

Instructions for applicants
(For registration and submission of the online application form)

The process of filling online application for the examination consists of two parts:

- (A) One-Time Registration (OTR)
- (B) Filling of Online Application

1. Part-A (One-Time Registration):

- (a) Applicant will be required to make one time Registration on the GDS online Engagement Portal using the link [**https://indiapost.gov.in/gdsonlineengagement**](https://indiapost.gov.in/gdsonlineengagement). The candidate has to enter all the details to obtain a unique Registration Number.
- (b) For registration on the Portal, the applicants must have their own active email id and mobile number. All the important information, including declaration of the result of shortlisting, offer of provisional engagement etc. would be sent on the registered mobile number and Email ID only. The Department will not communicate with the applicant in any other form. However, the information sharing through mobile and Email ID is an additional feature. Candidates are advised to visit the portal for regular updates.
- (c) Once the applicants are registered, the same mobile number and Email ID will not be allowed for any further registrations of any other applicant.
- (d) **In case any duplicate Registration is found by altering the basic details, the candidature of all such candidates will be removed from the selection process.**
- (e) Any applicant who forgot the registration number can retrieve the registration number through the option Forgot Registration.
- (f) Before proceeding with One-Time Registration, keep the following information/documents ready:

- i. Mobile Number (to be verified through OTP)
- ii. Email ID (to be verified through OTP).
- iii. Information about the Board and the Year of Passing the Matriculation (10th) Examination.

(g) For One-time Registration (OTR), click on the “Candidate Login/Register ” button and then for 1st time registration, click on New Candidate Registration.

(h) One-time Registration process requires filling up of following information:

- (i) Contact: -Valid mobile number and email id
- (ii) Details: - Personal Details
- (ii) Password Creation

(i) For filling up the “One-time Registration Form”, please follow the following steps:

i) Contact: Validate your mobile number and email address: -Your Mobile Number and email id must be functional as it will be verified through One Time Password (OTP). It may be noted that any information which the Department of Posts may like to communicate with you, will be sent on this mobile number/email id only. Your mobile number/email id will also be used for the retrieval of password/ Registration Number, if required.

ii) Personal Details: A few critical details/fields (eg. Name, Date of birth, Gender, Father’s/Guardian’s name, Mother’s name & Community etc.) are required to be entered in the relevant columns of the Registration Form.

Note: The candidate should be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of your candidature.

iii) Password Creation: - Once the details are submitted, the registration number and a random password will be sent to the registered mobile number. However, the candidate can change the password after the first login.

(j) On successful completion of the registration process, a registration number will be generated. The candidate will note the registration number for further login and submission of the application form. Registration Number will also be provided to the applicant's mobile number and Email ID.

(k) Once registered, an applicant can edit the registration details **only during the application submission process**. During application submission, while filling in the **Personal Details** under the **Basic Details** section, the information provided at the time of registration will be **auto-populated**.

(l) If the applicant wishes to correct any registration details, he/she may click on the link "**Click here to update the registration data**". A pop-up window will open, allowing the applicant to edit and save the details.

(m) Mobile number and email ID cannot be modified under any circumstances. The candidate should be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of your candidature.

(n) Candidates are again advised to ensure that their Name, Father's name, Mother's name, Date of Birth (DoB) and other details should be filled exactly as recorded in the Matriculation (10th class) certificate. Candidature may get cancelled if the Candidate Name, Father's name, Mother's name, Date of Birth (DoB) and other details as mentioned in the application are not matched with what is recorded in the matriculation certificate.

2. Part-II (Online Application Form)

(a) For submitting the application candidate has to log in to the online system using their **Registration Number** and the **password received through SMS**.

Note: Login and application submission are allowed only during the dates mentioned for “**Submission of Online Applications**” in the notification.

(b) Click the “Apply Online” link in the GDS Online Engagement Schedule I “ Section under the “Active Notification” tab.

(c) For filling up the “Online Application Form”, please follow the following stages :

- (i) **Personal Details:** - In this section, some of the information will be automatically filled from your One-time Registration Data. Candidates to fill all other details of the remaining information.
- (ii) **Board/Educational Details:** - In this section, candidates to select the Circle’s name where he/she completed his/her SSE (10th class), Board Name, passing year and enter the marks obtained in the SSE.
- (ii) **Division selection and Post preference:** - Based on the local language studied by the candidate in their SSE, vacancies available in the respective Circles and their Divisions will be available for the candidate as detailed in para-4 below.
- (iv) **Upload photo and Signature:** - In this section candidate has to upload his/her recent photo and signature as detailed in para-5 below.
- (v) **Preview before Final submission:** - On filling in details in all previous sections, the candidate can check a preview of his/her application form. Before final submission, he/she can edit the filled details.
- (vi) **Fee payment:** -Before final submission of online application, the system will be prompt for fee payment, if applicable, else the application will be submitted successfully. The detail for fee payment is given in para-3 below.

3. PAYMENT OF FEE

(a) **Fee:** A fee of **Rs.100 (Rupees One Hundred only)** is to be paid by the applicants for all posts notified in the choice of Division.

(b) However, payment of fee is exempted for all female applicants, SC /ST applicants, PwBD and Transwomen applicants.

(c) Applicants, except the exempted category of applicants, may make payment of the fee through any of the online available modes. All recognised Credit/Debit cards and Net Banking/UPI facility can be used for this purpose. Charges applicable for usage of Debit/credit cards and net banking, as per the rules from time to time, will be levied.

(d) Applicants are advised to note their registration number at a secure place for making the payment of fee.

(e) **Fee once paid will not be refunded.** Hence, the candidate is advised to ensure his eligibility for applying to a particular Division before making the fee payment.

