Standard Operating procedure for Online Department Exam Application Processing
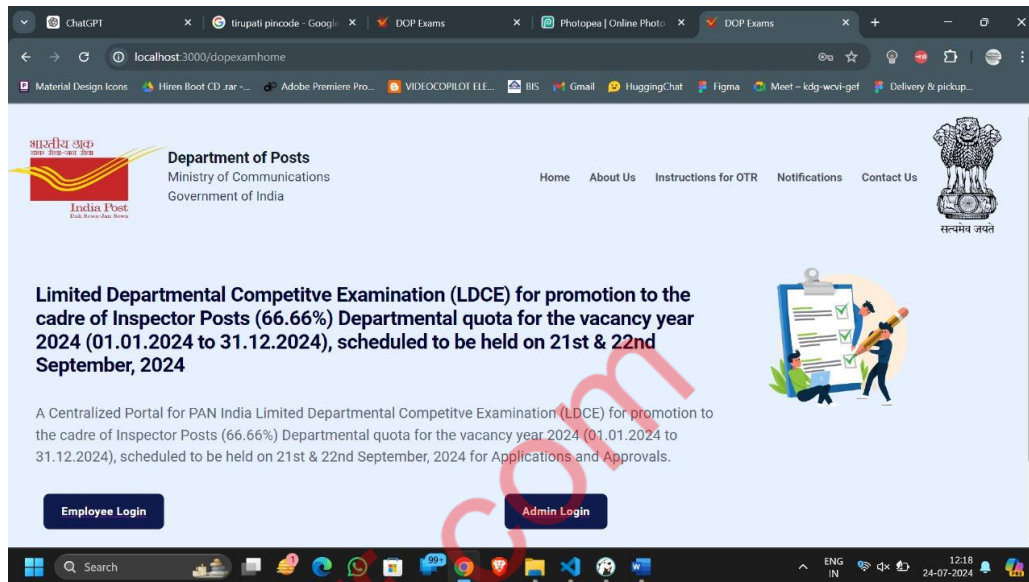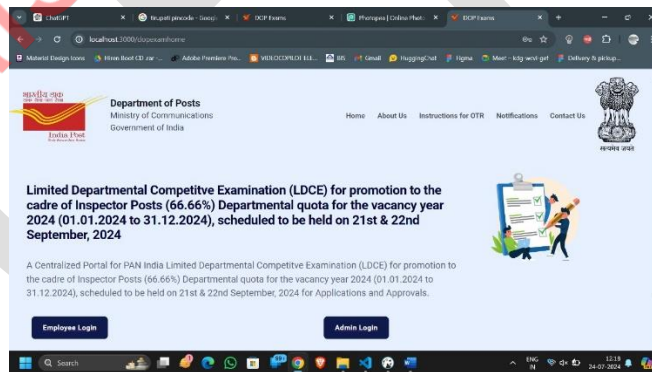
For Candidates

Home page

For production this URL may change

To access this portal user, must select "Allow this time" then only "Employee Login" button will be enabled
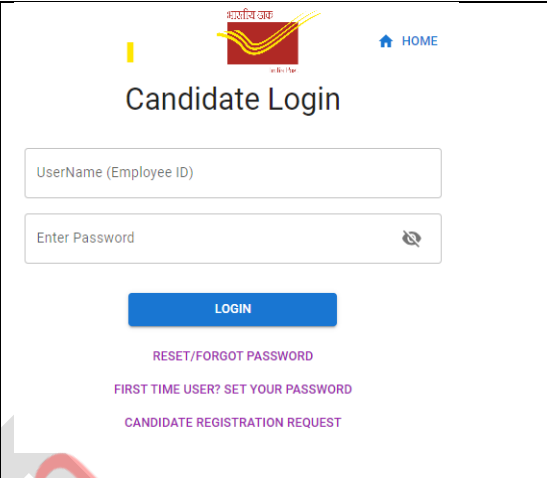

