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.

	Nominated by SSC † AG.	for 🕡			
Home	Create New User	Forget Password			
come Guest, Please L	.ogin To Continue				
		Create New Us SSC Registration No* Exam* Post* Roll Number* Rank* Email Address* Mobile phone* (Mobile Number will be used for SMS) UserId* (To be created by User) User Password* Confirm Password* Email OTP Code* Mobile OTP Code* ImageCode	 ▼ ▼ 1 1 1 1 1 1 1 1 1 1 1 1 1	Generate OTP For Email Generate OTP For Mobile	

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 For Any	Please Login UserID Password Password B4987b SUBMIT r Ouery/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)

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After Successful login, the following screen would appear.



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.

eicome Raivit	ESHWARI TIWARI Post Accountant	Exam : CGLE -2015						Log
	1. Name of the User *					DAMESHWADI TIWADI		
	2 Father's Name **					Ramesh	-	
	3 Mother's Name :*					Shivani	-	
	4. Date of Birth :* (DD/MM/Y	YYYI				03/02/1990		
	5. Category :*					OBC	7	
	6 Gender *					Male Demale		
	7. Academic Qualification:*					w male w remain		
	a) Details of Educational/	Professional Qualification	, starting from Matriculation					
	Academic/Professional Qualification	Board/University			Year	Perce	entage 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 Qualificat	tion, if any :			3	Mater in Commerce V		
	8. Martial Status :*	an a				Unmarried Married		
	9. Employment Status :*							
						Unemployed Empl	oyed	
	10. Mother Tongue :					HINDI		
	11. Knowledge of other lang	uage, if any :				ENGLISH		
	Allowed Chars are: A 7 (19 · # and /				DELHI		
1 <u>-</u> -	_عد ماده وي بران ما يعودوند. 	,	e a gran e a servicio e ante e a presente e a servicio e a					er
	12 a) Correspo Allowed C	ondence Address :* hars are: A-Z 0-9 : # a	and /				_	
						1	-	
	b) District	6						
	c) State :*					- Select	•	
	d) Station/	City :*						
	e) Pincode	a :*						
	13. a) Perma	nent Address :*	Same as Above Addre	SS				
	Allowed C	hars are: A-Z 0-9 : # a	and /					
						1		
	b) District							
	b) District c) State :							
	b) District c) State : d) Station/	'City :					•	
	b) District c) State :* d) Station/ e) Pincode	City :				- Select		
	b) District c) State :* d) Station/ e) Pincode 14. State of D	City : •				- Select		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu	City : omicile : umber :				Select Select Select 9610186344		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail add	City : omicile imber : dress :				Select Select 9810186344 renum@cag.gov.in		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail add 17. Physically	City : omicile : imber : dress : i Handicapped :				Select Select 9810186344 renum@cag.gov in • No • Yes		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail add 17. Physically 18. Ex-Service	City : omicile : imber : dress : i Handicapped : eman :				Select Select 9810186344 renum@cag.gov.in • No • Yes • No • Yes		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail add 17. Physically 18. Ex-Service 19. Whether V	City : omicile : imber : dress : Handicapped : eman : willing to join as Audito	r in the IA&AD? .*			Select Select 9810166344 renum@cag.gov.in • No • Yes • No • Yes • No • Yes		
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail add 17. Physically 18. Ex-Service 19. Whether v 20. Upload Si (Size Not Gree	City :* omicile :* imber :* dress : (Handicapped :* eman :* willing to join as Audito gnature :* ter Than 10kb Size)	r in the IA&AD? .*			- Select - Select 9810166344 renum@cag.gov.in No Yes No Yes No Yes Choose File No file choose	• •	
	b) District c) State :* d) Station/ e) Pincode 14. State of D 15. Mobile Nu 16. E-mail ad 17. Physically 18. Ex-Service 19. Whether V 20. Upload St (Size Not Grea 21. Upload Pl (Size Not Grea	City :* omicile :* imber :* dress : (Handicapped :* eman :* willing to join as Audito gnature :* uter Than 10kb Size) toto :* ater Than 20kb Size)	r in the IA&AD? .*			- Select - Select 9810186344 renum@cag.gov.in No Yes No Yes No Yes Choose File No file chos Choose File No file chos	en UPLOAD en UPLOAD	

