

How to Apply:

Interested candidates can apply online at the link jkdism.in prescribed dates mentioned in the detailed advertisement.

The prospective candidates may see the detailed advertisement for further details like age, eligibility, criterion, educational qualification, experience. While filling the online application candidates are advised to select the preferred post to which they are applying.

In case the Candidate wants to apply for another post, he/she has to fill fresh Online Application.

Application once submitted successfully will not be editable. **Candidate will be solely responsible for all the information submitted by him/her. In case in any information is found incorrect/deficient/incoherent, at any stage, the application shall be summarily rejected and such candidate will be barred from all the future engagements.** Therefore, the candidates must check correctness of the filled in particulars before finally submitting the application. A copy of the successfully submitted application will be available for the candidate's login Id for print-out or reference of the Candidate.

Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post in the same Institution, his/her candidature will be rejected.

Steps to be followed to submit Online Application Form

Step-1: Click on the button "**Online Application**" (on www.jkdism.in)

Step-2: Click on "**New Registration**" button and Fill up the Registration Form.

Step-3: After submission of Registration Form, you will receive a confirmatory e-mail with User Id and Password.

Step-4: Click on the button "**Click Here to Complete Next Step**" available in your Inbox. It will redirect you to Log in page and Log in with your Username and Password.

Step-5: You will be required to fill the form which is available in four(04) tabs for Personal Information/Academic Qualifications/Experience. In Educational Qualification, Professional Qualification, Experience Details and uploads sections, click on **SAVE** button to add qualification/experience details. Please ensure to SAVE

all your entered information.

Step-6: Keep ready following documents before starting online submission of Application Form

- ☑ Scanned copies of mark sheet/Diploma pertaining to educational/professional qualifications/Domicile Certificate
- ☑ Scanned copies of experience details(if available) of the concerned employer.
- ☑ Scanned copy passport size photo (Maximum size- 50 KB) and Signature (Maximum size- 20 KB)

Step-7: Then the applicant will have to upload the mandatory documents. After completing the Application Form, Click on **PREVIEW** button to verify the entered information. Once you find the entered information correct, Click on **CONTINUE** button. In case you need to update/edit any of the details, you can browse to the respective Tab and update the requisite information. After updation/editing, please save the application.

Step-8: Candidate should keep the print of his/her application form for further reference. The application form in hardcopy need not be submitted anywhere till he/she is called for further interaction.

Step-10: All further communications regarding the entire process will be available on the designated website only. Candidates are requested to keep themselves update by regularly visiting the website. No individual communication will be done in this matter.