

Method of Applying:

Before applying online, please keep the following scanned images ready in JPG format for uploading as part of submission of online application.

a) Scanned images of

- ✓ Candidate latest Photograph
- ✓ Candidate Signature
- ✓ Candidate Left Hand Thumb Impression

b) copy of the SSLC / 10th Standard Marks to enter Name, Date of Birth, Register Number of SSLC, year of passing SSLC.

c) copy of all the years / semesters of qualifying degree marks card to enter the marks obtained in all the years / semesters.

Before entering the application form online, the candidates are advised to download the blank application form and take two or three photocopies of the same and practice on them in the prescribed manner.

PLEASE NOTE: The finally submitted application details through online by the candidates will be the candidate's data for all further processing for recruitment. Therefore, the candidates are advised not to make any mistakes while making entries in the form and not to upload any documents / papers in support of their claims to the filled application form except Photograph, Signature and Left Hand Thumb Impression.

First Phase:

Step 1: Candidates are required to select "Recruitment of PDO / GPS-Grade-1 Online Application" by browsing URL on Website <http://kea.kar.nic.in>.

Step 2: Select "Submit Application", start entering the required information.

Step 3: Once the candidates complete the applicant information entries, select "**Preview**" button.

Step 4: Candidate details will be displayed on the screen, check any changes are required for the entries made. If any changes are required select "**BACK**" and do the changes before selecting the declaration. Otherwise select declaration read and understands it completely and then select "Submit" button.

Step 5: After completion of entry of all the details candidates will receive an application ID to their registered mobile number and also the same information will be displayed on the screen. Then select "HOME" button.

Second Phase:

Step 1: Then applicants will have to upload the scanned images of Photograph, applicant signature, applicant Left Hand Thumb Impression and select "HOME" button.

Step 2: Candidates have to take the printout of the Challan copy which is in duplicate. ~~triplicate.~~

Step 3: Fee payment - The candidates have to pay the requisite fee printed on the copy of the challan in any of the e-post office. The e-post office will retain copy of the Challan and handover the remaining copy of the Challan to the applicants.

Step 4: After making the payment the applicant should take the final print out of the application and should be produced whenever it is required.