

1. How to apply: The process of filling online application consists of 03 (three) steps.

a) Part-I: New Candidate Registration

- i. Candidates are first required to visit <https://ghcitaservices.in/recruitment-portal/index.php>.
- ii. Candidates are first required to create an account in the New Candidate Registration Section by providing his/her basic details followed by creating a complete a new Candidate registration by clicking "Apply Now" and filling the basic details followed by creating Password (must be 8 digit).
- iii. Upon completion of the above process, a **10-digit Application Number** will be generated and a confirmation email will be sent to the provided email address.
- iv. Candidate can use the same email id with the created password to login to complete the further steps.

b) Part-II: Basic information

- i. Candidates are required to fill the basic details.

c) Part-III: Educational Details

- i. Candidates are required to fill their Educational Qualification.

d) Part-IV: Document Upload

- i. After completing Basic Details and Educational Qualification, candidates must need to upload the required documents.
- ii. Documents required:

a) Passport Size Photo *(The file must be in .jpeg format and should be between 10 KB and 1 MB in size).*

b) Signature photo *(The file must be in .jpeg format and should be between 10 KB and 1 MB in size).*

c) Educational Certificates *(10", 12"/Diploma, Graduation, Masters) (must be in PDF, JPEG).*

d) Experience Certificate *(if any) (must be in PDF JPEG).*

e) APST certificate *(only for candidates belonging to APST category in PDF, JPEG format).*

f) Any other supporting Documents *(if any)*

e) Part-V: Confirmation Page

- i. Candidate must carefully confirm all the details filled by themselves then proceeds to final Submit. Once the application is submitted one cannot change the already provided information.
- ii. After Submission of the Application candidate can download Application Summary for future reference.

Note: *For any technical assistance for submission of online application form/rejection etc. candidates can send email to dscspa.recruitment@gmail.com mentioning their query/grievance along with their Name, Application Number and Father's Name.*