



INSTRUCTIONS FOR NEW REGISTRATION (ONLY FOR PH CANDIDATE)

Before proceeding to fill the Application form, please ensure that you have the following information ready at hand:

- Valid E-mail ID and Mobile Number (These are essential for registration and subsequent communication).
- Credit Card/Debit Card/Net banking/UPI/Wallets facility.
- Personal Details
- Valid Photo ID (as mentioned in the advertisement): This ID (in original) is required to be produced on the day of examination.
- Scanned/digital image of recent colour size photograph with white background)
- Image of signature

If applicable,

- EWS Certificate
- PH (Disability) Certificate

How to Upload Images

Instructions for Creating and Uploading of Images of Photograph and Signature

Uploading of digital Images of Photograph and Signature is mandatory. Read and follow the instructions given below to avoid inconvenience and rejection of application form due to uploading of improper digital images.

Prepare the digital images in advance to avoid delays/inconvenience while filling the online application form.

Instructions for preparing digital image of Photo

Digital image of your photo can be made in two ways

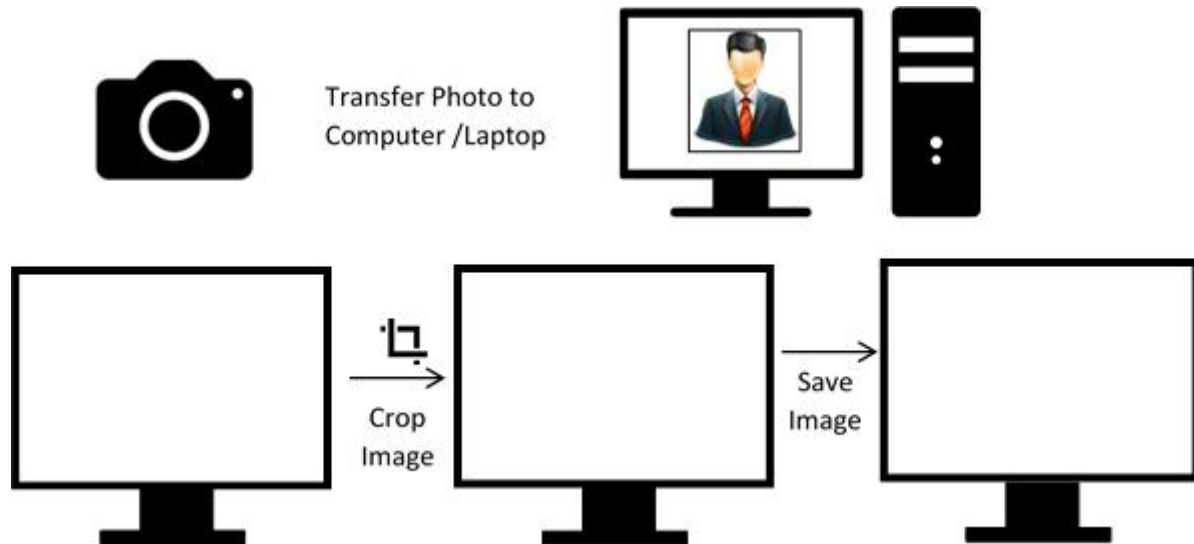
- A. Clicking your photo using a digital device (camera etc.)
- B. Scanning of already available photograph
- C. Click a photo using a digital device

1. Clicking your photo

- a. Stand/sit against a **white background**.
- b. Click colour photograph in **bright light** using any digital device (preferably with > 5 megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
- c. Look straight into the camera (to avoid angulation of face).
- d. Ensure that your eyes and both ears are clearly visible on the photograph.

2. Editing of digital photograph

- e. **Transfer** the photograph from the digital device to a computer/laptop.
- f. **Crop** the photograph such that your head, shoulders are visible and occupy most of the image.
- g. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)



B. Scanning of already available photograph

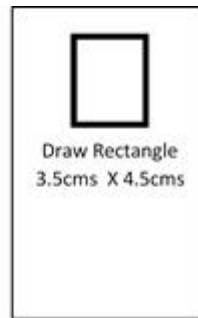
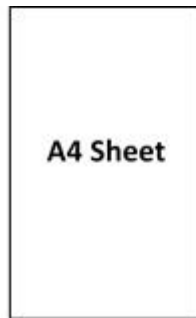
In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

