



HOW TO FILL THE APPLICATION FORM

GENERAL INSTRUCTIONS:

Applications can be submitted only Online EITHER:

- A. Through JMRC Recruitment Portal for which candidate must have internet facility with online fee payment facility.

OR

- B. Through e-Mitra Kiosks if the candidate does not have internet and online payment facility.

(No manual/ paper application will be entertained)

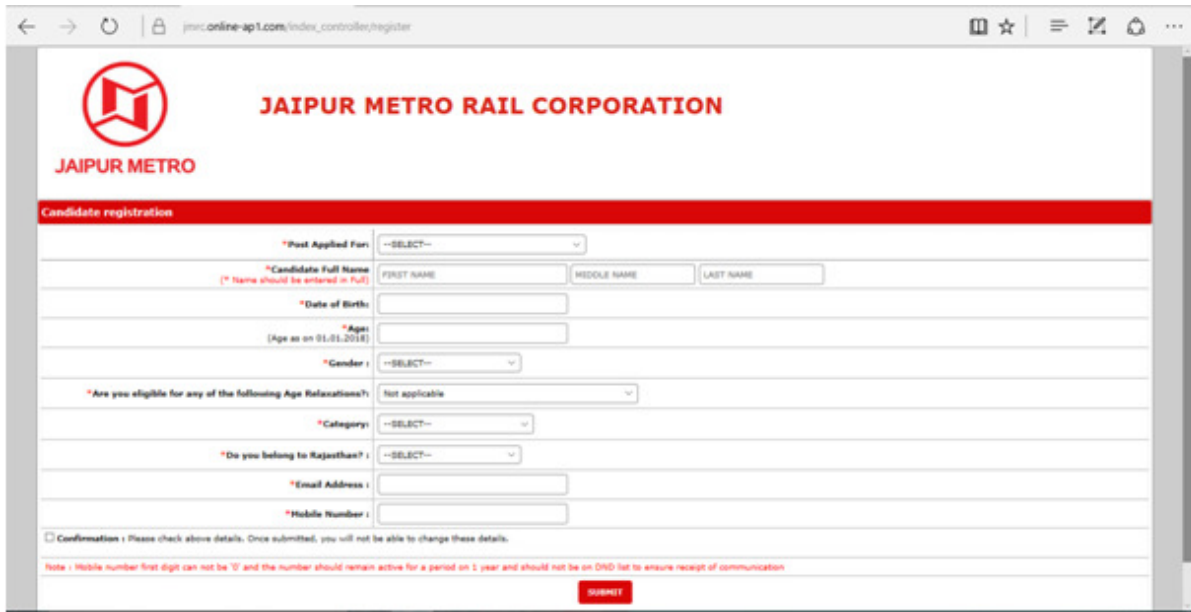
A. Procedure for Submitting Online Applications through JMRC Recruitment Portal:

- i. Candidate must have internet facility with reasonable speed and online payment facility (Internet Banking / Debit Card / Credit Card).
- ii. Candidate will have to visit JMRC Recruitment Portal, www.jmrcrecruitment.in
- iii. Entries in the application form shall be required to be filled only in English.
- iv. Before starting to fill up the on-line application form, keep at hand the following details/documents/information with you as per the requirement prescribed in the advertisement:
 - Personal details
 - Valid Email ID
 - Mobile number for receiving SMSs
 - Educational qualification details with percentages of the marks obtained
 - Digital copy of scanned photo and signature
 - Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate)
 - Disability Certificate for Persons with Disabilities
 - Certificates required to claim age relaxation
 - A facility to take Printout of the Registration Slip
 - Online Payment facility (Internet Banking / Debit Card / Credit Card)
- v. **Following FIVE steps are to be followed to complete the application process:**

STEP-1: BASIC REGISTRATION:

- a) Open JMRC Recruitment Portal, www.jmrcrecruitment.in.
- b) Check the Disclaimer and Click on the "REGISTER" button. (Registration is a onetime activity). This will open "Candidate Registration" page.
- c) Fill the required details in the "Candidate Registration" page, such as post applied for, Name, Date of Birth, Age, Gender, Eligibility for Relaxations, Category, Belong to Rajasthan, Email and Mobile Number. (Ref. Fig-01)