For the first time, to create an employee master, the user must give a request in the portal to the Controlling authority.
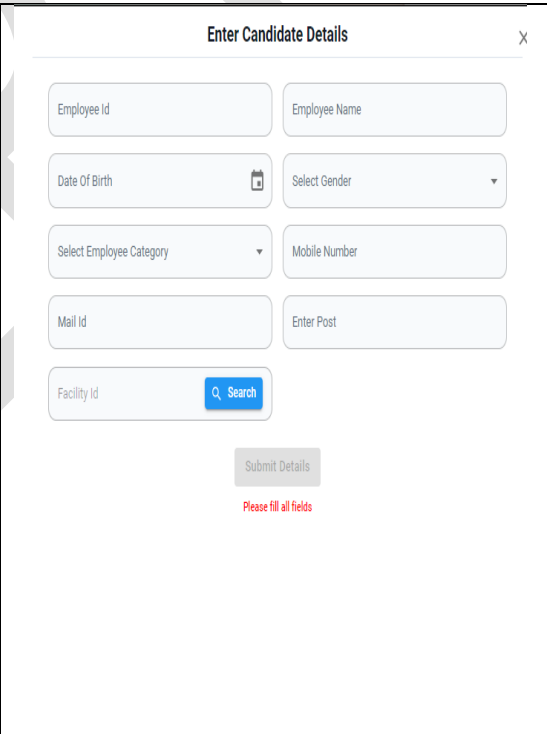
Only on approval by the Controlling authority employee could be able to do the registration using "FIRST TIME USER".

Only after completing the registration candidate will be allowed to log into the portal.

Employee Login

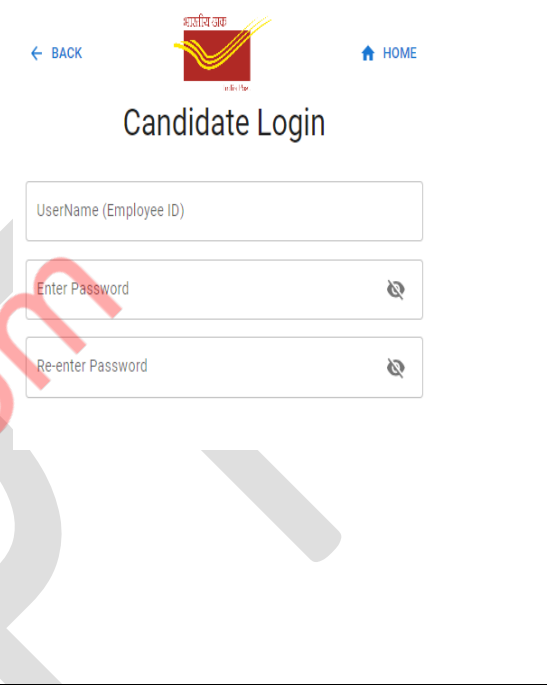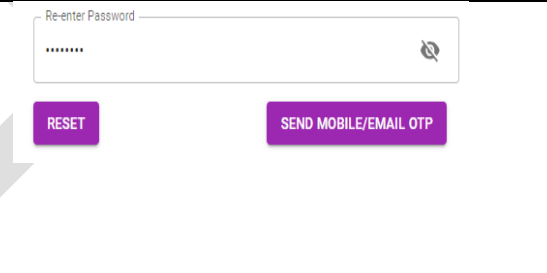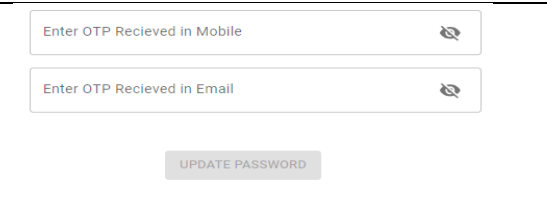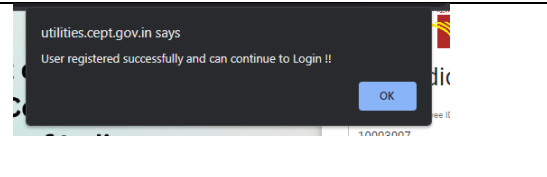|	
a. "CANDIDATE REGISTRATION REQUEST" – TO give request to CA to create employee master b. "FIRST TIME USER" – On approval by CA, candidate have do Register c. "RESET/ FORGOT PASSWORD – To reset the password d. As default this page will show "Candidate Login" page e. "Home" – To move to Home page.	**Candidate Login** HOME UserName (Employee ID) Enter Password LOGIN RESET/FORGOT PASSWORD FIRST TIME USER? SET YOUR PASSWORD CANDIDATE REGISTRATION REQUEST

