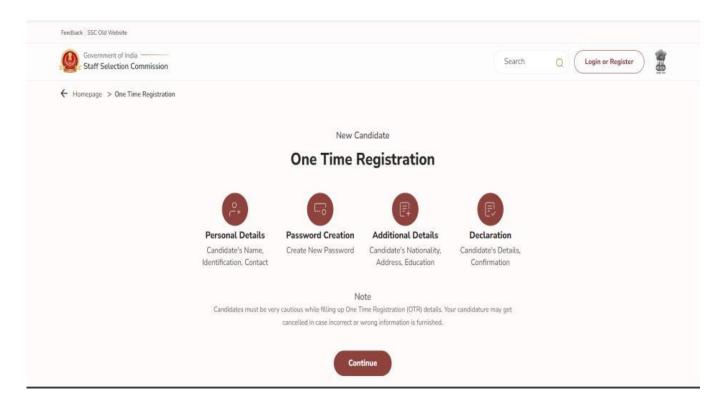
Flow of One Time Registration

Click on 'Login or Register' button to proceed registration.

After clicking on Login and Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

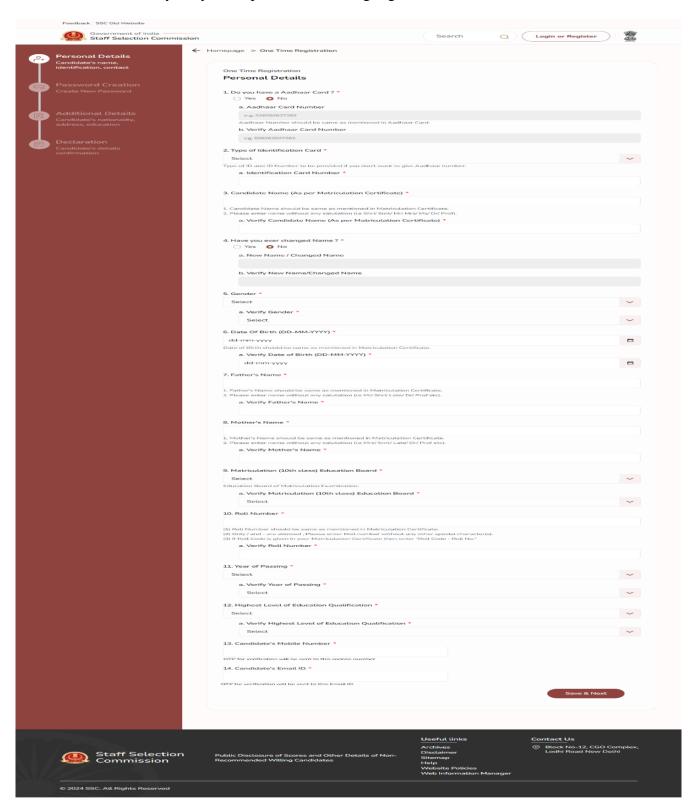
1.1 One Time Registration Page:

On the homepage, you'll find steps to fill in the 'One-Time Registration' form. Click 'Continue' to proceed and reach the personal details screen.



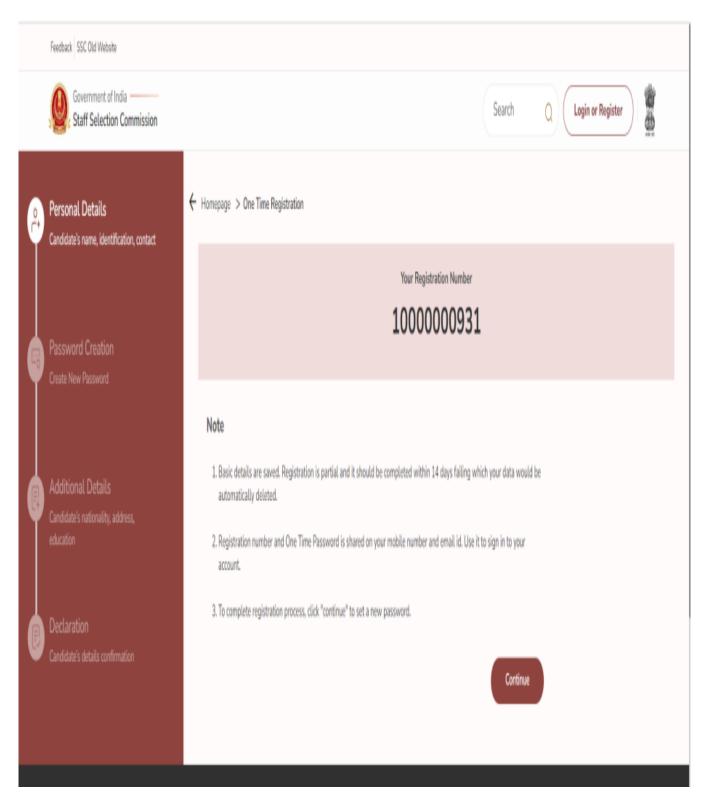
1.2 Fill Personal Details

Enter critical details like Aadhaar Number, name, father's name, mother's name, and date of birth twice to ensure accuracy. Any discrepancies will be highlighted in red text.



