

## Instructions for filling the form

1. Read all the Information in BIA NOTIFICATION carefully before you start filling the Online Application Form.
2. Candidate can apply for both categories i.e., for Category A.1 and Category B.1.

### **3. Application Procedure:**

#### **Step-1: Registration:**

In this stage, candidates should enter their basic details like Name, DOB, Gender, Father's name, Mother's name, Educational Qualifications & Year of Passing , Mobile number and Email ID.

Before submitting for registration, ensure and confirm that all the information furnished is correct as the details furnished for registration cannot be changed later. Please note that the email ID used for the registration must be yours and unique. Also note that both the email ID and mobile number will be verified with an OTP before confirming the registration of the candidate.

#### **Step-2: Verification of Email ID & Mobile Number:**

Once the Registration details are submitted, an OTP will be sent to your registered email ID and another OTP to your registered mobile number. Click on the "Verify through OTP" link on the Home page of the online registration portal and enter the OTP received on your email and mobile in the respective fields. After validation of both the OTPs, the Registration Number will be generated and displayed. Also the registration details will be sent to your email ID and mobile number.

#### **Step-3: Upload Photo & Signature:**

Candidates can proceed with the online application by clicking on the "Candidate Login" link on the home page using the registration number and Date of Birth. At this stage, candidate needs to upload his/her photograph and signature.

Upload Scanned Photograph and signature with the following requirements:

The scanned images of candidate photograph should be in jpg/jpeg format only with 100 DPI.

Dimension of photograph image should be less than 230px X 250px only.

Size of the photo image must be greater than 10KB and less than 80 KB.

Size of the Signature must be greater than 5 KB and less than 20 KB.

Dimension of Signature image should be less than 200px X 190px only.

**Step-4: Payment Stage:**

Fee Payment is mandatory for all the candidates. Fee of Rs.1000/- is required to be paid by all the candidates. The candidates can proceed for Fee Payment by clicking on the “Candidate Login” link on the home page using the registration number and Date of Birth.

Once all the above stages are completed, candidate can take print of his/her Application.