

GUIDELINES FOR ONLINE APPLICATION

(Important Instructions for Applicants)

1. Before Online Apply

- Read the **Recruitment Notification/Advertisement carefully** and ensure that you meet all prescribed eligibility conditions, including age, educational qualification, experience, category and other requirements.
- Apply only for posts for which you are eligible as on the prescribed **cut-off date**.
- Use only the official **recruitment webpage/portal** ie; <https://www.pmbi.co.in/> for submission of the application. Candidates should not rely unofficial websites, agents or any other third parties.
- Keep a valid personal **mobile number** and active **e-mail ID** available throughout the recruitment process.

2. Filling the Online Application Form

- Select the department/post, wherever applicable, only after verifying the relevant conditions in the Recruitment Notification
- Enter all information carefully and exactly as per your original certificates/documents.
- Check spelling of your Name, Date of Birth, Parents' Name, Category, Educational Qualifications, Experience and References Details contact details before proceeding.
- Do not leave mandatory fields incomplete.
- Do not enter false, misleading or unverifiable information.

3. Documents to Keep Ready

- Depending on the post and recruitment notice, candidates may be required to upload/submit:
- Recent passport-size photograph
- Signature
- Proof of Date of Birth
- Educational Qualification certificates and mark sheets (merge) – category wise
- Experience Certificates, wherever applicable
- A copy of updated resume
- Any other/Additional document

4. Uploading Photograph, Signature and Documents

- Upload documents only in the prescribed file format and file size mentioned on the portal.
- Ensure that scanned documents are clear, legible and complete. Blurred, cropped or unreadable documents may lead to rejection.
- Upload a recent photograph with a clear face and appropriate background, wherever prescribed.
- Ensure that the signature is clearly visible and matches the prescribed format.
- Do not upload password-protected, corrupted or unrelated files.

5. Preview and Final Submission – **IMPORTANT**

- Use the Preview option, if available, and carefully verify every field before final submission.
- Check personal details, eligibility details, qualifications, experience and uploaded.
- Once the application is finally submitted, editing may not be permitted for correction window.
- Click '**Final Submit**' only after confirming that all information is correct and complete.

6. Application Confirmation and Record Keeping

- Download and retain a PDF/printout of the submitted application form, wherever applicable.
- Keep all original certificates and documents safely for subsequent stages such as written examination, interview, skill test or document verification.

Helpdesk / Technical Support

- ❖ For technical assistance relating to online application submission, candidates may contact the designated recruitment helpdesk through the contact details published on the official recruitment webpage.
- ❖ Helpdesk E-mail: admn1@janaushadhi.gov.in
- ❖ Helpline Number: **011-49431800/877**