1.3 Registration Details Page

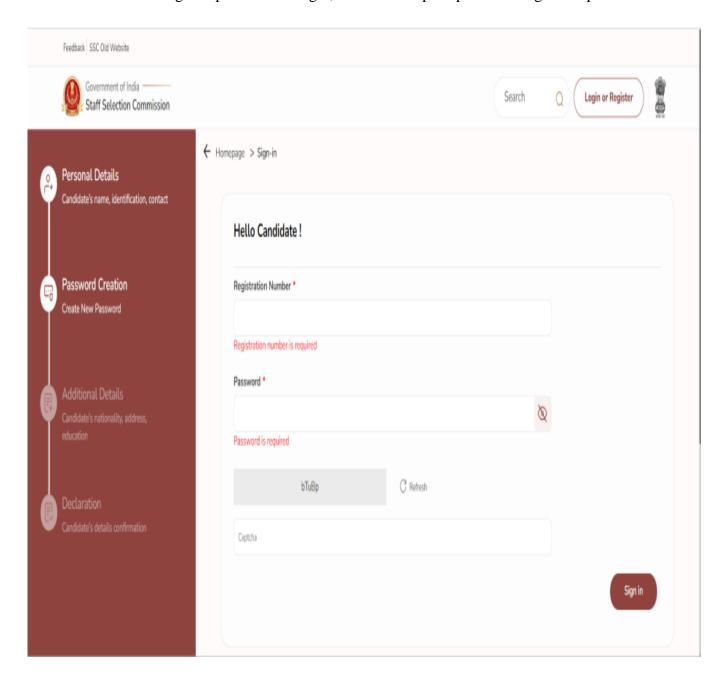
After successful verification of mobile and email OTP, clicking the 'Save & Next' button will store the provided 'Personal Details' (S No-1 to 14). Users will be redirected to the registration details page, displaying the Registration Number. The Registration Number and Password will be sent to the user's mobile number and Email ID. The registration process must be completed within 14 days; otherwise, the saved details will be deleted.



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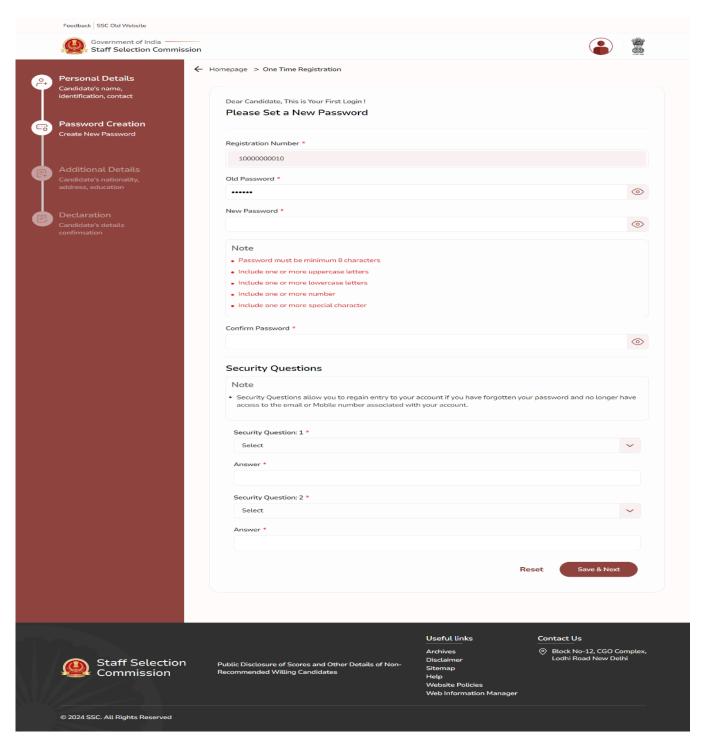
1.4 Login Screen with One Time Password

To finalize the remaining registration, users can click 'Continue,' leading them to the login page displayed in the following screen. If users choose to complete the registration on a subsequent day, they can log in by clicking the 'Login or Register' button on the website header. The Registration Number serves as the username, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, users will be prompted to change their password.



