

SIMPLIFIED STEP-BY-STEP INSTRUCTIONS TO REGISTER & DATA ENTRY

In order to simplify the process of filling of application for State choice entry in CAG office and to make it more convenient for candidates, the CAG office has formulated simplified format on the online application procedure for the convenience of candidates. It has 3 steps:

Step-1: One-time Registration:

One-time Registration will be a permanent database for candidate. The unique User ID and password can be used by the candidates for State choice entry and other details in CAG office.

How to register for the first time:

In the Home page of <http://cag.delhi.nic.in/statechoice>, click on [create new user](#)



On clicking 'create new user' button the following screen would appear.

The screenshot shows the 'Create New User' registration form. The form has the following fields and options:

- SSC Registration No* (text input)
- Exam* (dropdown menu, currently showing "--Select--")
- Post* (dropdown menu, currently showing "--Select--")
- Roll Number* (text input)
- Rank* (text input)
- Email Address* (text input) with a "Generate OTP For Email" button to its right.
- Mobile phone* (text input) with a "Generate OTP For Mobile" button to its right. A note below says "(Mobile Number will be used for SMS)".
- UserId* (To be created by User) (text input)
- User Password* (text input)
- Confirm Password* (text input)
- Email OTP Code* (text input)
- Mobile OTP Code* (text input)
- ImageCode (text input) with a CAPTCHA image "a9cb8d" to its right.

A "SAVE" button is located at the bottom center of the form.

Enter the specific inputs

- (1) SSC registration no (11 characters)
- (2) Select exam for specific post
- (3) Select post for which you are selected
- (4) Roll number
- (5) Rank will appear if Roll number is correct
- (6) Enter Email id, Click on Generate OTP for email verification

- (7) Mobile no. (10 digits), Click on Generate OTP for mobile for Mobile Verification
- (8) userid (Maximum 10 characters) (Choose Unique Userid)
- (9) Password (should contain:1 Lowercase,1 UpperCase,1 digit (0 to 9) and 1 special character (! @ # \$ %) Minimum 8 character Length)
- (10) Confirm Password same as above Password.
- (11) Email OTP Code (which was send on your mail id)
- (12) Mobile OTP Code (which was send on your mobile no)
- (13) Image Code (which is shown on right side of this textbox)

➤ After 'create new user' click on 'Home' for Login your account, the following screen would appear.

Online Registration for Candidates Nominated by SSC for Appointment in CAG.

Home Create New User Forget Password

Welcome Guest, Please Login To Continue ..

Please Login:

Please Login

UserID

Password

ImageCode

SUBMIT

For Any Query/Problem Contact at : 011-23509361, 01123509372, 01123509339 or saostaffapp2@cag.gov.in

- (1) Enter User id
- (2) Enter Password
- (3) Image Code (which is shown on right side of this textbox)

➤ After Successful login, the following screen would appear.

Online Registration for Candidates Nominated by SSC for Appointment in CAG.

Home Data Entry Printing Section Allotment State & Office Change Password

Welcome Renu01 Post: Accountant Exam: CGLE -2015 LogOut

Home

Please read the Instructions

Step-2: Application Filling Procedure (Application Part)

Registered candidate may log into the system and can proceed for application filling.

Steps for filling application:-

- (1). Candidate must fill Biodata first**
- (2). After Successful filling of the Biodata fill State Choice Filling**
- (3). After successful filling of Biodata and State Choice then fill Attestation Form**

For Biodata Entry

Go Data Entry > click on Biodata the following screen would appear.

Home Data Entry Freeze Printing Section Allotment State & Office Notice & Instructions Change Password

Welcome RAMESHWARI TIWARI Post: Accountant Exam: CGLE -2015 Logout

1. Name of the User :* RAMESHWARI TIWARI

2. Father's Name :* Ramesh

3. Mother's Name :* Shivani

4. Date of Birth :* (DD/MM/YYYY) 03/02/1990

5. Category :* OBC

6. Gender :* Male Female

7. Academic Qualification :*

a) Details of Educational/Professional Qualification , starting from Matriculation

Academic/Professional Qualification	Board/University	Year	Percentage of Marks/Grades
10th :*	CBSE	2010	56
12th / Diploma :*	CBSE	2008	78
Graduation :*	GGSIPU Stream B.com	2006	65
Post-Graduation :*	GGSIPU Stream M.Com	2010	70

b) Professional Qualification, if any : Mater in Commerce

8. Marital Status :* Unmarried Married

9. Employment Status :* Unemployed Employed

10. Mother Tongue :* HINDI

11. Knowledge of other language, if any : ENGLISH

12 a) Correspondence Address :* Allowed Chars are: A-Z 0-9 . : # and /

b) District :

c) State :* -- Select --

d) Station/City :*

e) Pincode :*

13. a) Permanent Address :* Same as Above Address Allowed Chars are: A-Z 0-9 . : # and /

b) District

c) State :* -- Select --

d) Station/City :*

e) Pincode :*

14. State of Domicile :* -- Select --

15. Mobile Number :* 9810186344

16. E-mail address :* renum@cag.gov.in

17. Physically Handicapped :* No Yes

18. Ex-Serviceman :* No Yes

19. Whether willing to join as Auditor in the IA&AD? :* No Yes

20. Upload Signature :* (Size Not Greater Than 10kb Size) Choose File No file chosen UPLOAD

21. Upload Photo :* (Size Not Greater Than 20kb Size) Choose File No file chosen UPLOAD

Save

In Biodata:

Insert all mandatory fields (which show red asterisk *)

(12(a)). Pincode should be numeric.