Fig-01



JAIPUR METRO RAIL CORPORATION

Candidate registration

*Post Applied For: --SELECT--

Candidate Full Name (Name should be entered in Full): FIRST NAME MIDDLE NAME LAST NAME

*Date of Birth: [Date Picker]

*Age (Age as on 01-01-2018): [Text Input]

*Gender: --SELECT--

*Are you eligible for any of the following Age Relaxation?: Not applicable

*Category: --SELECT--

*Do you belong to Rajasthan?: --SELECT--

*Email Address: [Text Input]

*Mobile Number: [Text Input]

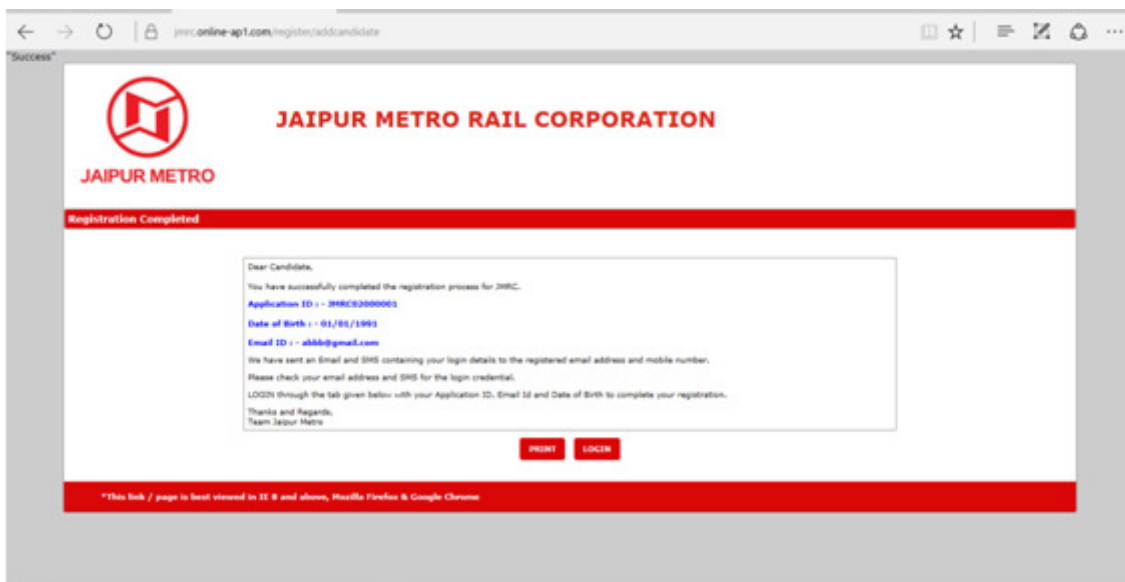
Confirmation : Please check above details. Once submitted, you will not be able to change these details.

Note : Mobile number first digit can not be '0' and the number should remain active for a period on 1 year and should not be on DND list to ensure receipt of communication

SUBMIT

- d) Check these details carefully because you will not be permitted to change these basic details in this application later and then press the SUBMIT button.
- e) Upon successful submission, you will be shown the Registration Details Page. You may note down the details. This detail will also be sent on your mobile number and e-mail ID given at the time of Registration. (Ref. Fig-02)

Fig-02



f) You can also take printout of this page as you will need your login credentials to complete STEP-2, STEP-3 and STEP-4 either now or later before the last day of submission of application.

STEP-2: PERSONAL DETAILS

A. You may continue with “Login” button or may again go to JMRC Recruitment Portal homepage, www.jmrcrecruitment.in, and click on Login button.