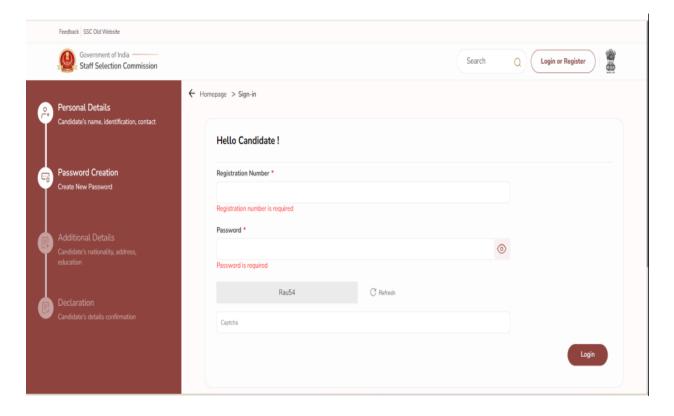
1.5 Password Creation Page

For the initial login, users will be directed to the password creation page, as depicted in the image. After successfully changing the password, they will be redirected to the login page, where they must log in again using their Registration Number and the newly changed password. The registration number will be pre-filled initially. To proceed with the password change, users need to input the old password sent via mobile number and email. They can then set a new password, adhering to the specified validation displayed on the screen.



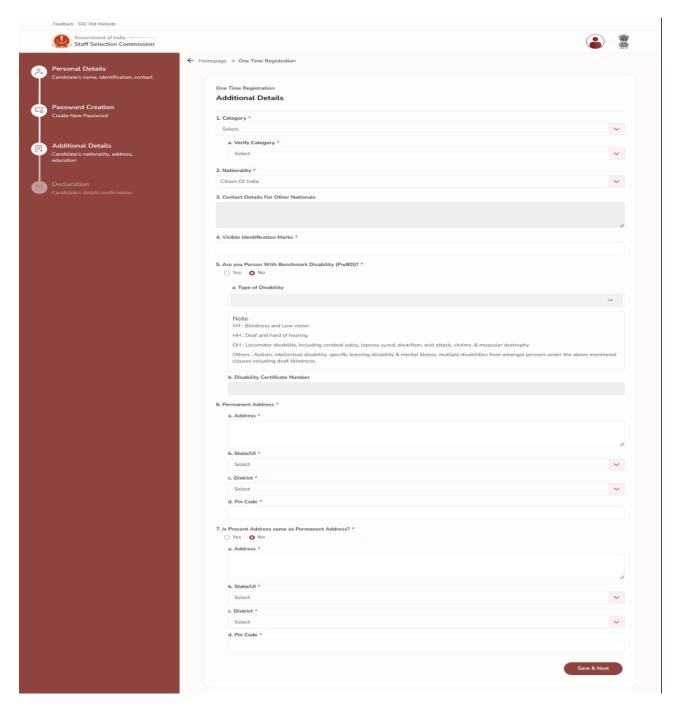
1.6 Login with New Set Password

Upon successful password change, users will encounter the following screen. After logging in, users will be redirected to the additional details page.