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

Online Registration for Candidates Nominated by SSC for Appointment in CAG.									
Home Data Entry - Printing Section	on 👻 Allotment State & Office 👻	Change Password							
Welcome Mnaish Prajapai Post : Accountant	Exam : CGLE -2015		LogOut						
Choice of State Preference									
	Roll No. 4410503931	Name Mnaish Prajapai							
	Category OBC	Selected Post Accountant							
	Rank 38								
State pre	eference entry								
1. State F	Preference * Select	2. State Preference * Select							
3. State F	Preference Select	4. State Preference Select							
5. State F	Preference Select	▼ 6. State Preference Select ▼							
7. State F	Preference Select	▼ 8. State Preference Select ▼							
9. State F	Preference Select	▼ 10. State Preference Select ▼							
11. State	Preference Select	▼ 12. State Preference Select ▼							
13. State	Preference - Select	T 14. State Preference Select T							
15 State	Preference Select	T 16 State Preference Select T							

1. State Preference *	Select	2. State Preference*	Select	•
3. State Preference	Select	▼ 4. State Preference	Select	¥
5. State Preference	Select	• 6. State Preference	Select	•
7. State Preference	Select	▼ 8. State Preference	Select	۲
9. State Preference	Select	▼ 10. State Preference	Select	Ŧ
11. State Preference	Select	▼ 12. State Preference	Select	Ŧ
13. State Preference	Select	▼ 14. State Preference	Select	Ŧ
15. State Preference	Select	▼ 16. State Preference	Select	Ŧ
17. State Preference	Select	▼ 18. State Preference	Select	Ŧ
19. State Preference	Select	▼ 20. State Preference	Select	T
21. State Preference	Select	▼ 22. State Preference	Select	T
23. State Preference	Select	▼ 24. State Preference	Select	T
25. State Preference	Select	26. State Preference	Select	T
27. State Preference	Select	¥		

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.

Item: Item: <td< th=""><th>ome Mnaish Praiana</th><th>i Post Accountant</th><th>Exam : CGLE -2015</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	ome Mnaish Praiana	i Post Accountant	Exam : CGLE -2015							
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2.Preset Addres		1.Name				Mnaish Prajapai		¥		
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		2.Present Address				HIMACHAL PRAD	ESH ,1100	085		
2 (a) there Addess : :::::::::::::::::::::::::::::::::::						DELHT DELHT	DELHT I	FLHT		
		3.(a) Home Address				CHATTISGARH,	110094	,25m1)		
Off Organizy as exident of Adatatataburgelades Off The Date of migrations to Indian Union: Off The Address in Hut county: • Off Data Address in Hut county: • Off Data Address in Hut county: • Off Data County:										
		(b)If Originally a resident	of Pakistan/Bangladesh			🐑 🔍 YES 🔍 NO				
		(i)The Date of migratiopn to Indian Union						<u> </u>		
Modelment and county •••••••••••••••••••••••••••••	(i)The Address in that sounds									
		(ii) the Address in that i	Junity			*		10		
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Image: A 1 years should up great.		In case of stay abroad (in the age of 21 years about	cluding Pakistan) particular	s of all plac	ces where you	have resided for more	than one ye	ar after attaining		
Date From Date To Residential address in Full Name of the District Headquarter of the present postal address of the designation & designatin & designation & designatex & designation & de		the age of 21 years should	i be given.							
Image:		Date From	Date To		Resider	ntial address in Full	the	Name of the District Headqua place mentioned in the preced	rters of ling column	
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Mother: Mite/Husband: Brother (s): Brother (s): Sister (s): </td <td></td> <td>1</td> <td>I</td> <td>1</td> <td></td> <td>1</td> <td></td> <td>1</td> <td>plr.</td> <td></td>		1	I	1		1		1	plr.	
Wife/Husband:	Mother :									
Wife/Husband:								1		
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Sister (s): 5.(a) Information to be furnished with regard to son(s) and / or daughter(s) in case they are studing/living in a foreign country : Name Nationality (by birth and Place of Birth Country in which studing/living country men-tioned in pre-vious column with full address Name Nationality (by birth and Place of Birth Country in which studing/living country men-tioned in pre-vious column with full address Expand >> Expand >> 6. Nationality : : 7.(a) Date of Birth : : (b) Present Age : : (c) Age Matriculation : : 8.(a) Place of Birth, District and Sate in which situated : : (b) District and Sate to which you father originally belong : : 9.(a) Your Religion : : :		· · · · · · · · · · · · · · · · · · ·				_				
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9.(a) Your Religion	(c) District ar	nd State to which your fathe	r originally belong				1			
	9.(a) Your Relig	ion					÷.			