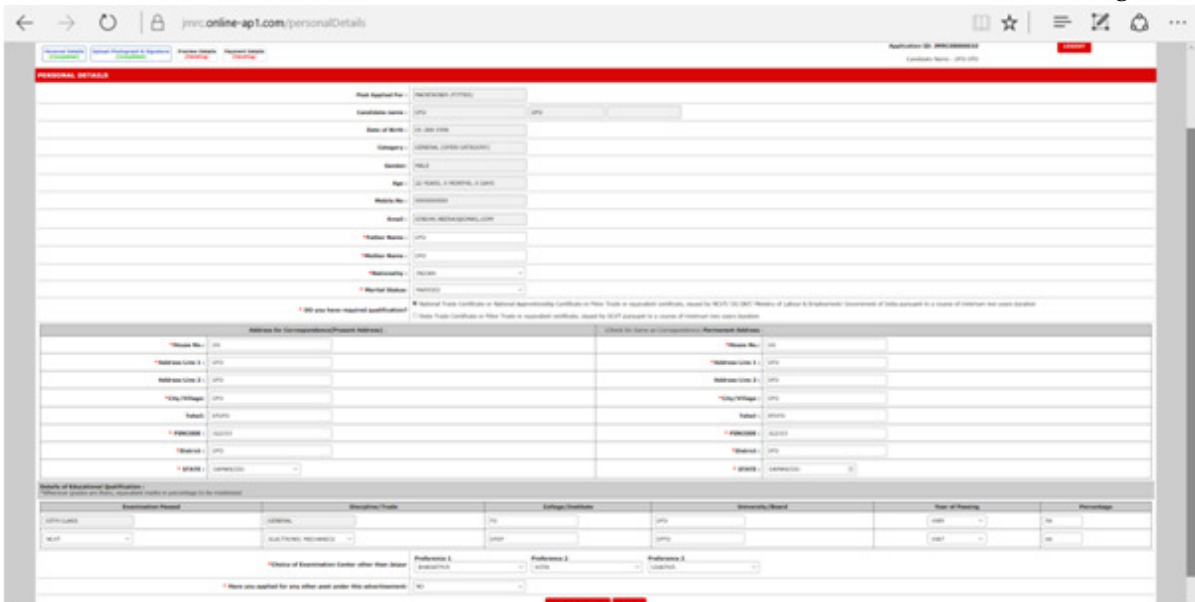
B. Enter your login credentials, i.e., Application ID, Date of Birth and Email ID, which will open the Personal Details page of the Application Form.

(Note: If you wish to complete your application later, you can leave the page. You can fill thesecond page of the Application later, on or before the Last Date of Submission of Application, by going to the Application Website again and logging in as a Provisionally Registered Candidate using your Application ID, E-Mail ID and Date of Birth.)

C. Fill details on the, “Personal Details” - Fill up all the required information with personal Identification details, Educational Qualifications, Permanent and Correspondence Address etc. Candidates should take utmost care while furnishing these details.

D. After completing the “Personal Details” page click on “Save and Continue” button to move on to “Upload Photograph & Signature” Page. (Ref. Fig-03)

Fig-03



The screenshot shows the 'PERSONAL DETAILS' page on the JMRC online application portal. The form is divided into several sections:

- Personal Information:** Fields for Name, Date of Birth, Gender, Religion, Marital Status, and Contact Information (Mobile No., Email).
- Address:** Fields for Permanent Address and Correspondence Address, each with sub-fields for House No., Flat No., Locality, City, State, and Pin Code.
- Educational Qualifications:** A table with columns for Qualification, Grade, Year of Passing, and Percentage. It includes a section for 'Degree of Examination Center other than India'.
- Preferences:** Fields for Preference 1, Preference 2, and Preference 3.