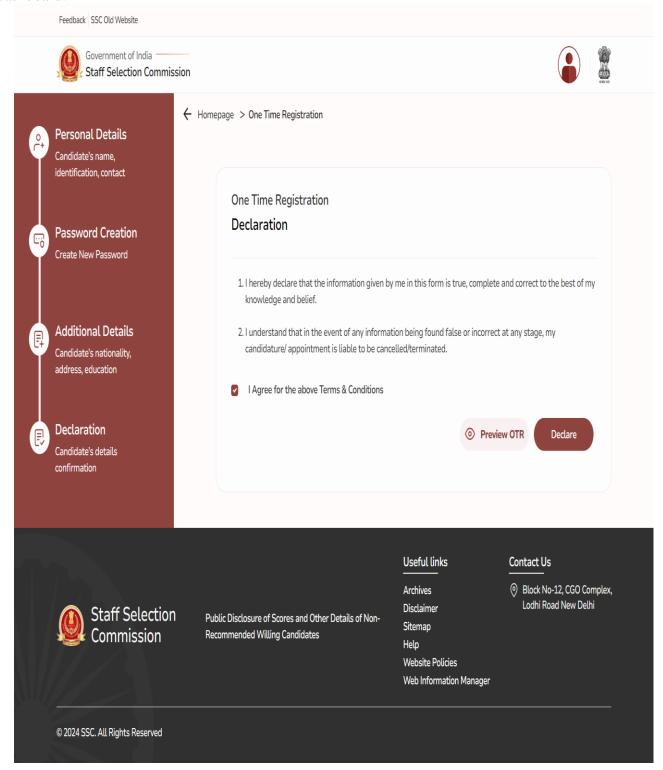
1.7 Additional Details Page

To complete additional details, users must provide information about their Category (S No-1), Nationality (S No-2), and, if the nationality is other than 'Citizen of India,' enable 'Contact Details for Other Nationals.' Users need to fill permanent and present address details if the nationality is 'Citizen of India,' or disable these fields if the nationality is different. Additionally, users should provide information about visible Identification Mark (S No-4) and benchmark disabilities (S No-5), along with Disability Certification Number if applicable. If the nationality is ", users should fill Permanent and Present Address details, saving the data to proceed to the last part of the registration process.



1.8 Declaration

After carefully reading the declaration, users should check "Preview OTR" 'I agree,' then click on 'Declare' to submit the declaration. Upon successful submission, users will be redirected to the dashboard.



Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:

For applying, the candidate is not required to have a pre-existing photograph of himself/ herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand/ sit before the camera of computer/mobile-phone when prompted by the application module and follow the following instructions while capturing the photograph:

- i. Find a place with good light and plain background.
- ii. Ensure the camera is at eye level before taking the photo.
- iii. Position yourself directly in front of the camera and look straight ahead.
- iv. Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
- v. Candidates not to wear a cap, mask or glasses/spectacles while capturing the photo.

Candidates, who are unable to capture their photo through a camera, are advised to use the QR code provided at S. No. 1 of Upload Documents for downloading the app for Android Mobile Phones from the Google Play Store to capture their photos through mobile devices. The photo should be without a cap, without spectacles and a frontal view of the face should be visible. Applications with photographs not in accordance with the instructions are liable to be rejected.

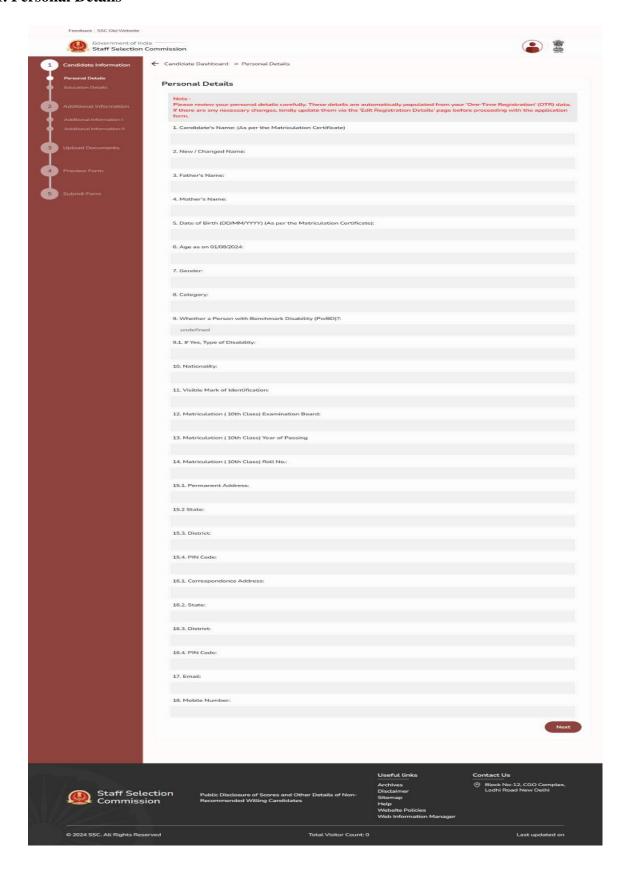
- a. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height).
- b. Applications with illegible/ blurred/miniature signature will be rejected. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc
- 2. Login to online system through your "Registration Number" and "Password".
- 3. Click "Apply" link in "Combined Hindi Translators Examination, 2024" Section under "Live Exam" tab.
- 4. S No- 1 to 18: Information in these columns will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
- 5. S No- 19: Please indicate highest educational qualification possessed by you.
- 6. S No- 20.1 to 21.10: Fill up details of Educational Qualifications (please refer para 7 of the Notice).
- 7. S No-22: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen and therefore they should select 'No'.

