

**IMPORTANT:**

Applicants are hereby informed to go through the instructions carefully and understand / acquaint themselves:-

1. Applicants can apply for the post of PDOs and GPS-Grade-1 through "Online" only.
2. Candidates can apply for both the posts in a single application by selecting both the posts and by paying the fees prescribed for two posts. If the candidate wishes he can apply for the post of PDO to one district and GPS-1 for different district.
3. Instructions can be downloaded from the KEA Website <http://kea.kar.nic.in>
4. Online submission of Application Form may be made by accessing KEA Website <http://kea.kar.nic.in>
5. Applicants must follow the instructions strictly as given in the instructions hosted on the KEA Website <http://kea.kar.nic.in> Applicants not complying with the instructions shall be summarily disqualified.
6. Applicants must retain the following documents with them as reference for future correspondence and produce the same whenever it is required.
  - (i) At least three printouts of the finally submitted online Application.
  - (ii) Proof of fee paid.
  - (iii) 3 copies of identical Photograph of the candidate that scanned and uploaded on the Online Application.
  - (iv) Copies of Admission Ticket
7. (a) Candidate must ensure that mobile numbers, e-mail address entered in the online application form are his/her own, as in case of urgency KEA may send information / communications by SMS or mail on given mobile number and mailing ID only.  
(b) The Candidate shall be held responsible for non-receipt of latest information due to wrong mobile number or mailing address filled in the On Line Application Form.
8. For the latest updates, Applicants must remain in touch with the KEA Website <http://kea.kar.nic.in>.
9. Applicants are advised to visit KEA Website <http://kea.kar.nic.in> at least twice in a day for the latest news / updates and also check their mobile / e-mail as in case of urgency KEA may send the information / communications.

**Instructions to Applicants – for recruitment of Panchayath Development Officer and Grama Panchayath Secretary Grade -1.**

1. Please read the instructions; understand and acquaint yourselves with regard to eligibility criteria fixed for the post/s.
2. If the information furnished by the candidates in the application form or any other document/s / certificates submitted by the candidates are found to be false / incorrect / tampered / forged, such candidate's candidature will be disqualified and if he / she selected for any category of post will be cancelled at any point of time and criminal proceedings as per rules will be initiated by the appointing authority against the candidate.
3. All the relevant certificates / marks cards / Degree certificates / formats / reservation claim certificates and such other documents / formats should be obtained on or before the last date fixed for receipt of application specified in the notification.
4. Mere submitting the application online does not confer any right on the candidate for recruitment and it is subject to verification of the same.
5. If the applicants click the declaration button that they have gone through the instructions, then only the portal will be opened to enter the details in the application Form.

**Method of Applying:**

Before applying online, please keep the following scanned images ready in JPG format for uploading as part of submission of online application.

a) Scanned images of

- ✓ Candidate latest Photograph
- ✓ Candidate Signature
- ✓ Candidate Left Hand Thumb Impression

b) copy of the SSLC / 10<sup>th</sup> Standard Marks to enter Name, Date of Birth, Register Number of SSLC, year of passing SSLC.

c) copy of all the years / semesters of qualifying degree marks card to enter the marks obtained in all the years / semesters.

**Before entering the application form online, the candidates are advised to download the blank application form and take two or three photocopies of the same and practice on them in the prescribed manner.**

**PLEASE NOTE:** The finally submitted application details through online by the candidates will be the candidate's data for all further processing for recruitment. Therefore, the candidates are advised not to make any mistakes while making entries in the form and not to upload any documents / papers in support of their claims to the filled application form except Photograph, Signature and Left Hand Thumb Impression.

### First Phase:

- Step 1:** Candidates are required to select "Recruitment of PDO / GPS-Grade-1 Online Application" by browsing URL on Website <http://kea.kar.nic.in>.
- Step 2:** Select "Submit Application", start entering the required information.
- Step 3:** Once the candidates complete the applicant information entries, select "**Preview**" button.
- Step 4:** Candidate details will be displayed on the screen, check any changes are required for the entries made. If any changes are required select "**BACK**" and do the changes before selecting the declaration. Otherwise select declaration read and understands it completely and then select "Submit" button.
- Step 5:** After completion of entry of all the details candidates will receive an application ID to their registered mobile number and also the same information will be displayed on the screen. Then select "HOME" button.