CANDIDATE REGISTRATION REQUEST

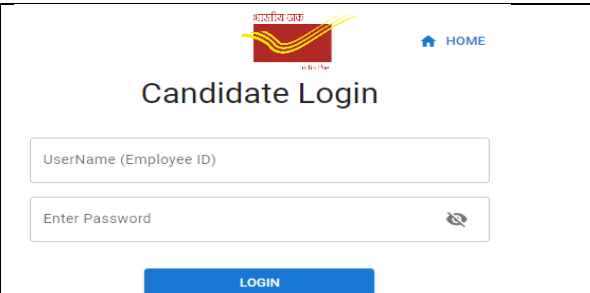|	
a. Employee Id – Enter the CSI Employee ID (8 digit). b. Employee Name - As in the Departmental record c. Date of Birth - As in the Departmental record d. Gender e. Category – Category which candidate belong f. Mobile Number – updates will be triggered to this number g. Mail id - updates will be triggered to this mail id h. Post – Present Post g. Facility ID – CSI facility ID where candidate lien exists. h. Submit details – This will be enabled only after giving inputs to all fields. Clicking "Submit Details" will send data to CA authority	**Enter Candidate Details** X Employee Id Employee Name Date Of Birth Select Gender Select Employee Category Mobile Number Mail Id Enter Post Facility Id 🔍 Search Submit Details Please fill all fields

When Controlling authority approves, intimation will be sent through email.

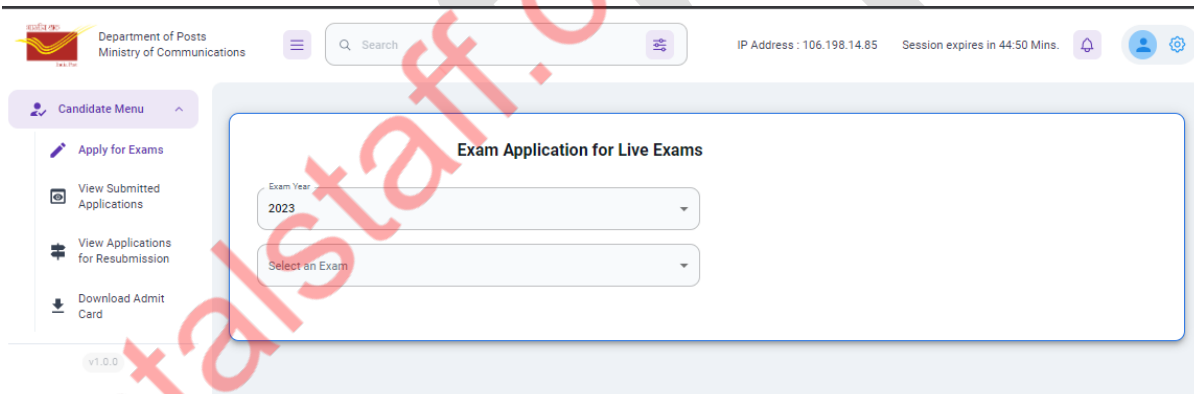**Employee Registration**

Copy and paste is not allowed in this page

a. Username– Enter the CSI Employee ID (8 digit).	Candidate Login
b. Enter Password: Should be at least 8 characters containing 1 UpperCase, 1 LowerCase, 1 Numeric digit, 1 Special Character. By clicking "eye" icon candidate can be able to see the password	
c. Re-enter Password: Should be at least 8 characters containing 1 UpperCase, 1 LowerCase, 1 Numeric digit, 1 Special Character. By clicking "eye" icon candidate can be able to see the password	
d. If username is eight digit and password and Re-enter password full fills the condition and matches "Reset" / "SEND MOBILE/EMAIL OTP" button will be enabled	
e. To reset the inputs click on "RESET"	
f. To proceed further click on "SEND MOBILE/EMAIL OTP"	
g. Unique OTP (six digit) will be sent to the mobile and the email	
h. Message will be shown for successful and unsuccessful triggering of SMS and email	
g. Without receiving unique OTP of SMS and email candidate can't be able to complete the registration.	
h. By clicking the "eye" icon candidate can be able to see OTP.	
i. After entering six-digit OTP of SMS and email "UPDATE PASSWORD" button will be enabled	
j. Registration will be completed on validating the SMS OTP and email OTP.	

Login Screen

a. Enter Username: employee ID (eight-digit CSI employee number)	Candidate Login
b. Enter the password	UserName (Employee ID)
c. Click on "Login" button. After giving valid input only "Login" button will be enabled.	Enter Password LOGIN

Candidate Home page

a. On successful log-in, the candidate can log in and see the below tabs in the sidebar.
   i. Apply for Exams, ii. View Submitted Applications, iii. View Applications for Re-submission, and iv. Download Amit card.
b. As the default "Apply for the exam" page will be displayed.