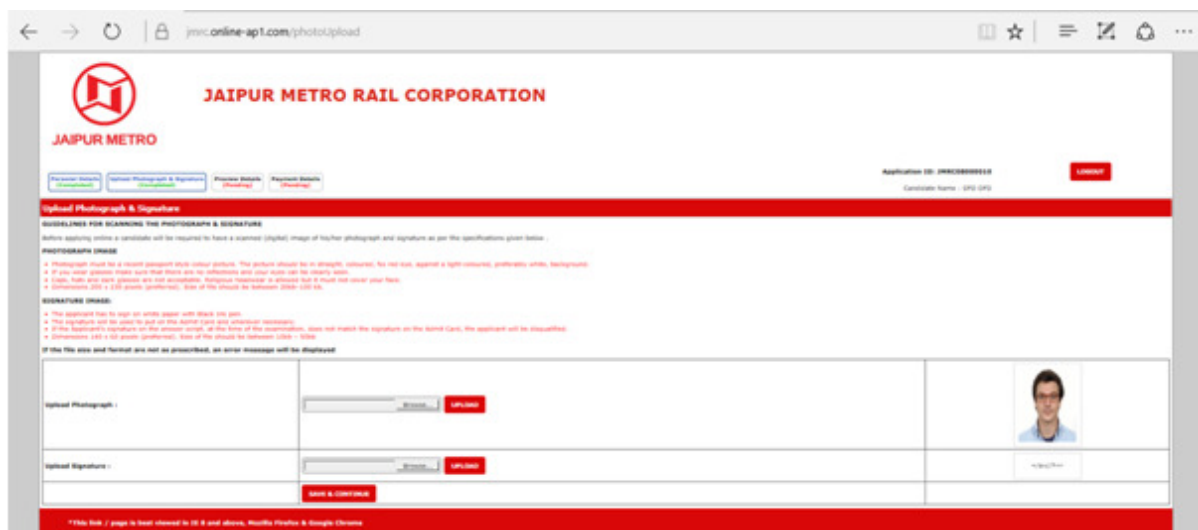
At the bottom of the form, there are 'Save and Continue' and 'Cancel' buttons.

STEP- 3: Upload Photograph and Signature

- a) **Upload Photograph** - Photograph must be a recent passport size colour photograph. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. The image should only be in .JPG or .JPEG format. Size of file should not be from 20KB to 100KB.
- b) **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image should be of size from 10KB to 50KB. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview/ Psychometric Test/ Medical Test/ Appointment, the candidature will be cancelled.

Please Browse and select the image saved on your system and click Upload. Once file successfully uploaded image will be shown on the right hand side. Please ensure Photograph and Signature are clear and visible, if not, your candidature may be cancelled. (Ref. Fig-04)

Fig-04

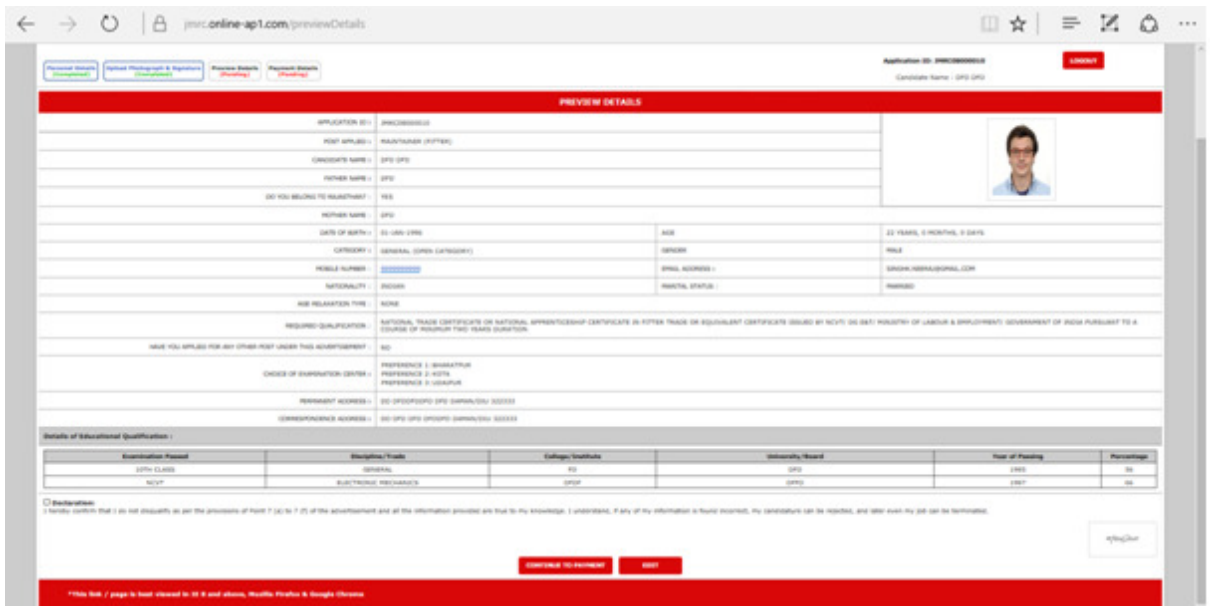


STEP- 4: PREVIEW DETAILS

a) **Preview the details filled-** After filling the details, you will be shown a Preview. You must carefully review and modify the details if mistakes are noticed. Any incorrect/incomplete/false information submitted by you at this stage in the online Application shall be your sole responsibility, and if you are found ineligible on account of such information, your candidature will be rejected.

