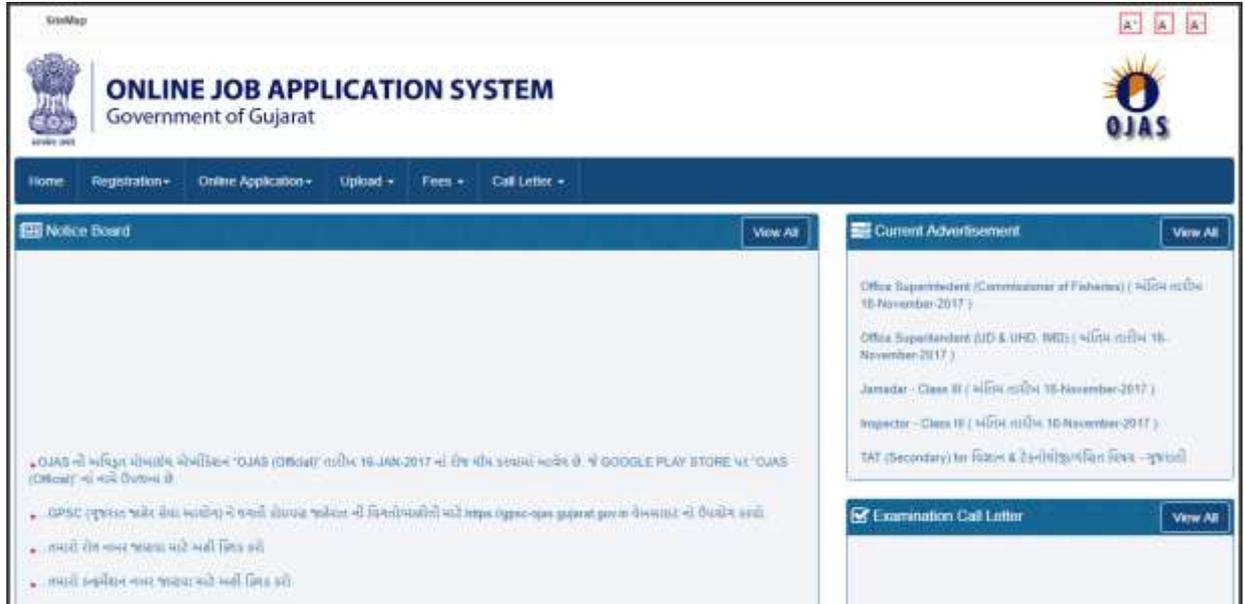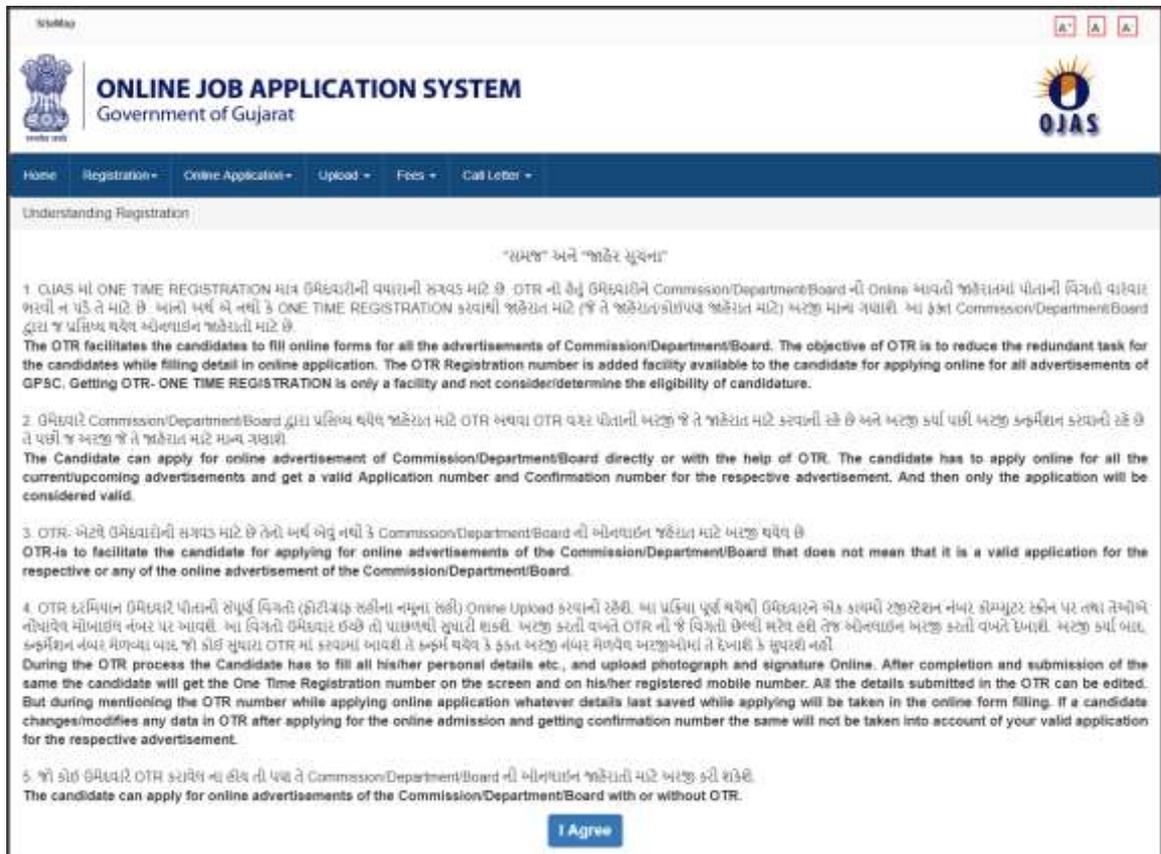## INSTRUCTIONS AND PROCESS FOR HOW TO REGISTER FOR OTR