Applying for exam - Application form

a. Select the "Exam Year."
b. Based on the selected "Exam Year," Facility ID (input at the time of Employee Master request), and notification timeline, active examinations will be visible in the dropdown (Note: Examinations with expired notification timelines will not be shown).
c. Select "Select an Exam."
d. By clicking the checkbox "Read notification carefully………," the application will become available for update. Unchecking the box will allow the candidate to change the Exam Year and Examination.
e. Before starting, the candidate should have the required information ready and be careful when providing inputs.
f. Inputs will change based on the selected Exam.
g. Employee code, Employee name, mobile number, email ID, and Circle Office name will be fetched from the Employee Master.
h. Employee code, mobile number, and email ID are not editable.
i. Mobile number and email ID can be changed using the "Profile" option.

j. Employee code can only be changed by the Controlling Authority.

k. Under "Employee working office details," the candidate should select the BO/SO/HO/Division/Region/Circle where their original lien exists (not the office where they are on deputation/attachment).

l. After entering the Pincode, click on the "Fetch Parent Office Name" button.

m. Based on the Pincode, the "Working Office Name" will be captured in the dropdown.

n. After selecting the candidate's office in the dropdown, the "Present Lien Cadre Facility ID," "Reporting Office Name," "Division Name," "Region Name," and "Circle Name" will be displayed automatically.

o. If the candidate selects the wrong Pincode/Office name, use the "Reset Office Name" option and enter the correct Pincode.

p. If the candidate is on deputation (service maintained by an office other than the Lien office), they must select "Are candidate on Deputation" as "Yes," select the appropriate radio button, then select the office name from the dropdown or enter the Pincode and then select the office name from the dropdown.

q. Length of Service: Based on the "Date of Birth" and "Feeder Cadre Date of Joining" inputs, age and service eligibility will be displayed.

r. Give the candidate's "Preference Exam Centre" as per their choice. Choose the exam location based on the identification of "City Name" by the Nodal Officer of the Circles, but the candidate's lien will remain with the Parent Circle.

s. Give the candidate's "Preference Posting Units" as per their choice.

t. In the cadre, the candidate must select all offices according to their preference. Preferences for the office are based on the order of selection.

u. 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.

v. 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.

w. Remove all empty spaces around the Photo and Signature to get a good quality picture.

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

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

Preview Page.

a. Review all entries carefully.

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

c. 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.

d. Upon successful submission, you will receive an alert message stating, "Candidate application submitted successfully." If you receive any other message, take a screenshot of the error and send it to CEPT.

e. 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.

On successful submission, the candidate can see the below message on the screen and get an SMS and email. Also, it will show the sent status of email and SMS.

Candidate - View Application Details

a. Select the Exam Name and click on "Fetch Application Form"
b. 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 – Candidate

a. When the Controlling Authority returns an application for omissions, candidates will be notified via email and SMS. They can also check the status using the "View application" option.
b. Candidates should select "View application for Re-submission," choose the Exam year and Exam Name, and the following page will be displayed.
c. This page will show the field name along with comments from the Controlling Authority about any errors or omissions in the submitted application.
d. Candidates must check the box stating "Read Notification carefully" to modify the fields marked as incorrect by the Controlling Authority; other fields will be non-editable.
e. Candidates can then correct the marked errors. They also have the option to change their Photo, Signature, Exam Centre preference, and Post preferences. After updating the correct information,
f. If candidates believe the Controlling Authority incorrectly marked an entry as incorrect, they should contact the Controlling Authority for clarification before resubmitting the application.
g. 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.

Re-submission of application – Preview - Candidate

a. Candidates must check the correctness of their entries (data, photo, signature).
b. If any entries are incorrect, click "Close Preview" to return to the data entry screen and modify the marked incorrect entries.
c. 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.
d. Upon successful re-submission, you will receive an alert message stating, "Candidate application re-submitted successfully." If you receive any other message, please send a screenshot of the error to CEPT.

e. 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.

Download Admit Card

When the Nodal officer completes the process and generates a Hall ticket for the Admissible candidate, the candidate can download the Admit Card.

Also, at each stage of processing of an application by the Controlling / Nodal Officer, candidates will get the status by email and SMS.