General Instructions / Important Points to be noted

1. Candidate should read the conditions of eligibility appearing in Advertisement to ensure that he/she fulfils the eligibility conditions to the post(s) applied, particularly age, educational qualification, physical standards etc. Candidate should also read the instructions in the advertisement and online Application Form carefully before making any entry or selecting any option

2. Before submitting the application form, the candidates are directed to check the data and satisfy that the details entered by them are true and correct in all respect, before they submit the application. Once the application is submitted, no further change in data will be entertained.

3. The examination fee once paid will neither be refunded nor adjusted against any other recruitment process.

4. Any communication sent will be through e-mail Id only. Hence candidates are required to have a valid / active personal e-mail Id. The e-mail Id should be kept active till conclusion of the recruitment process. Under no circumstance the candidate should furnish an e-mail Id which doesn't pertain to him / her. Separate e-mail Id shall be required for applying in different Post Groups.

5. E-mail ID and mobile number which are mandatory for the application must be a valid one. Under no circumstances, candidate should share /mention registration no. to any other person

6. Pop-up Windows should be allowed on the browser while filling the Application Form as these windows help in filling the Application Form.

7. Candidates are required to take a print out of the Registration Slip. It need not be sent to the Bihar Vidhan Sabha Secretariat.

8. Multiple applications for the same post will be rejected.

9. The candidates called for the Preliminary Examination and subsequent stages of examination will have to appear at the respective venues at their own cost. Bihar Vidhan Sabha Secretariat will not provide Travelling Allowances under any circumstances.

10. Bank transaction charges for payment of application fees will be extra and is to be borne by the candidate.

11. The ONLINE application form for Registration contains basic data viz., Personal details, Education Details, Photo & signature upload, Preview /Edit, Payment and Registration slip.

12. Candidates may note, that if any information provided in the application form is found to be false during verification, or at a future date, their application/candidature will be summarily rejected without assigning any reasons/notice therefor.

13. Any candidate found uploading images of any other person than his own, would be liable for severe legal actions.

HOW TO APPLY

1. For New Application - Click on the 'Register' Link. This will open the first page of the new application.

2. First Page of the Application - Fill the basic details such as Name, Mobile No, Email Id, Gender, and Date of Birth as required in the form. Check the filled details carefully before clicking the 'submit' button, as you will not be permitted to make changes in the application later

3. 'Registration Completed' - will be sent to your registered email ID and mobile number with the application number through E-mail/SMS. This application number & password will allow you to login further to complete your registration / print registration slip before the due date.

4. Login Again - On the screen shown, click on the the 'Login' button. You will be shown a link which will ask you to login again. Proceed with the login procedure by using the application ID and password, which will open the second page of the application form. (Note: If you wish to complete your application later, you can leave the page. You can fill the second 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 registered candidate using your application number and password.)

5. Filling of details in the subsequent pages - Fill up all the required information on the screens (which are in fact the subsequent tabs of the on-line form) with personal identification details, etc. Candidates should take utmost care and furnish the correct details while filling in the on-line Application Form.

6. Candidate is advised that before clicking the SUBMIT button he/she must check that all the details filled in are correct. After final submission of Application Form no request for change/correction in any particulars in the Application Form shall be entertained under any circumstances.

7. In case of any difficulty, candidate may mail to blas.recruitment@gmail.com Once the details are submitted here, no changes will be allowed at subsequent stages.

INSTRUCTION FOR UPLOADING OF PHOTO AND SIGNATURE

1. UPLOAD OF PHOTOGRAPH: Photograph must be a recent passport size colour photo with preferably white background, and 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. Wearing of caps, hats and dark glasses is not acceptable. Religious headwear is allowed but it must not cover your face. The image should only be in .jpg or .jpeg format. The size of file should be not more than 500 kb.

2. UPLOAD OF SIGNATURE: Sign on a 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 is not more than 500 kb. Please note that this signature would appear on the Admit Card, and it should match with the signature on the attendance sheet while appearing for the online test.