INSTRUCTIONS

Please read all instruction and then go to application form.

Instructions:

Instructions to fill online application form for Mantralaya Canteen-2018.
Following are the stages of the registration form:

1. Registration
2. Preview info from application form
3. Online Payment
4. Print Application

1. Please find below the instructions for registration

Candidate has to login to the website www.mahapariksha.gov.in. Candidate has to click on "Notification" tab available at right side. Candidate will be directly redirected to the registration portal. For first time registration, candidate has to click on Register button and enter the Username, password and email id. The candidate will receive an activation link to his/her registered e-mail ID, subsequent to his successful signup. The candidate will need to click on the activation link received by e-mail to activate his account. Candidate is expected to keep his/her login credentials confidential. Once the account is activated, the candidate will be able to log on to the registration portal using the username and password setup by Candidate.

1. Applicants First name, Middle name, Last name, Fathers name, Mothers name, DOB, mobile number, photograph, signature are the basic user details which applicant has to enter.
2. Photo and sign upload details :
   a. Please scan and upload the photograph image which is having minimum of height 200px and width 200px. Image size should be between 20 kb and 50 kb
   b. Draw rectangle of 5x4.5 cm on white table. Sign in rectangle by using black pen. Scan the image and upload into the registration form. Image size should have minimum height of 60px and width 140px. Image size should be between 3 kb and 50 kb
3. In add your address, applicant has to select his type of address i.e permanent, correspondence or both and accordingly has to fill his address details for village, post office, state, district, pin code etc.
4. Next, applicant has to click on Additional User details and enter his caste details. Applicant will be requested if he has caste certificate or not. If yes then he has to select his caste category from the dropdown provided.
5. Those having Aadhaar number should enter the Aadhaar details. In case if applicants does not have Aadhaar number, he should enroll for Aadhaar and enter his Aadhaar enrollment number.
6. Applicants will also have options provided for handicapped and parallel reservations.
7. It is mandatory to declare if the applicant is Maharashtra domicile or from controversial 865 border villages.
8. In educational qualification field, applicant has to enter his educational details. Examination details like SSC, marks obtained, maximum marks, year of passing, University name etc should be entered. Percentage will be calculated by default.

9. Once the education details are entered applicant has to click on CONTINUE button upon which a confirmation will be requested from the applicant that they will not be allowed to Edit the details if they Click on Yes button.
10. Next applicant will be requested with the details specific to each department. Applicant has to share his details accordingly.
11. Applicant has to click on SHOW EXAMS option in order to proceed further. Next applicant has to select the option "Waiter- 2018" as the post he wish to apply for then click on PROCEED button.
12. If candidate has not entered any details in Educational qualification, will be asked for "Are you minimum 4th pass?".
13. In professional qualification, applicant has to enter his professional qualification details if have.
14. Applicant can select three preferred exam locations from the list provided in the registration form.
15. Next applicant has to make online payment in order to procced the registration.
16. Applicant has to read all the terms and conditions and click in the rectangle to agree.
17. Only after undertaking, Submit button will be available.
18. Applicant will have option to print and download the registration form.

2. **Preview info from application form:**
    a. After login by using username and password, applicant can see summary of his form.
    b. Click on 'Print Preview' button to print the application form.

3. **Online Payment:**
   Applicant can pay fees by Credit/Debit card / ATM pin/Internet banking/Vallet /cash card/IMPS.
    a. Applicant can pay as per his convenience.
    b. Only Online payment is available.
    c. If applicant has failed to pay due to lack of Electricity or Internet then he has to re login to complete the payment process.
    d. After fee payment applicant will get Message "payment successful" and the transaction details will be populated on the registration form.

4. **Print of Application form.**
    a. Applicant should keep one copy of application form.
    b. Application form is not required to submit to any officer.