- 8. S No-23: If you are seeking age relaxation, select appropriate age-relaxation category.
- 9. S No-24: Please see Notice of Examination, Para No 20 and fill up accordingly.
- 10. S No-25: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference(please refer para 10 of the Notice).
- 11. S No-26.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Others candidates as per S No 9.1. Candidates opting "Yes" against S.No 26.1 will be eligible for Scribe/compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/LV) disability at the time of examination. Please refer Para 6.1 of the Notice of Examination.
- 12. S No-26.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy(CP). This option will be available only to PwBD-OH and PwBD-Other candidates. Candidates opting "Yes" against S. No 26.2 will be eligible for Scribe/compensatory time; however, such candidates will have to upload the requisite certificate at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please refer Para 6.1 of the Notice of Examination.
- 13. S No-26.3: Indicate if you have physical limitation to write as per Para 6.2 or 6.3 of the Notice and scribe is required to write on your behalf. This option will not be applicable for those candidates who are either PwBD-VH candidates or have opted "Yes" against S No 26.1 or S No 26.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting "Yes" against S. No 26.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at Annexure-I of the Notice of Examination, at the time of Examination. Non-PwBD Candidates (i.e. PwD below 40% disability) opting "Yes" against S No 26.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at Annexure IA to the Notice of Examination at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please go through Para-6.2 & 6.3 of the Notice of Examination for more information.
- 14. S No-26.4: If you are eligible for availing the facility of scribe as per Para-6 of the Notice of examination, provide information about the requirement of scribe. These options will be available only to candidates opting "Yes" against either of S No 26.1 or 26.2 or 26.3.
- 15. S No-27: Select relevant option related to Diploma or Certificate course in translation as per para 7.1 or/and 7.2 of Notice of Examination.
- 16. S No-27: Select relevant option related to relevant experience in translation work as per para 7.1 or/and 7.2 of Notice of Examination.
- 17. Capture your Photograph following the instructions as specified at S No-1 above. Applications with blurred photograph will be rejected.

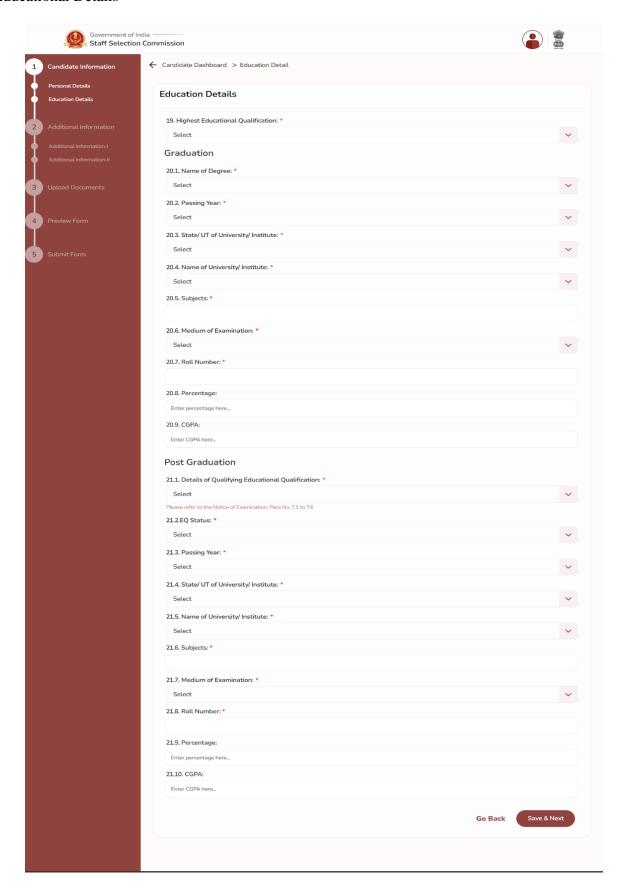
- 18. Upload your signature as specified at S.No.-1 above. Applications with blurred/miniature signatures will be rejected.
- 19. While seeing the Preview, you may kindly check all the details entered are correct and that instructions regarding photograph/ signature as mentioned above at various places in the Notice are duly followed and Verify the information provided by you.
- 20. Complete your declaration by clicking on the "I agree" check box and filling up the captcha code. On verification of the correctness of your application data as visible in Preview, proceed with "Submit Application".
- 21. Proceed to make fee payment if you are not exempted from payment of fee.
- 22. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro or RuPay Debit cards.
- 23. Refer to Para 8 of the Notice of Examination for further information on the payment of the fee.
- 24. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.

