

**IMPORTANT:**

Applicants are hereby informed to go through the instructions carefully and understand / acquaint themselves:-

1. Applicants can apply for LASCAR (Group-D) posts through "Online" only.
2. If the candidates desire to apply for the posts mentioned in the Notification – 1 and Notification - 2, then they have to apply separately for each notification, and they have to pay the fees separately for each post.
3. Instructions can be downloaded from the KEA Website <http://kea.kar.nic.in>
4. Online submission of Application Form may be made by accessing KEA Website <http://kea.kar.nic.in>
5. Applicants must follow the instructions strictly as given in the instructions hosted on the KEA Website <http://kea.kar.nic.in> Applicants not complying with the instructions shall be summarily disqualified.
6. Applicants must retain the following documents with them as reference for future correspondence and produce the same whenever it is required.
  - (i) At least three printouts of the finally submitted online Application.
  - (ii) Proof of fee paid.
  - (iii) 3 copies of identical Photograph of the candidate that scanned and uploaded on the Online Application.
7. (a) Candidate must ensure that mobile numbers, e-mail address entered in the online application form are his/her own, as in case of urgency KEA may send information / communications by SMS or mail on given mobile number and mailing ID only.  
(b) The Candidate shall be held responsible for non-receipt of latest information due to wrong mobile number or mailing address filled in the On Line Application Form.
8. For the latest updates, Applicants must remain in touch with the KEA Website <http://kea.kar.nic.in>.
9. Applicants are advised to visit KEA Website <http://kea.kar.nic.in> at least twice in a day for the latest news / updates and also check their mobile / e-mail as in case of urgency KEA may send the information / communications.

**Instructions to Applicants**  
**Recruitment of LASCAR (Group-D) in NCC Directorate (State Cell) Bangalore and State**

Please read the instructions; understand and acquaint yourselves with regard to eligibility criteria fixed for the post/s.

1. If the information furnished by the candidates in the application form or any other document/s / certificates submitted by the candidates are found to be false / incorrect / tampered / forged, such candidate's candidature will be disqualified and if he / she selected for any category of post will be cancelled at any point of time and criminal proceedings as per rules will be initiated by the appointing authority against the candidate.
2. All the relevant certificates / marks cards / formats / reservation claim certificates and such other documents / formats should be obtained on or before the last date fixed for receipt of application specified in the notification.
3. Mere submitting the application online does not confer any right on the candidate for recruitment and it is subject to verification of the same.
4. If the applicants click the declaration button that they have gone through the instructions, then only the portal will be opened to enter the details in the application Form.
5. 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

- ✓ scanned images of his / her latest Photograph,
- ✓ Signature
- ✓ Left Hand Thumb Impression

b) copy of the SSLC / 10<sup>th</sup> Standard Marks to enter Name, Date of Birth, Register Number, year of passing and marks obtained.

**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.

## 6. Method of Applying:

**Step 1:** Candidates have to apply only through online by browsing the URL: "Recruitment of Group-D" for the posts notified in Notification -1 above, and by browsing the URL: "Recruitment of Group-D-HK" for the posts notified in Notification – 2 above in the KEA Website <http://kea.kar.nic.in> There is no pen and paper method of applying. For detailed instructions to fill the application online please visit KEA Website.

**Step 2:** Select "New User Click Here" button, start entering the required information in the registration.

**Step 3:** After completion of entry of all the details candidates will receive an application number and User ID to their registered mobile number and also the same information will be displayed on the screen.

**Step 4:** After entering the User ID and Password, candidates will be allowed to enter the application details.

**Step 5:** After completion of entry of application details, candidates can verify the entries entered by them by selecting "Print Application" or on the screen itself. Candidates can take print out of the application. If any changes are required, candidates are allowed to modify the changes. Please confirm yourself that no changes are required for the entries made and then select "NEXT" button.

**Step 6:** Then candidates have to upload their scanned images of Photograph, signature, Left Hand Thumb Impression and select "NEXT" button.

**Step 7:** Then candidates have to read the Declaration, read and understand it completely and select "I Agree" button.

**NOTE:** A confirmation message will be displayed on the screen. Candidates are advised to select "OK" button only if there are no changes are required for the entries made by them in the application form. Once the "OK" button is selected, there is no way to change the entries made by them. If the candidate wishes to change the entries made by them, then they have to select "Cancel" button and carry out the necessary changes.

**Step 8:** After the "OK" button is selected, then candidates have to download the Challan and print the same.

**Step 9:** After printing of Challan, make the payment along with the copy of the Challn, in any nearest branch of the SBM Bank in Karnataka. After receipt of the payment, bank will retain the Bank copy with them and return the other two copies.

**Step 10:** After making the payment, candidates have to take final printout of the application and keep with them and produce the same whenever it is required.