

PROCEDURE TO APPLY ONLINE FOR THE POSTS OF ELECTRICIAN/PLUMBER

1. Before applying, Candidates are advised to go through the advertisement carefully in detail for determining their eligibility as per laid down criteria for the post
2. The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
3. Candidates are requested to apply ONLINE at <http://www.canttboardrecruit.org> between 15.09.2017 and 15.10.2017. No other means/mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number.
4. The procedure/steps for filling up of applications online is briefed below:
5. Visit the website of Cantonment Board, Amritsar i.e. www.cbamritsar.org.in
6. Look for 'Recruitment' tab in the main menu and click on it.
7. Click on the link No. 5 ('Click here' to apply online).
8. The website will redirect you on the recruitment portal.
9. On the recruitment portal, under the 'New User Registration' -
 - a. Select Amritsar from drop down in the Cantt Board.
 - b. Select the post to apply from the drop down option.
 - c. Enter your mobile number (working) and click on get OTP.
 - d. You will receive the OTP on your mobile.
 - e. Thereafter, fill the OTP and validation code (CAPTCHA) and click on submit.
10. Now, you will get the Registration number and a registration form, in which you have to fill up all the relevant details.
11. **STEP 1:** Submission of Applicant's Details
12. **STEP 2:** Uploading of scanned Photograph and Signature
13. **STEP 3:** Payment of application fee online,
14. The application shall be treated complete only if all the three mandatory Steps (Step1, Step2 and Step3) are completed successfully.
15. In case candidate is not able to submit fee by closing date and time, or the application is otherwise incomplete, his/her candidature will summarily be rejected.
16. Applicant can view the Application details from the Already Registered user section available on the home page by providing Application Number and Email Id. Applicant is required to make sure that Photograph & signature is visible and Fee status changed to Paid otherwise application will be treated as incomplete and summarily rejected
17. Checklist: Following Document(s) should be kept handy before applying online
 - a) Credit Card/ Debit Card / Bank details
 - b) Scanned image of Photograph (JPG format, size between 20-40 KB)
 - c) Scanned image of Signature (JPG format, size between 10-20 KB)
18. Application Fees: The applicants shall pay the Application Fee at the rates indicated in the Table below through online payment mode via application software only

Sr. No.	Category	Application Fee
1.	All candidates belonging to General Category and OBC category	Rs 500/-
2.	All candidates belonging to SC/ST category	Nil