Instructions to the candidates applying for LDCE IP, scheduled to be held on 21st & 22nd September, 2024.

General Instructions:

1. Please refer to the Notification issued vide letter No. A-34012/04/2024-DE dated 24.07.2024.
2. As per Para 2 of the Notification, applications are invited from Willing and Eligible applicants through Online in the link mentioned below: https://k8sapi.cept.gov.in/deptexam

Procedure for applying through Online:

1. Registration is compulsory through the web site mentioned below for the candidates applying for the Inspector Posts Examination. https://k8sapi.cept.gov.in/deptexam
2. Preferred browser is Google Chrome in Desktop Computer for the Website.
3. **Registration of Candidate:** (i) For first time, to create an employee master, the user must click on "CANDIDATE REGISTRATION REQUEST" to give a request in the portal to the Controlling Authority (CA) by furnishing the details i.e. Employee Id, Name, DoB, Gender, Category, Mobile Number, Mail Id, Post etc. Updates will be triggered on mobile number and email id.

   (ii) Only on approval by CA, employee could be able to registration using "FIRST TIME USER". User must enter the details i.e. Employee id, Enter Password, Re-enter Password. Meanwhile, "RESET" and "SEND MOBILE/EMAIL OTP" button will be enabled. Registration will be completed on validating the SMS OTP and email OTP.

   (iii) Only after completing the registration, candidate will be allowed to log into the portal by entering User name (Employee ID) and Password.

4. **Application Form:** (i) After Log in, user has to select "Exam Year" and "Select an Exam".
   (ii) Employee code, Employee name, mobile number, email ID, and Circle Office name will be fetched from the Employee Master.
   (iii) Employee code, mobile number, and email ID are not editable.
   (iv) Mobile number and email ID can be changed using the "Profile" option.
   (v) Employee code can only be changed by the Controlling Authority.
   (vi) **Length of Service**: Based on the "Date of Birth" and "Feeder Cadre Date of Joining" inputs, age and service eligibility will be displayed.
   (vii) Upload Photo: The file size should be between 30 to 60 KB, dimensions should be "Passport Size" with a clear picture, and the format should be JPEG or JPG.
   (viii) Upload Signature: The file size should be between 20 to 50 KB, dimensions should be 3 (length): <1 (height) with a clear picture, and the format should be JPEG or JPG.

(ix) Once all mandatory fields, including the upload of Photo and Signature, are updated, the "Preview" button will be enabled.

(x) If the "Preview" button is not enabled, review all data and check for any missing mandatory fields (check for any fields highlighted in red).

5. **Preview Page: -**

(i) Review all entries carefully.

(ii) If any errors are found, click "Close Preview" to return to the data entry screen and make corrections.

(iii) If all entries are correct, click the "Submit" button. After clicking "Submit," no modifications can be made unless the controlling authority returns the application for re-submission. Be sure to review everything carefully before submitting.

(iv) Upon successful submission, you will receive an alert message stating, "Candidate application submitted successfully."

(v) Additionally, candidate will receive a confirmation email and SMS upon successful submission. If the email or SMS fails to trigger, an error message will be displayed on the screen.

View Submitted Applications:

(i) Select Exam Year and then Select Exam Name.

(ii) If the application submitted successfully, candidate would get the application form otherwise it throws a message "No application available for this Exam", then candidate must submit the application.

Re-submission of application:

(i) When the Controlling Authority returns an application for omissions, candidates will be notified via email and SMS.

(ii) Candidates should select "View application for Re-submission," choose the Exam year and Exam Name, and the page will be displayed for making necessary corrections.

(iii) This page will show the field name along with comments from the Controlling Authority about any errors or omissions in the submitted application.

(iv) Candidates can then correct the marked errors. They also have the option to change their Photo, Signature, Exam Centre preference, and Post preferences.

(v) If candidates believe the Controlling Authority incorrectly marked an entry as incorrect, they should contact the Controlling Authority for clarification before resubmitting the application.

(vi) The "Preview" button will be enabled by default, even if no corrections are made. Candidates should carefully review the application before clicking "Preview" to ensure all necessary changes are made.

<u>Re-submission of application – Preview:</u>

(i)   Candidates must check the correctness of their entries (data, photo, signature).

(ii)   If any entries are incorrect, click "Close Preview" to return to the data entry screen and modify the marked incorrect entries.

(iii)   If all marked entries are correct, click the "Submit" button. After submission, you will not be able to modify your entries until the Controlling Authority returns the application for re-submission. Be sure all information is correct before submitting.

(iv)   Upon successful re-submission, you will receive an alert message stating, "Candidate application re-submitted successfully."

(v)   After successful submission, you will see a confirmation message on the screen and receive an SMS and email. The status of the sent email and SMS will also be displayed.

<div align="center">***END***</div>