

How to Apply

- Please go through the link available on <https://www.rvskvv.net> or <https://chayan.mponline.gov.in> for filling up the application.
- Select advertisement and post.
- Fill your personal information, upload your clear passport size photograph (**JPG** format only Size – 20 kb to 100 kb) and clearly visible signature at relevant place (**JPG** format only Size – 10 kb to 100 kb).
- Upload following clearly visible documents in **pdf** format only in size 20 kb to 200 kb, wherever required.
 - Identity card* (Any Govt. ID)
 - Caste certificate, if necessary (It is necessary for all posts, which are reserved for ST, SC and OBC. In case of the post is reserved for EWS, the valid certificate of EWS must be uploaded.
 - Domicile certificate (It is mandatory for all applicants belongs to reserve category)
 - No Objection Certificate (Mandatory of applicants working in any other organization)
- After submission of this information, the candidate will get application ID and password on email as well as on mobile.
- Applicant can continue to fill the form step wise.
- In "ACADEMIC AND PROFESSIONAL INFORMATION", please upload your academic information and upload relevant documents in **PDF** format (Size 20 kb – 300 kb).
- After this, the applicant should submit information in each tab/ section as desired in the application form to claim or obtained score and upload the relevant document showing his/her name and contribution to obtain/ claim score in **PDF** format (Size 20 kb – 300 kb).
- The information given in profile of candidate cannot be edited or deleted once submitted. Hence, information should be filled carefully.
- The information in other tabs/ sections once filled may be deleted or edited before payment of fee and final submission of the application.
- The submitted information will be displayed in the same tab/section immediately after submission. The attached/uploaded documents can also be viewed by clicking on the 'View' button. Applicants are

advised to ensure that all documents provided are correct before final submission.

- If the candidate fills wrong information by mistake, the information may be deleted and new information should be added in each tab/section upto final submission only.
- If the applicant is unable to complete the form in one attempt, he/she may log in again using his/her Application ID and Date of Birth to complete the remaining details.
- If the applicant does not provide the required information, they shall be solely responsible for the same.
- The application should be submitted finally after paying the prescribed application fee and portal fee. The fee may be paid upto the last date and time only.
- After final submission, applicants cannot change any details in the application. However, the applicant can edit certain entries/ details within two days after the last date of submission by paying ₹50 + 18% GST.
- Final Submission of application and fee payment are necessary.
- Applicants are advised to read the instructions carefully and fill out the application form with due care. All required documents should be uploaded as per the model scorecard before the last date. No request to add documents or edit any information will be considered after the last date of submission.