Please confirm all the details entered by you before clicking the “CONTINUE TO PAYMENT” Button OR Press “EDIT” Button to edit the details. (Ref. Fig-05)

Fig-05



The screenshot shows a web browser window with the URL 'jaipurmetro.com/previewDetails'. The page title is 'PREVIEW DETAILS'. The form contains the following information:

- APPLICANT ID:** JPM00000000000000000000
- POST APPLIED:** MAINTENANCE (OFFICE)
- CRIMINALS NAME:** JPD JPD
- FATHER NAME:** JPD
- DO YOU BELONG TO MAINTENANCE:** YES
- MOTHER NAME:** JPD
- DATE OF BIRTH:** 21-08-1996
- AGE:** 22 YEARS, 6 MONTHS, 9 DAYS
- CATEGORY:** GENERAL (OPEN CATEGORY)
- SEX:** MALE
- WORLD NUMBER:** 00000000000000000000
- EMAIL ADDRESS:** JPM@JAIPURMETRO.COM
- NATIONALITY:** INDIAN
- RELIGION:** HINDU
- RESIDENCE ADDRESS:** 00 JPD JPD JPD JPD JPD JPD JPD JPD
- EDUCATIONAL QUALIFICATION:** NATIONAL TRADE CERTIFICATE OR NATIONAL APPRENTICESHIP CERTIFICATE OR OTHER TRADE OR EQUIVALENT CERTIFICATE ISSUED BY GOVT. OR GOVT. MINISTRY OF LABOUR & EMPLOYMENT GOVERNMENT OF INDIA PURSUANT TO A COURSE OF PROGRAM TWO YEARS DURATION.
- CHOOSE OF EXAMINATION CENTER:** PREFERENCE 1: BHANUPUR, PREFERENCE 2: KOTA, PREFERENCE 3: JAIPUR
- PERMANENT ADDRESS:** 00 JPD JPD JPD JPD JPD JPD JPD JPD
- TEMPORARY ADDRESS:** 00 JPD JPD JPD JPD JPD JPD JPD JPD

At the bottom, there are buttons for 'CONTINUE TO PAYMENT' and 'EDIT'. A red banner at the very bottom reads: '*This link / page is best viewed in IE 8 and above, Mozilla Firefox & Google Chrome'.

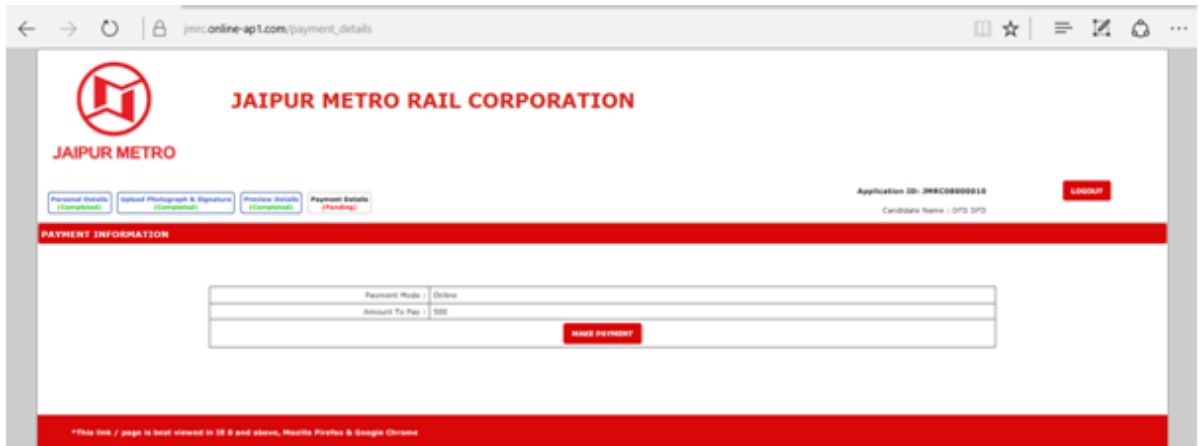
b) **Submit the Application** – Read the declaration, click on check box and submit the Application.

