

INFORMATION BULLETIN

ONLINE APPLICATION PROCEDURE

1. **Steps to be followed in submission of application ONLINE.**

i. The candidates shall visit the website <http://apgenco.cgg.gov.in>, go through it carefully and satisfy their eligibility for appearing at APGENCO

ii. The candidate after satisfying herself/himself about the eligibility criteria for shall pay fee.

APPLICATION REGISTRATION FEE :-

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|---|--|
| The OC Candidates | Should pay an amount of Rs.500/- (Rupees five hundred only) (non-refundable) (Rs.350/- towards examination fee and Rs.150/- towards application registration fee). |
| Candidates belonging to BC, SC & ST communities. Ex-Servicemen/ Meritorious sports persons, Land Losers | Should pay an amount of Rs.150/- (Rupees one hundred and fifty only) (non-refundable) towards application registration fee |
| Candidates belonging to other states | Should pay an amount of Rs.500/- (Rupees five hundred only) (non-refundable) (Rs. 350/- towards examination fee and Rs.150/- towards application registration fee) |

The applicant should pay the prescribed "Registration Fee" in any one of the A.P. Online Centers or A.P. Online Portal and obtain the "receipt" having paid the "Registration Fee" with "Journal Number" [12-Digit] in the first instance from 26.04.2013. The applicant can register their application only with Journal Number. The last date for payment of "Registration Fee" is 13 Hours of 25-05-2013 and submission of filled-in application is 23.59 Hours of 25-05-2013.

The candidate has to pay the fee by giving the required preliminary data (i.e.

Name of the candidate, Date of Birth, Community, NCC, Exservice Men, Landlooser, SportsMen whether the candidate belongs to A.P. and mobile phone number). at APONLINE towards submission of application candidate shall be issued a 'Journal Number' with which she/he can proceed with submission of application online. The candidate shall obtain the Journal number immediately after payment of fee. (Issue of Journal Number does not mean that the candidate has completed submission of application online. It is only a confirmation of the fee received).

- The candidates shall follow the procedure of submission of online application as given here under and also as per the instructions provided online while filling up the online application form. The Candidate should be ready with photograph of size 3.5X4.5cms before filling in ONLINE application.'

- Paste the photograph on a white paper and sign below (sign in Black Ink only). Look for the sample given below

Scanning & Uploading Photograph and Signature

Photo width= 3.5cm

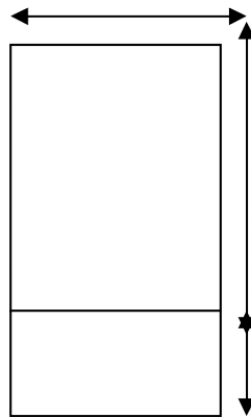


Photo Height= 4.5cm

Signature Space = 1.5 cm

- Ensure that the signature is within the box. Scan the required size containing the photograph and signature. Please do not scan the complete page. The entire image consisting of photo along with signature is required to be scanned and stored in *.jpeg format on local machine. Ensure that the size of the scanned image is not more than 50kb. If the size of the image is more than 50 kb, then adjust the settings of the scanner such as dpi resolutions, no. of colors during the process of scanning.

- . Applications with no photo/ un clear photo/ inadequate size photograph will not be accepted. Hall-Ticket will not be issued to such candidates. Hence, after uploading the photograph check if the photo is of required size, clear and is of the same candidate of whom the details are to be filled in the application. If the photo is smaller in size, not clear or does not belong to the candidate press 'BACK' button below the photograph on the application form and restart with scanning of the photograph.

2. Steps to be followed in filling ONLINE application form

- Go to [http:// apgenco.cgg.gov.in](http://apgenco.cgg.gov.in)
- Click on Application Submission
- Click on the dialogue box(i.e., WELCOME TO ONLINE APPLICATION)
- Confirm the next dialogue box(i.e., Fields marked with ‘*’ are compulsory)
- Enter your Journal Number, Date of Payment of fee, Date of birth.
- At the field ‘Attach your latest photograph’ Click on Browse button and attach your photograph and your signature stored on the local machine.
- Tick the declaration and enter the verification code.
- Press Upload
- The application will be opened.
- Submit your Personal Details, Academic and Professional Qualifications etc..
- Check on the application, if the photo is of required size, clear and is of The same candidate of whom the details are to be filled in the application. If the photo is smaller in size, not clear or does not belong to the candidate press 'BACK' button below the photograph on the application form and restart with scanning of the photograph.
- Now fill in the application form as per the instructions given in the User Guide and Information Bulletin and those offered while filling the online application form.
- After filling all the details press PREVIEW button. This will display the details submitted by you if you find all the details correct press SUBMIT other wise press EDIT and resubmit the information.
- On submission of application form online the candidate shall be given reference ID number which should be kept carefully for any kind of future correspondence On completion of submission, the candidates shall take a printout of the applicatio and preserve / retain it for future use.
- Online applications will be accepted till midnight on 25.05.2013.
- candidates may contact the help desk at Telephone Numbers CGG: 9246572520. between 10.30 a.m. to 1.00 p.m and 1.30 p.m to 5.00 p.m on all working days from 27-04-

2013 to 25-05-2013.