(12(b)).If Permanent address same as Correspondence click on box same as above address

(17) if Physically Handicapped 'YES' then select Handicapped type(it is

mandatory).
(20,21)Upload your photograph and signature.

Note: The candidate may please note the instructions for uploading photograph and signature to be uploaded as given below:

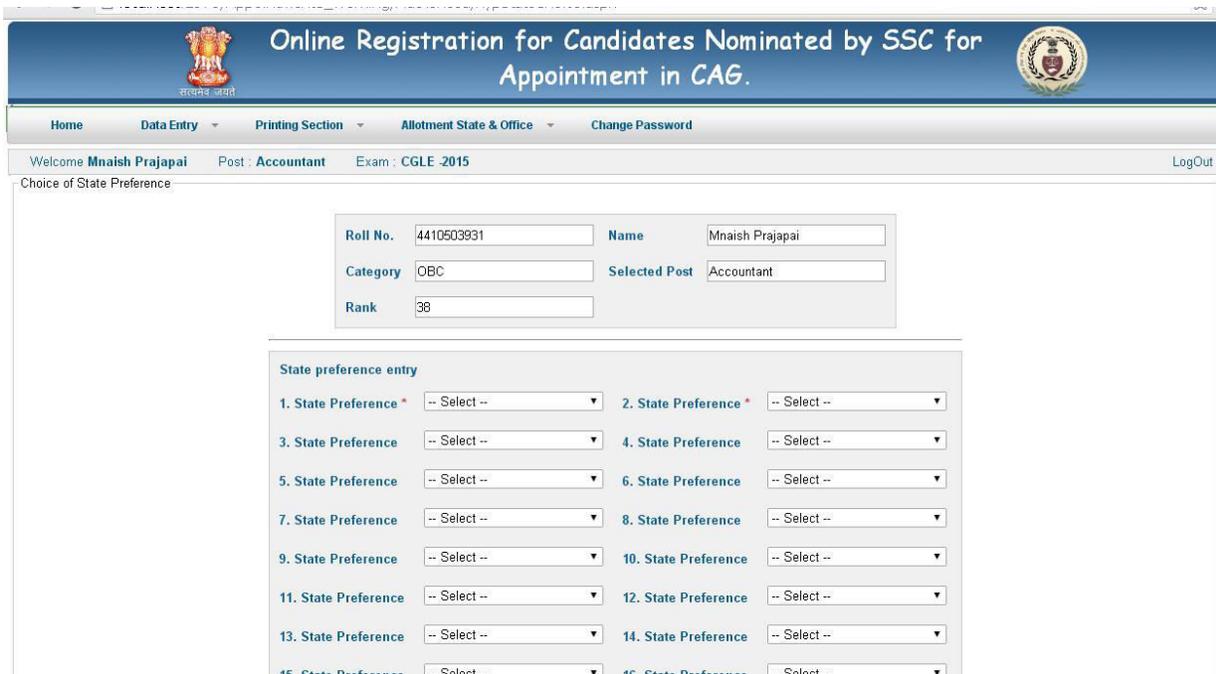
The digital size of the file of the photographs must be more than 4 KB and less than 20 KB with resolution of 100 pixel width and 120 pixel height.

The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 KB and less than 10 KB with resolution of 40 pixel width by 60 pixel height.

If the candidate finds that he has made some **mistake** while entering details in the **Biodata Entry**. On opening the form again the entered data will be available in edit mode, you have to save the data after doing any correction in the form.

For State Choice

Go to Data Entry > click on [State choice](#), the following screen would appear



The screenshot shows the 'Choice of State Preference' page. At the top, there is a header with the Indian national emblem and the text 'Online Registration for Candidates Nominated by SSC for Appointment in CAG.' Below the header is a navigation menu with 'Home', 'Data Entry', 'Printing Section', 'Allotment State & Office', and 'Change Password'. A user information bar displays 'Welcome Mnaish Prajapai', 'Post: Accountant', and 'Exam: CGLE -2015'. The main content area is titled 'Choice of State Preference' and contains a form with the following fields: Roll No. (4410603931), Name (Mnaish Prajapai), Category (OBC), Selected Post (Accountant), and Rank (38). Below this is a 'State preference entry' section with 16 dropdown menus, each labeled '1. State Preference' through '16. State Preference', all currently set to '-- Select --'.