Once the details are submitted here, no changes will be allowed at subsequent stages.

STEP 5: PAYMENT DETAILS

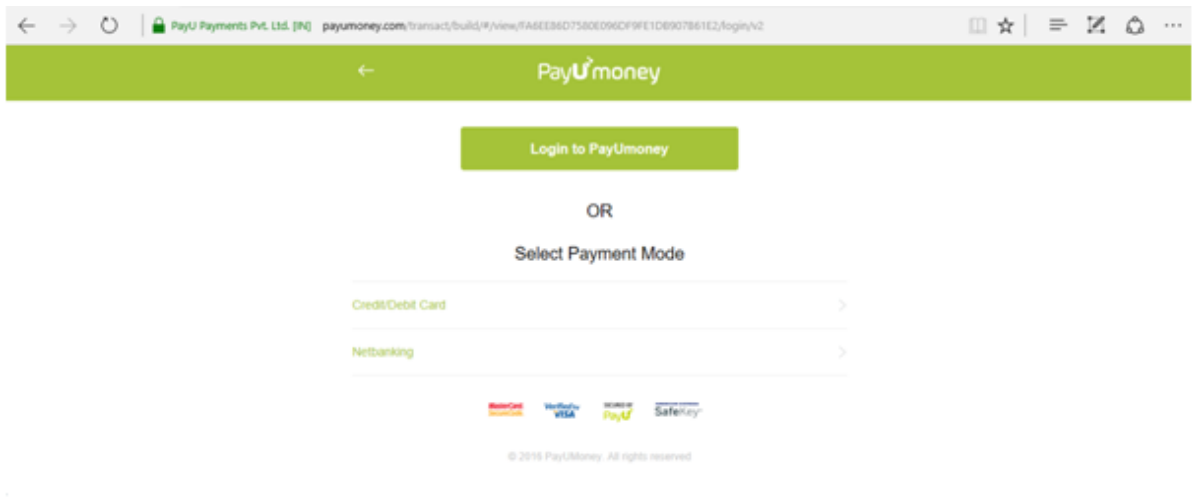
a) Once you have submitted the application form, you will be asked to proceed for Payment. When you press “CONTINUE TO PAYMENT” button, you will be shown the amount to be paid. Press “MAKE PAYMENT”, you will be directed to the following page: (Ref. Fig-06)

Fig-06



- b) You will get an option to make payment through PAYUMONEY. You can select it and make payment through Internet Banking / Debit Card / Credit Card. (Ref. Fig-07)

Fig-07



- c) You have to select your mode of payment, i.e., through Internet Banking / Debit Card / Credit Card and once the prescribed fee is paid you will again re-directed to JMRC Recruitment portal and a Registration Confirmation Slip will be available and you will also get confirmation of acceptance of the application form on your registered mobile number and e-mail ID.
- d) You may take print out of the Registration Slip.



B. Procedure for Submitting Online Applications through e-Mitra kiosks:

- a) Candidate will have to visit any of the e-Mitra kiosk available in Rajasthan state with following information and as per the recruitment notification:
- Personal details
 - Valid Email ID
 - Mobile number for receiving SMSs
 - Educational qualification details with percentages of the marks obtained
 - Recent colour passport size Photo and Signature
 - Caste / Tribe/ Class certificate (for SC / ST/ OBC Candidate)
 - Disability Certificate for Persons with Disabilities
 - Certificates required to claim age relaxation
- b) Get filled the complete application form through e-Mitra agent and after initial registration, candidate shall receive SMS and e-mail regarding Login details which will be used for future login.
- c) On successful completion of application form submission with prescribed fee payment, the candidate shall get a printed receipt for confirmation of acceptance of application form.
- d) The candidate shall require to pay e-Mitra service charges and the application fee prescribed for the post applied for.