ANNEXURE-IVA

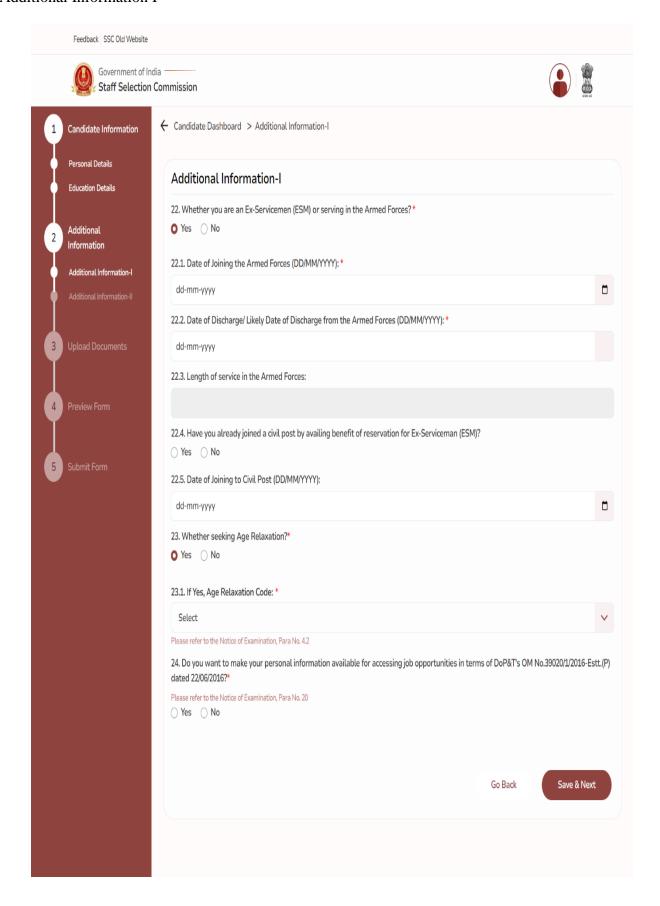
1. Personal Details



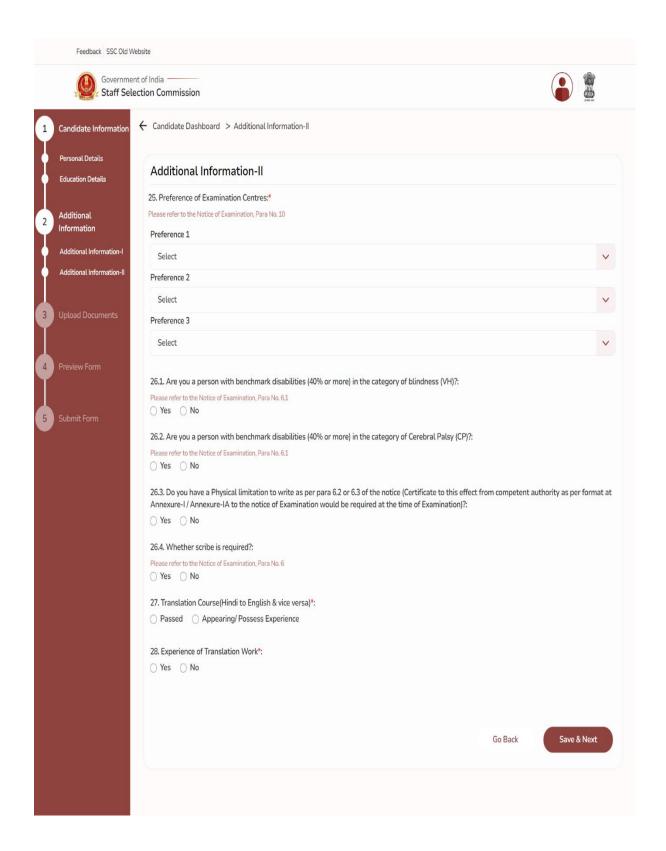
2. Educational Details



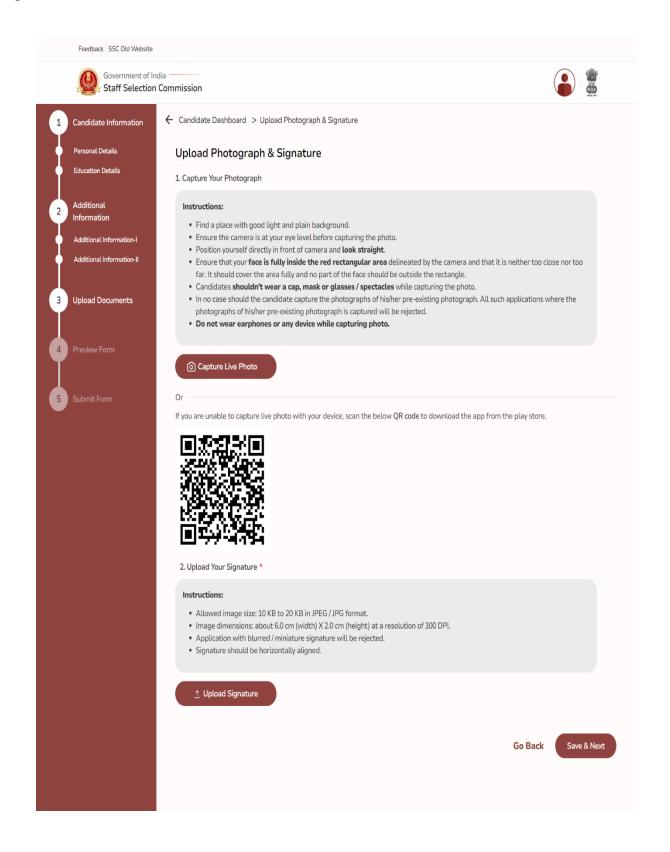
3. Additional Information I



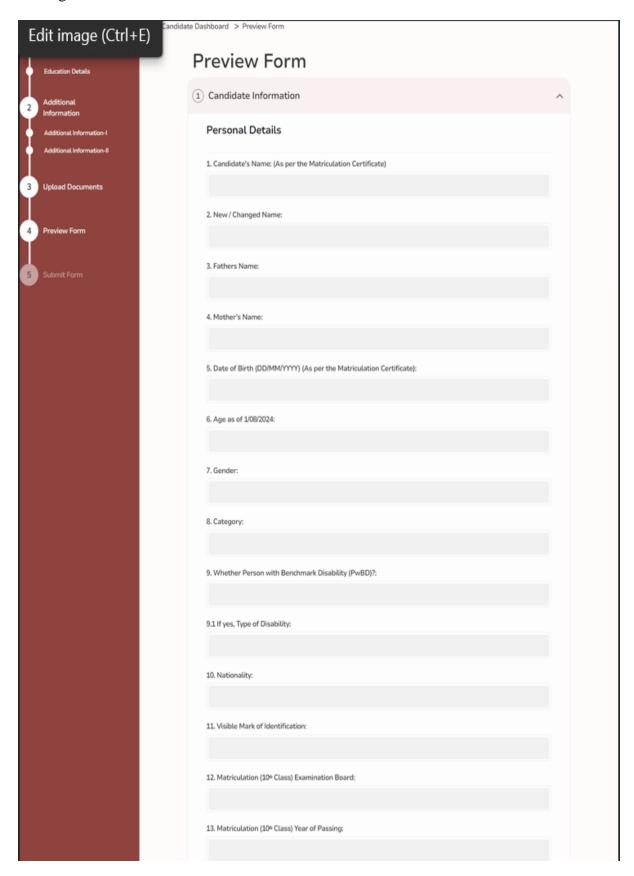
4. Additional Information II

