

## **Important Instruction for Candidate**

1. Candidates must apply through online form.
2. The candidates are requested to retain one copy of application form with them.
3. Fees once paid will not be refunded in any circumstances, nor will it be held in reserve for any future recruitment.
4. The Online Application form consists of Five sections viz. Registration Details, Personal Details, Qualification Details, Experience Details, Documents uploading and Payment Details.
5. Once you complete reading the instructions, you will find at the Left options for Entering " LOGIN ID" (for an existing applicant) and for "New Registration" (for new user) available.
6. The "Date of Birth" mentioned in this section should be same as the Xth Certificate. If there is any mismatch during physical verification of the documents sent by you, your candidature would stand cancelled.
7. You have to provide a valid email id and furnish current telephone numbers which are to be entered in the Online Application Form. The email should be active till completion of this recruitment process. Please check the email regularly for communication from the CSS-ATMA. CSS-ATMA will not be held responsible for failure of delivery of email sent to the candidate
8. On clicking "SAVE" in Personal details, if you have entered all mandatory information correctly, the system shall send you an message containing your registration id and password. You will then be required to retrieve this data and log on in to the system, in order to proceed further
9. After you log in using the Registration No provided to you, you can fill in the data in the remaining tabs. You can save the data periodically. You can take multiple log in sessions before you complete filling the entire e-form.
10. Photo image size should not be greater than 80Kb.
11. Signature image size should not be greater than 50Kb.
12. Other relevant document should be uploaded.
13. Other relevant documents size should not be greater than 150Kb.
14. Only Online payment will be accepted (Credit Card/ Debit Card/ Net Banking/ Mobile Payments/ Cash Card/ Wallet).