Hearing Handicapped NO

(b) Are you a member of a Scheduled caste/Scheduled Tribe? Answer 'Yes or No'
 10. Physically-Handicapped
 11. Ex-Servicemen
 12. Details of Educational/Professional Qualification, starting from Matriculation.

Academic/Professional Qualification Board/University Year of Passing Percentage of Marks/Grades

Academic/Professional Qualifica	ation Board/University	Year of Passing	Percentage of M	arks/Grades		
10th	CBSE	2008	65			
12th	CBSE	2010	65			
Graduation	GGSIPU	2013	53			
Post-Graduation						
3. (a) Are you holding or have any t or a public undertaking, or a priv	ime held an appointment un ate firm or institution? If so, (ler the Central or St jive full particulars w Designation,emolum	ate Government or a ith dates of employr nents and nature of	semi-Governme nent ,up-to-date	nt or a Quasi-Governmen	nt body, or an autonomous body,
Period From	Period To	employ	/ment	Full name an	address of employer	Reasons for leaving previous service
			18			
3. (b) If the prevolus employment wa Autonomous Body/University/Loc If you had left service on giving a proceedings were framed against date, before your services actuall	is under the Government of li cal Body. month's notice under rule 5 i you,or had you been called ly terminated? 🔲 If Yes	ndia, a State Govern of the Central Civil S upon to explain you	ment/an undertakin; ervices(Temporary S r conduct in any ma	owned or contr ervice) Rules,19 Iter at the time y	olled by the Government 65, or any similar corres ou gave notice of termin	of India or a State Government/an ponding rules were any disciplinary ation of service,or at a subsequent
4.(i) (a) Have you ever been	arrested?					VES NO
(b) Have you ever been p	prosecuted?					VES NO
(c) Have you ever been I	kept under detention?					VES NO
(d) Have you ever been l	bound down?					VES NO
(e) Have you ever been f	fined by court of Law?					VES NO
(f) Have you ever been (convicted by a Court of Law 1	or any offence?				VES NO
(g) Have you ever been (debarred from any examinati	on or rusticated by a tution?	any			VES NO
(h) Have you ever been of Staff Selection Comm	debarred/disqualified by any nission for any of its examina	Public Service Com ation /Selection?	mission/			VES NO
(g) Have you ever been o University or any oth	debarred from any examinati er educational authority/insti	on or rusticated by a tution?	iny			VES NO
(h) Have you ever been of Staff Selection Comm	debarred/disqualified by any nission for any of its examina	Public Service Comr ation /Selection?	mission/			VES NO
(i) Is any case pending : up this Attestion For	against you in any Court of L	aw at the time of filli	ng			9 YES 9 NO
(j) Is any case pending a	against you in any University	or any other				OVES ONO
educational authority (k) Whether discharged	/institution at the time of fillin /expelled/withdrawn from any	g up this Attestion F training institution	Form?			e i La e no
under the Governme	nt or otherwise?	training institution				YES NO
(ii) If the answer to any of the abc case pending in the Court/Uniw NOTE: (i) Ple (ii) Sp	we mentioned question is 'Y ersity/Eduational Authority e ase also see the 'warning' at ecific answers to each of the	ES' give full particula tc, at the time of filli the top of this Attes questions should b	irs of the case/arres ng up this form. station Form. e given by striking o	/detention/fine/c ut "Yes' or "No' a	onviction/sentence/punis s the case may be.	hment etc. and/or the nature of
64 APA						A
5. Names of two responsible persio	ns of yours locality or two re	ferences to whom y	ou are know.			
1.						
l Certify that the foregoin ny fitness for employment under	g information is correct a Government.	nd complete to the	best of my knowle	dge and belie	f. I am not aware of an Signature	y circumstances which might impair
					Date	03/08/2016
					Laig	anan anan dalah 11a

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 :

saostaffapp2@cag.gov.in