1. **The above mentioned One Time Registration (OTR) is at present optional; you can directly visit https://ojas.gujarat.gov.in home page. Click on "Registration"->Apply the following screen with advertisement will appear:**

2. **On clicking on "Online Application"->Apply the following screen with advertisement will appear: and also click on "I Agree" (if you agree) and proceed ahead.**

3. **Now fill in the all the details carefully.**

1. **Here first select the prefix of "Mr./Mrs./Ms./Dr." from the drop down menu**

2. **In the "SURNAME" field please enter only your surname for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your surname is "PATEL" you will fill the box only with your surname "PATEL"**

3. **In the "FIRST NAME" field please enter only your Name for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Name is "SURESH" you will fill the box only with your "First Name" as "SURESH"**

4. **In the "FATHER/HUSBAND NAME" field please enter only your "Father/Husband Name" for example if your full name is "SURESH RAMSAJIVAN PATEL" then as your Father's Name is "RAMSAJIVAN" you will fill the box only with your "Father/Husband Name" as "RAMSAJIVAN"**

5. **In the "MOTHER's NAME" field please enter only your "Mother's Name" for example if your Mother's Name is "SARITA RAMSAJIVA PATEL" then as your Mother's Name is "SARITA" you will fill the box only with your "Mother's Name" as "SARITA"**

    i. **NOTE:**

    ii. **Candidates are requested not use any special characters i.e. < % < > ' ( ) & + - ; ! > , . - * etc. in the above fields.**

b. **Indicates mandatory field.**

6. Select your "Gender" Male or Female, re-select it again to confirm your choice. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

7. Enter your "Date of Birth" in "DD/MM/YYYY" format, re-enter it again to confirm your date of birth deligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options.. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

8. Select your "Marital Status" either as "Married" or "Unmarried" or "Separated"

9. Select your "Category". If you belong to reserve category and if you apply as a General category candidate then no reservation rule will be applicable for such an applicant though he belongs to reserve category.

a.

10.   In the "Present Address", the candidate has to write the current address where he/she is staying and in the "Permanent Address" the candidate has to write his/her permanent address

where he wishes to be informed regarding the proceedings of the advertisement as his present address may be temporary. Whereas his/her permanent address would be a place where always he/she or parents or guardians may reside permanently and would accept all the communications in future as present address is for a short period.

11. If the candidate's Present Address and Permanent Address is same then the candidate must write the Present Address and click on "Copy" button given in between the "Present Address" and "Permanent Address" box.

12. In the Present Address box and Permanent Address box; the characters allowed are A-Z, a-z, 0-9, /, -, \, ,,.

13. Here if you are asked to enter your full name twice then please do enter it diligently, this is a precautionary measure to avoid any spelling mistakes from the candidates' end. Please do not use copy and paste options.

14. Now select the "State" you belong to on Present Address as well as on the Permanent Address. If the State you belong to is not in the list select "Not Entered", Union Territories are included. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

15. Now select the "District" you belong to on Present Address as well as on the Permanent Address; If the District you belong to is not in the list select "Out Side Gujarat". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

16. Now select the "Taluka" you belong to on Present Address as well as on the Permanent Address; if the Taluka you belong to is not in the list select "Other". If you have select State other than "Gujarat" then "District" and "Taluka" will automatically come as "Out Side Gujarat". You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be

edited/changed/modified on the website once the application is confirmed.

17.   Enter your Pin Code in the box given for both Present and Permanent Address without fail. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

18.   Enter your valid current Mobile Number to get SMS alert for different stages of communication from GPSC and for any other communication if found necessary by GPSC. Re-type your mobile number again diligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

19.   Enter your valid current email-id (to get Application Form in pdf format) and for any other communication if found necessary by GPSC. Re-type your email-id again diligently, this is a precautionary measure to avoid any mistake from the candidates' end. Please do not use copy and paste options. For example xyz@gmail.com. You can change/edit/modify your choice till you have not confirmed your application. The data entered cannot be edited/changed/modified on the website once the application is confirmed.