### Second Phase:

- Step 1:** Then applicants will have to upload the scanned images of Photograph, applicant signature, applicant Left Hand Thumb Impression and select "HOME" button.
- Step 2:** Candidates have to take the printout of the Challan copy which is in duplicate. ~~triplicate.~~
- Step 3:** Fee payment - The candidates have to pay the requisite fee printed on the copy of the challan in any of the e-post office. The e-post office will retain copy of the Challan and handover the remaining copy of the Challan to the applicants.
- Step 4:** After making the payment the applicant should take the final print out of the application and should be produced whenever it is required.

### Item wise instructions to candidates:

Item no.	Item Name	Particulars / Details
1	Post applied	Tick the box / select the post you want to apply for recruitment. Candidate can apply for both the posts or can apply any one. If a candidate wishes to apply for both posts then he / she has to pay the fees separately for each post.
2	District opted for appointment for PDO	Candidate can apply for anyone district only. Select the District you wish to apply.
3	District opted for appointment for GPS-Grade-1	Candidate can apply for anyone district only. Select the District you wish to apply.
4	Select the name of the place to appear for competitive examination.	Select the place to appear for the exam from the list. If a candidate wishes he / she select any one place other than the district applied in the list. Eg: IF applied for PDO in Dharwad, the examination place can select any place other than Dharwad.
5	Candidate full name	Write complete name as mentioned in the SSLC / 10th standard / equivalent marks card. There should be no variation in the form or spelling.
6	Mother's Name	Write your Mother's name as in SSLC or 10th Standard Marks Card. There should be no variation in the form or spelling.
7	Father's Name	Enter your Father's name as in SSLC or 10th Standard Marks Card. There should be no variation in the form or spelling.

8	Gender	Select Male; or Female
9	Are you Married?	Select Yes, if married, or select No.
9a	Name of the Spouse	If married enter the name of the Wife / Husband
10	Are you a Citizen of India	Only Indian Nationals can apply, If Indian select Yes ; or No
11	Religion	Select the appropriate Religion from the dropdown menu. (Such as Hindu, Muslim, Christian, Jain, Sikhs, Parsis and Buddhists or others.)
12	Annual Income of the family from all the sources:	Enter the Annual Income from all sources. (If married enter the annual income by including the income of the spouse)
13	Date of Birth	Enter your Date of birth as per SSLC /10th standard marks card.
14	Reservation category claimed	Select the appropriate reservation category to which you belong from the list.
15	Name of the Caste	Enter the name of the caste to which you belong. NOTE: All the candidates claiming reservation benefits should possess original Caste / Caste – Income certificate as on the last date prescribed for receipt of application. The Caste / Category and the income in the caste certificate should be the same as Caste / Category and Income mentioned in the online application form. Otherwise, such candidates will not be considered under the reserved categories and will be treated on par with a General Merit candidate, if they fulfil the General Merit eligibility criteria.
In case of married woman, certificate has to be in the name of candidate along with husband and taking income of spouse.		
16	Do you claim reservation under any of these categories?	Select the appropriate reservation category to which you belong from the list. Please read the eligibility for each category before claiming in the application form. All the candidates should possess original certificate as per their claim as on the last date prescribed for receipt of application.
17	Are you a Permanent Government Employee?	Select yes, if you are permanent employee of Government. If yes enter the details of presently working department. Candidate should possess original NOC on or before the last date for submission of application.
18	Do you claim age relaxation under any of these categories?	Select the appropriate category to which you claim age relaxation from the list. All the candidates should possess original certificate as per their claim as on the last date prescribed for receipt of application.
19	Aadhar number	If you are having Aadhar Card, enter the Aadhar number
20	SSLC or 10th Std Registration No.	Enter the registration number mentioned in SSLC / 10th Std marks card.
20 a	SSLC / 10th Std. Year of Passing	Enter the year in which you have passed SSLC / 10th Std.
21	Qualification Details Name of the Degree	Select the Degree from the list
21 a	Others please specify	if you select others, enter the name of the degree
22	Mode of Degree Education	Select the mode of degree obtained from the list
23	Degree Details / Marks	Enter the degree details, such as Name of the University, State, Marks obtained, Maximum marks
24	Are you claiming reservation under Hyderabad-Karnataka Reservation (Article 371 (j))?	Select yes, if claiming reservation under Article 371 (j)
24 a	Give your priority in case you are eligible for selection under both Local and Non-Local Cadre reserved Posts? /	Select Local or Non-local
25	Address for communication	Enter complete postal address with pin code as per requirement.
	Mobile number	Enter the correct mobile number.
	e-mail ID	Enter the correct valid e-mail address.

Date: 16-09-2016