The screenshot shows a web form titled "State preference entry". It contains 27 numbered dropdown menus, each labeled "State Preference" followed by a number from 1 to 27. Each dropdown menu currently displays "-- Select --". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

In State Choice:

In this form roll no., name, Category, post, rank are not editable.

Select all state preferences (all are mandatory).

Same state preferences cannot be selected two times.

If you selected one state in dropdown, **it cannot be show in another dropdown (state preferences).**

After saving state preferences successfully, the choices will be available in editable mode, so, candidate easily edit state preferences.

If the user wants to change the state choice and choice is already made at some other number, then first unselect the state, then choose it at required place.

For Attestation Form

Go Data Entry > click on **Attestation Form** the following screen would appear.

ATTESTATION FORM

1. Name : Mnaish Prajapai

2. Present Address : DELHI, DELHI, DELHI ,DELHI, HIMACHAL PRADESH , 110085

3. (a) Home Address : DELHI, DELHI, DELHI ,DELHI, CHATTISGARH, 110094

(b) If Originally a resident of Pakistan/Bangladesh : YES NO

(i) The Date of migration to Indian Union :

(ii) The Address in that country :

4. Particulars of places (with periods of residences) where you have resided for more than one year at the time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

Date From	Date To	Residential address in Full	Name of the District Headquarters of the place mentioned in the preceding column
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name	Nationality (by birth and /or by domicile)	Place of Birth	Occupation (if employed give designation & official address)	Present postal address (if dead give last address)	Permanent Home address
Father (Name in full aliases, if any) :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mother :	<input type="text"/>				
Wife/Husband :	<input type="text"/>				
Brother (s) :	<input type="text"/>				
Sister (s) :	<input type="text"/>				

5. (a) Information to be furnished with regard to son(s) and / or daughter(s) in case they are studying/living in a foreign country :

Name	Nationality (by birth and /or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in pre-vious column
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expand >>

6. Nationality :

7. (a) Date of Birth : 07/08/1993

(b) Present Age : 22 Year 11 Month 26 Days

(c) Age Matriculation : 8

8. (a) Place of Birth, District and State in which situated :

(b) District and State to which you belong :

(c) District and State to which your father originally belong :

9. (a) Your Religion :

(b) Are you a member of a Scheduled caste/Scheduled Tribe? Answer 'Yes or No' : OBC

10. Physically-Handicapped : Hearing Handicapped

11. Ex-Servicemen : NO

12. Details of Educational/Professional Qualification , starting from Matriculation .

Academic/Professional Qualification	Board/University	Year of Passing	Percentage of Marks/Grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Details of Educational/Professional Qualification , starting from Matriculation .

Academic/Professional Qualification	Board/University	Year of Passing	Percentage of Marks/Grades
10th	CBSE	2008	65
12th	CBSE	2010	65
Graduation	GGSIPU	2013	53
Post-Graduation			

13. (a) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment ,up-to-date.

Period From	Period To	Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service

13.(b) If the previous employment was under the Government of India, a State Government/an undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under rule 5 of the Central Civil Services(Temporary Service) Rules,1965, or any similar corresponding rules were any disciplinary proceedings were framed against you,or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service,or at a subsequent date, before your services actually terminated? If Yes

- 14.(i)
- (a) Have you ever been arrested? YES NO
 - (b) Have you ever been prosecuted? YES NO
 - (c) Have you ever been kept under detention? YES NO
 - (d) Have you ever been bound down? YES NO
 - (e) Have you ever been fined by court of Law? YES NO
 - (f) Have you ever been convicted by a Court of Law for any offence? YES NO
 - (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? YES NO
 - (h) Have you ever been debarred/disqualified by any Public Service Commission/ Staff Selection Commission for any of its examination /Selection? YES NO

- (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? YES NO
- (h) Have you ever been debarred/disqualified by any Public Service Commission/ Staff Selection Commission for any of its examination /Selection? YES NO
- (i) Is any case pending against you in any Court of Law at the time of filling up this Attestion Form? YES NO
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestion Form? YES NO
- (k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? YES NO

(i) If the answer to any of the above mentioned question is 'YES' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of case pending in the Court/University/Eduational Authority etc. at the time of filling up this form.

NOTE:

- (i) Please also see the 'warning' at the top of this Attestation Form.
- (ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

15. Names of two responsible persons of yours locality or two references to whom you are know.

1.

2.

I Certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate.....

Date

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WARNING

1. The furnishing of false information or suppression of any factual information in the Attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down, fined convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation from has been sent

earlier, failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

Step-3: Printing Section

- For Biodata Printing:
- For State Choices Printing:
- For Attestation From Printing:
Go Printing Section > click on [Attestation From](#).

Step-4: Freeze

This option is to freeze all data entry options namely Biodata, State Choice and Attestation Form. The system will check for data in the three forms in case data entry in any of the three forms is not done, it will display message. If the data entry in all the forms is complete, the system will confirm with user for freezing data entry, once confirmed, the Data Entry option will not be available to the user. Only print option will be available.

Note :- If the user doesn't freeze the data, last saved data will be treated as final data.

[For Any Query/Problem Contact :](#)

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