(f) Applicants who are exempted from payment of fee, may submit their application without making any payment.

(g) Applicants who are eligible for fee payment and initiate the fee payment will make the payment within 10 minutes of the window. Applicants are advised not to close or refresh the window till the payment process is completed.

(h) Online fee can be paid by candidates up to 17:00 hours of the last date fixed for online application submission and fee payment. Candidates who are required to pay the application fee must complete the fee payment within the prescribed closing date and time. The application submission process, including successful fee payment, shall be completed on or before the closing time.

(i) If the closing time is 17:00 hours, the application along with fee payment, must be completed by 17:00 hours exactly. Applications with pending or

incomplete fee payment after the closing time shall be rejected, and no extension or additional time shall be granted under any circumstances. If any payment made after the closing date and time, such payment will not be refund.

4. SELECTION OF DIVISION AND EXERCISING PREFERENCES:

An applicant can only apply one or more vacant posts of GDS in only in **one of the selected Divisions**. On selecting the Division, a list of all eligible posts (based on the community, Age, PwD Status, and Local Languages studied) will be displayed, against which the applicant has to give preferences. Applicant will not be considered for a post for which he/she has not given/indicated his/her preference(s). However, if shortlisted, only one post only will be offered for engagement, and his/her rights for all other posts will be forfeited.

Example: If an applicant opts for five posts in a Division with preference post1, post2, post3, post4, post5 etc. and selected as meritorious in more than one post, the first post in the order of preference, against which he/she is found most suitable, will be offered and the candidature for all the remaining posts will be forfeited.

Note: If an office has more than one post with the same post name, each post is uniquely identified by its **Post ID**. Candidates who wish to apply for such posts must give their preference for **all the relevant Post IDs**.

5. UPLOADING OF PHOTOGRAPHS AND SIGNATURE: -

The applicant is required to upload only his recent photograph and signature at the time of submitting the online application in the formats and sizes as prescribed as under: -

Recent Photograph:

- File format: JPG/JPEG only
- File size: 30 KB to 100 KB
- Image dimensions: Recommended 320 × 400 pixels
- Aspect Ratio: 4:5 (Width: Height)
- DPI: 72 to 150

- Background: Plain white or light-coloured
- Face should occupy 70–80% of the image with no shadows or red-eye
- Cropping Tip: Use editing tools to crop to a 4:5 ratio (e.g., 320×400 or 240×300 px). Ensure the face is centred and clearly visible.
- Avoid uploading scanned photos or selfies.
- Ensure the photo is clear, well-lit, and in focus.

Signature:

Upload your scanned signature written on white paper with a **black or blue pen**:

- File format: JPG/JPEG only
- File size: 20 KB to 100 KB
- Image dimensions: Recommended 300 × 120 pixels
- Aspect Ratio: 5:2 (Width : Height)
- DPI: 72 to 150
- Background: Plain white with clear signature
- Cropping Tip: Crop image to a 5:2 ratio (e.g., 300×120 px). Ensure the signature fits completely in the frame.
- Do not upload typed or digital text as your signature
- Ensure the signature is clear, not shaky, not pixelated on a white background only
- Signature should occupy **70–80%** of the image
- No shadows, borders, or extra marks

Note : Applications with blurred photographs or with blurred/miniature signatures will be rejected.

After uploading the photograph and signature, the candidate **must verify the preview**. It is **solely the responsibility of the candidate** to ensure that the uploaded photograph and signature are **correctly uploaded, as per the prescribed specifications, and are clearly visible in the preview**.

If the preview of the uploaded photograph or signature is **not clear or not visible**, the candidate **must upload revised images as per the prescribed specifications before final submission. No request for correction or replacement shall be entertained after final submission.**

6. WINDOW FOR APPLICATION FORM CORRECTION

(a) After the closing date for submission of online applications, a **two-day window has been kept for modification/editing the same**. During this two-day window, the candidate may modify/edit registration/applications which were successfully submitted along with applicable fee payment, however, if the modifications involve any change in category requiring fee to be paid, such modifications will be applicable only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void, and merit would be decided based on the modified application.

(b) Before submission of the modified application, applicants must check that they have filled correct details in each field of the form. After the expiry of 'Edit/Correction' window, no change/ correction/ modification will be allowed in the application under any circumstances. No request in this regard in any form like by post, fax, email, by hand, etc., shall be entertained by the Department.

(c) During the edit/resubmission window, once a candidate resubmits the application, no further corrections shall be allowed thereafter. No request for correction in any form—such as by post, fax, email, by hand, or any other mode—shall be entertained by the Department.

(d) If a candidate initiates modification of the application during the editing window but does not complete and finally submit the modified application, including payment (wherever applicable), within the prescribed timeline, such modifications shall be treated as **null and void**, and the merit shall be decided based on the details furnished in the **previously submitted online application**.

(e) During the initial application submission, if a candidate has paid the fee and, during resubmission, the application becomes **fee-exempt based on the details furnished in the application**, the fee already paid shall **not be refunded**.

Note: -

(1) Applicants are advised in their own interest to submit the online application much before the closing date and time and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

(2) The Department will not be responsible for the applicants not being able to submit their applications within the last date and time on account of the aforesaid reasons or for any other reason beyond the control of the Department.

(3) Before submission of the online application, applicants must check through the Preview/ Print option and must ensure that they have filled in the correct details in each field of the form. They should also check that the photograph and signature meet all the given requirements.

(4) The cut-off time for submission of online applications shall be **up to 17:00 hours on the last date fixed for submission of the online application form.**

(5) **Note:** It is the sole responsibility of the candidate to ensure that the online application is fully completed and finally submitted, including successful fee payment, if applicable, within the date and time as prescribed in notification.