20.   Enter your Aadhaar Card Number as given (Optional)

21.   Select your "Nationality"

22.   "Sports Details" are to be entered only if you are a sports person and played for "All India School Union Competition" or "Inter-University" or "National and International Level Competitions". Moreover the option of getting bonus marks for as a sports person is only meant for few selected advertisements of Class-3, for example Deputy Section Officer / Deputy Mamlatdar,

Class-3 etc. Hence for all other advertisement of Class-2 and above there is no provision of giving bonus marks for sports person. Village/Taluka/District level competition participation is not valid.

23.   Please select your option for Physically Challenged from the listed and enter the percentage of disability whenever prompted. If it is not applicable to you then please tick on "Not Applicable"

24.   Physically Challenged with Blindness as disability can opt for the facility of having a "Scribe" (લહિયો). For this the candidate has to click / opt for it and then he/she has to apply in advance before the Preliminary / Main Exam asking for a "Scribe" with all the details of the Scribe. The details of the same can be obtained from the detailed advertisement for the respective advertisement published on https://ojas.guarat.gov.in.

25.   If you are not a Widow Please click on the radio button "No" or else click on "Yes" and fill the other details like "Widow Certificate Number", "Widow Certificate Date", and select the appropriate Authority from the drop down menu for "Widow Certificate Issuing Authority".

26.   If you are not an Ex-Servicemen Please click on the radio button "No" or else click on "Yes" and fill the other details "From Date" (in DD/MM/YYYY" format), To Date (in DD/MM/YYYY" format), "Ex-Servicemen Identity Card No." and select the appropriate Authority from the drop down menu for "Ex-Servicemen Certificate Issuing Authority".

27.   If you are not an "Gujarat State Government Employee"; if no then Please click on the radio button "No" or else click on "Yes" and fill the other details like "Joining Date in Government Service" (in DD/MM/YYYY" format) and "Name of the Department (ખાતાનું નામ)".

28.   Please tick on the languages you know i.e. Language Proficiency as shown in the above picture.

Upload Photograph/ફોટો આપલોડ કરો

Note : Quality of Photograph is Good Enough to Be Identifiable and Acceptable.
નોંધ : સંકેત કરેલ ઉપર આપવામાં આવેલ સહી કરીને તેને સ્કેન કરીને JPG ફોર્મેટમાં આપલોડ કરો.

Choose File | No file chosen

[Upload]

ફોટાનું માપ: 5 સે.મી. લંબાઈ 3.6 સે.મી. પહોળાયાવાળ
Photo ની Size 15 KB થી વધારે રાખવી નહિ.

Upload Signature/સહી આપલોડ કરો

Note : Please Sign on White Paper with Dark Pen and Scan it in JPG format.
નોંધ : સંકેત કરેલ ઉપર આપવામાં આવેલ સહી કરીને તેને સ્કેન કરીને JPG ફોર્મેટમાં આપલોડ કરો.

Choose File | No file chosen

[Upload]

સહીનું માપ: 2.5 સે.મી. લંબાઈ 7.5 સે.મી. પહોળાયાવાળ
Signature ની Size 15 KB થી વધારે રાખવી નહિ.

Declaration

આથી હું ખાતરીપૂર્વક જાણું છું કે ઉપર જણાવેલ વિગતો મારી જાણ મુજબ સાચી છે
નોંધ: OJAS REGISTRATION એ માત્ર ઉમેદવારોને અરજી કરવા માટેની વધારાની સગવડ છે.
OJAS REGISTRATION નો હેતુ ઉમેદવારોને OJAS માં Online અમાતી જાહેરાતમાં પોતાની વિગતો વારંવાર ભરવી ન પડે અને અરજી ઝડપથી થાય માત્ર તે માટે છે. આની અર્થ એ નથી કે REGISTRATION કરવાથી જાહેરાત (જે તે જાહેરાતકોઈપણ જાહેરાત) માટે અરજી થયેલ છે
ઉમેદવારે OJAS દ્વારા પ્રસિધ્ધ થયેલ જે તે જાહેરાત માટે OTR અથવા OTR વગર પોતાની અરજી તે જાહેરાત માટે અચૂકથી કરવાની રહેશે

○Yes ○NO

[Save]

29. Now proceed for uploading the Photograph by clicking on "Choose file", browse option opens select the photograph file you want to upload and click on "UPLOAD" as the photograph gets uploaded it will appear on the right hand side. Here you are requested to verify your photograph is properly uploaded.

30. Now proceed for uploading the Signature, a sample of the "Signature" is given just above the upload option. Now click on "Choose file", browse option opens select the signature file you want to upload and click on "UPLOAD" as the signature gets uploaded it will appear on the right hand side. Here you are requested to verify your Signature is properly uploaded.

31. In the above picture please read the Declaration correctly and then proceed on Clicking "Yes" to submit the form or else click on "No"

32. Click on "Save" to submit the form or else click on "Clear" to re-enter the form again.