

HOW TO APPLY

Candidates can apply online from 30.09.2017 to 14.10.2017, 23.59 PM only and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should-

- (i) Scan their Photograph, Signature & Document ensuring that all should be in required Specifications as per Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee.
- (iv) have a valid personal email ID & that need to keep active till the completion of the Online Recruitment. BARTI may send any future notification emails about this online Examination etc. to the Applicant's registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account till the completion of the Online Recruitment.

Online Application Fees Payable from 30.09.2017 to 14.10.2017, 23.59 PM, both dates inclusive, shall be as follows

- INR 50/- for All Candidates + Bank Transaction charges for Online Payment of application fees/ intimation charges (Not more than INR 5/-) will have to be borne by the candidate.

Procedure for applying online

- 1) Candidates are first required to go to the BARTI's website <https://barti.maharashtra.gov.in/> and click on BARTI Website & then Click on the Notice Board of Home Page & then click on link "Online Recruitment 2017" to open the On-Line Application Form.
- 2) Candidates will have click on "NEW REGISTRATION " to register their application by entering their basic information in the online application form OTP will be

generated once the applicant click on Send OTP button. Then set your Password as per password policy. Candidate should note down the registered Mobile number and password for future reference. They can reopen/retrieve the saved data using registered Mobile number and password and edit the particulars, if needed.

- 3) Candidates are required to upload their required documents , photograph and signature as per the mentioned specifications only.
- 4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button.

Mode of Payment

Candidates have the option of making the payment of examination fee through the ONLINE mode only.

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. **Any change/alteration found may disqualify the candidature.** In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a registered Mobile Number and password will be entered for relogin.

Candidate should note down the registered Mobile number and password.

They can reopen the saved data using registered Mobile number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the form.

- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/), Credit Cards, Internet Banking by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then candidates are advised to Re-login again with their registered Mobile number and password and pay the Application Fees/ Intimation Charges online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.
- (vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.