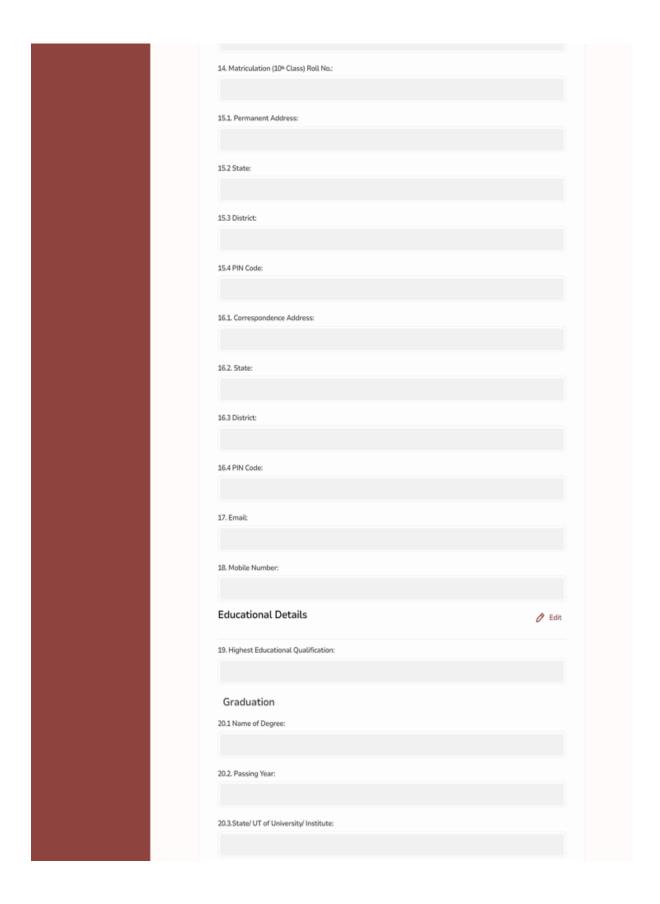


5. Upload Documents

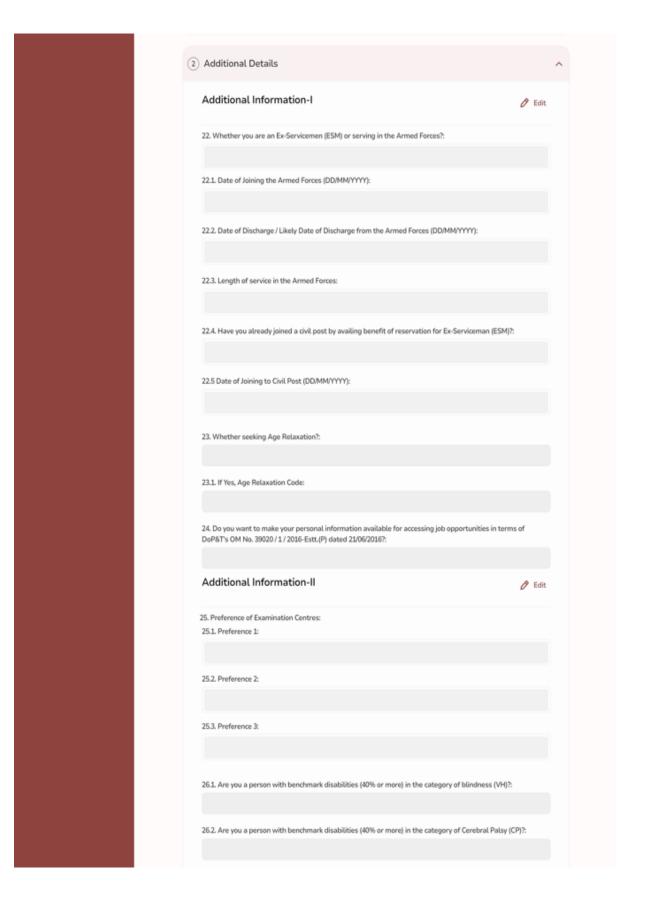


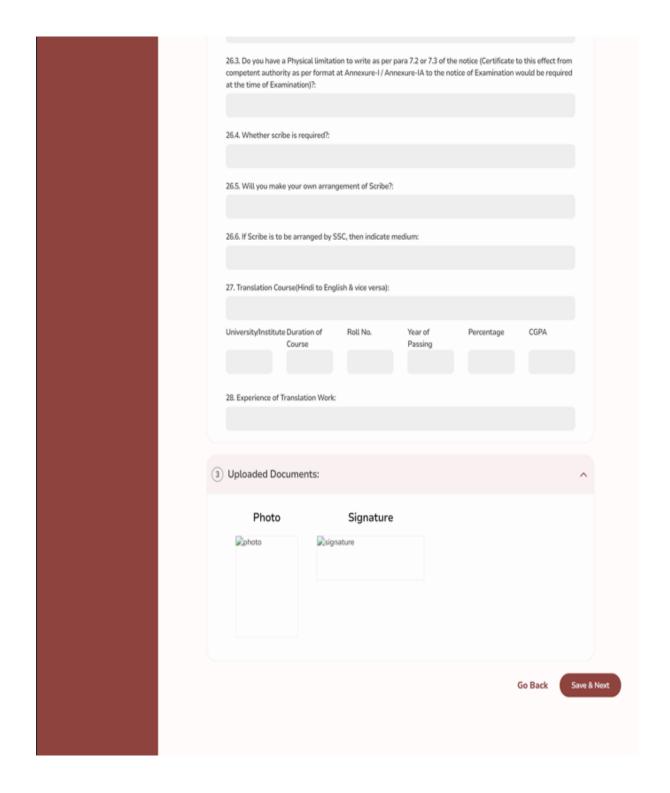
6. Preview Page





20.4. Name of University/ Institute:
20.5. Subjects:
20.6. Medium of Examination:
20.7. Roll Number:
20.8. Percentage:
20.9. CGPA:
Post Graduation
21.1 Details of Qualifying Educational Qualification:
21.2 EQ Status:
21.3. Passing Year:
21.4. State/ UT of University/ Institute:
21.5. Name of University/ Institute:
21.6. Subjects:
21.7, Medium of Examination:
21.8. Roll Number:
21.9. Percentage:
21.10. CGPA:





7. Declaration

