

present the supporting documents as and when required."

- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. EPFO may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, she/he should create her / his new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- (viii) Candidates may be required to submit their relevant certificates / documents (refer Para 26 of this notice) after completion of Phase-II examination or as decided by EPFO.

DETAILED GUIDELINES/PROCEDURES FOR

I. APPLICATION REGISTRATION

II. DOCUMENT SCANNING AND UPLOADING

I. APPLICATION REGISTRATION

1. Candidates to go to the EPFO website www.epfindia.gov.in or https://www.epfindia.gov.in/site_en/index.php and click on the option "**APPLY ONLINE FOR RECRUITMENT TO THE POST OF SSA-2019 IN EPFO**" which will open a new screen.
2. To register application, choose the tab "**Click here for Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Disabled candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or her / his Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on '**FINAL SUBMIT**' Only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**Payment**' Tab and proceed for payment.
12. Click on '**Submit**' button.

II. DOCUMENT SCANNING AND UPLOADING

Guidelines for Scanning and Uploading of Documents

Before applying online a candidate will be required to have a scanned (digital) image of her / his photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).

- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo then the Admission for Examination will be rejected / denied. Candidate herself / himself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature:

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match with the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Signature specifications
 - File type: jpg / jpeg
 - Dimensions: 140 x 60 pixels in 200 DPI (Preferred for required quality)
 - File Size: 20 KB–50 KB

Left hand thumb impression:

- The applicant has to put his left hand thumb impression on a white paper with black or blue ink.
- Left hand thumb impression specifications
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB–50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.
- Hand written declaration specifications
 - File type: jpg / Jpeg
 - Dimensions:800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size:50 KB–100 KB

Scanning the documents:

Set the scanner resolution to a minimum of 200 dpi (dots per inch)
Set Color to True Color
File Size as specified above
Crop the image in the scanner to the edge of the photograph/signature/ left hand thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format not exceeding 50kb (photograph and hand written declaration) & 20kb (signature and left hand thumb impression) by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50 kb (photograph and hand written declaration) & 20 kb (signature and left hand thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also.
If the file size and format are not as prescribed, an error message will be displayed.
While filling in the Online Application Form the candidate will be provided with a link to upload her / his photograph, signature, left thumb impression and hand written declaration.
There will be separate links for uploading Photograph, signature, left hand thumb impression and hand written declaration.
Click on the respective link “Upload Photograph / signature / left hand thumb impression / hand written declaration”.
Browse and Select the location where the Scanned Photograph / signature / left hand thumb impression / hand written declaration file has been saved.
Select the file by clicking on it.
Click the ‘Open/Upload’ button.

Your Online Application will not be registered unless you upload your Photograph, signature, left hand thumb impression and hand written declaration as specified.