - 1.25.5. Candidate will be required to click on each uploaded document and confirm by checking an undertaking checkbox that uploaded document is relevant and correct
 - 1.25.6. Candidate will be required to give the undertaking about correctness of the rest of the information provided in the post application form
 - 1.25.7. Once proceeded to 'Payment' for specific post candidate will not be able to make any changes in the post application form of respective post and will only be allowed to make payment for the applied posts
 - 1.25.8. Candidate can apply for multiple posts by following / repeating the steps mentioned above.
- 1.26. Instructions for Payment
 - 1.26.1. Candidates will be displayed the payment amount as per their category / subcategory and applied post; candidate needs to click on 'Make Payment' button to get redirected to payment gateway to complete the payment
 - 1.26.2. On the payment gateway page candidates are required to select one of payment methods i.e. net banking/debit card/credit card/UPI to make the payment. The details of amount payable as well as payment gateway details are available at para 5.1 to para 6.
 - 1.26.3. After payment is made successfully candidates will be redirected back to the application portal with the confirmation of submission of application form for respective posts.
 - 1.26.4. The candidate must note that their application for the post concerned is submitted only after making successful payment.
 - 1.26.5. Candidate can download the application form and payment receipt for each of the post for which they have applied successfully from 'Dashboard' tab
 - 1.26.6. After the application is confirmed submitted by the system i.e. after completion of Step-III, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain confirmation of post applied. Application form containing details filled by candidate will be available in the Application Dashboard for download in pdf format, candidate should keep a copy of this application form sheet after submission of the same for his future guidance. This should NOT be sent to CCRAS.
 - 1.26.7. If candidate wants to apply for another post candidate should go to 'Apply for post' and complete Step III for the desired posts.
- 1.27. Instructions regarding Admit Card

- 1.27.1. Candidates admit cards for appearing computer-based test will be hosted on the same registration portal.
 - 1.27.2. Intimation about hosting of admit card on the portal will be provided to candidates via E-Mail/ SMS on their registered E-Mail ID and Mobile number respectively.
 - 1.27.3. Candidates are advised to keep checking the landing page of the registration portal for any communication related to recruitment process including announcements related to hosting of admit card.
 - 1.27.4. Once admit cards are hosted candidates are required to login to portal using their credentials and visit 'Post Application Status' page to download admit card for the applied posts.
 - 1.27.5. Note that admit cards will be hosted only on this registration portal and will not be sent via e-mail.
 - 1.27.6. The candidates are required to take a print-out of their admit cards after login. The candidates can also download their admit cards from the CCRAS website using their LOGIN ID (Application Sequence Number) and Password.
 - 1.27.7. Candidates will not be allowed to enter the examination hall without valid admit card and photo identification card.
- 1.28. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this Advertisement Notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the CCRAS's website on account of heavy load on internet/website jam/disconnection, etc.
- 1.29. CCRAS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CCRAS.
- 1.30. Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
- 1.31. Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time of document verifications also.
- 1.32. **The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the CCRAS, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in CCRAS on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in CCRAS.**
- 1.33. Instructions related to Modification Window
 - 1.33.1. After closing the application window, candidates will be provided with a window for making corrections / modifications to their successfully submitted application forms or profile details
 - 1.33.2. Information provided in Step I i.e. during user account creation cannot be modified during this window.
 - 1.33.3. Information provided during step II except listed below can be modified:-
 - 1.33.3.1. Category / Community Details
 - 1.33.3.2. Sub-Category Details
 - 1.33.4. Details provided in step III will need to be modified for each successfully applied post separately.
 - 1.33.5. Modification for each successfully applied post will be chargeable at Rs. 250/- per attempt. In one modification attempt, candidate can make changes to multiple fields.

But in case a candidate makes required modifications and re-submits and proceeds to payment and then make payment, if applicable. Thereafter, if further modification is required, then modification fees for respective application will need to be paid again.

- 1.33.6. Modification to the profile information will also be chargeable at Rs.250/- per attempt. In one modification attempt, candidate can make changes to multiple fields. But in case a candidate makes required modifications and resubmits and proceeds to payment and then make payment then, there after that if further modification is required then modification fees for profile data modification will need to be paid again. The method for depositing the modification fee will be same as explained at Para 5.1 to para 6 for submission of processing fee.
- 1.33.7. If the candidate does not make payment within the modification window after making the modification their modification will not be considered and originally submitted data will only be considered in the profile / application form
- 1.33.8. In case due to modification candidate is becoming ineligible for the concerned post then such modification will not be allowed to be done
- 1.33.9. In case due to modification the candidate is required to pay additional fees then such fees for each applied post will need to be paid along with standard modification fees
- 1.33.10. In case due to modification the candidate fees is reduced then additional fees will not be refunded back to the candidate
- 1.33.11. The modification window will only be available for three days starting from 1000 hours of 3rd September, 2025 to 1800 hours of 5th September, 2025. In case of any modification in date and time, the revised date and time will be intimated through a notification made available on Council's website (www.ccras.nic.in)