1. Before you scan the photograph ensure that

- Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
- The photograph is of standard passport size (3.5 cm X 4.5 cm, width X height)
- The photograph is recent (within 6 months of online application)

2. Scanning of passport size photograph

- Draw a Box of 3.5 horizontal and 4.5 vertical size (3.5 cm x 4.5 cm) on a white sheet of paper using a pencil.
- Paste the photograph in the box drawn.
- Put the paper with photograph in the scanner and scan only the box with photograph (do not scan the whole sheet of white paper). Set the scanning to 200 dpi and scan the photograph. During scanning most software allows selection of the desired area for final scanning after initial preview & scan.
- Save the scanned images as jpg/jpeg/gif/png as "Photograph.jpg" or "Photograph.jpeg" or "Photograph.gif" or "Photograph.png"
- Resize the scanned image to 50 – 100 Kb. Use any image editing software to size the image. Maintain the aspect ratio (i.e. relationship of height vs width while resizing)



Preview Scan to set scan area



Scan only photograph NOT entire sheet

Checklist before uploading digital image of photo

- i. 1. Photograph is in colour with white background.
- j. Your face is clearly visible.
- k. Size of the image is between 50-100 kb.
- l. Image is in .jpg/.jpeg/.gif/.png format.
- m. Image is not blurred in the process of editing.

Please note the common reasons for rejecting photographs are :

- n. Background is not white.
- o. Image is blurred
- p. Whole sheet is scanned such that the photograph is occupying only a small portion of the frame.
- q. Photograph taken casually with dark glasses/full length/group/side profile etc.



Instructions for preparing digital image of signature

Putting signature inside a box on a white sheet

- Draw a box of 3 cm x 6 cm (width*height) on a white paper sheet with a pencil.
- Take a thick tip black/blue ink pen (preferably fountain pen).
- The person who will be appearing in the examination should sign within the drawn box (full signature)

- Following kind of signatures are **NOT** acceptable:

- - Signature containing Initials only
- - Signature in CAPITAL LETTERS
- - Signature with overwriting



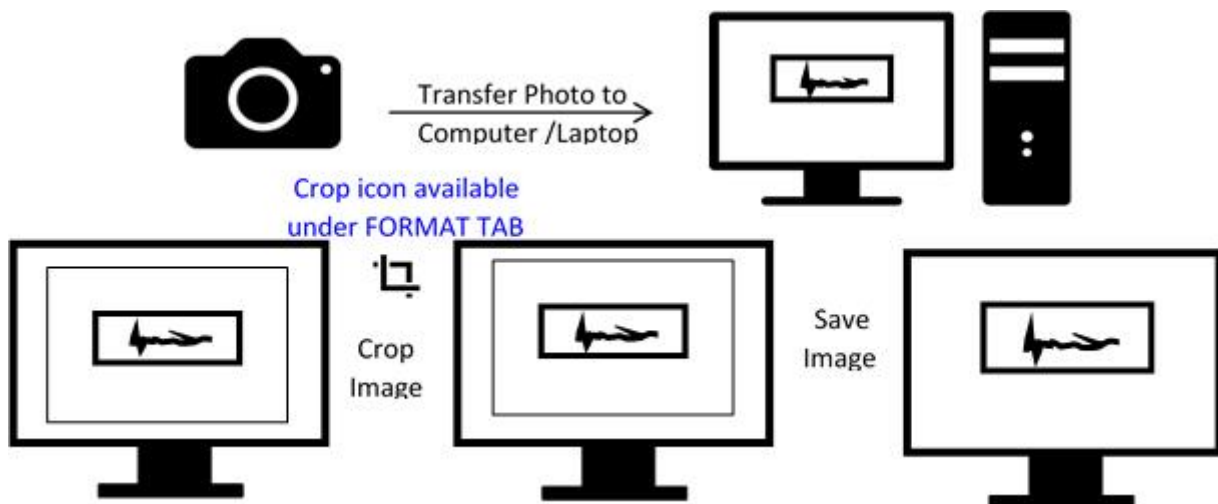
Digital image of your Signature can be made in two ways

1. Using a digital device to directly image (i.e. camera)
2. Scanning the signature

A. Preparing digital image of signature using a digital device (camera)

1. Clicking image of signature using a digital device.

- A. Click the signature within the box in bright light conditions using any digital device (preferably with > 5 megapixel resolution). Avoid using flash.
- B. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
- C. Click the image and check that it is not blurred due to low light conditions or shaking of hands.



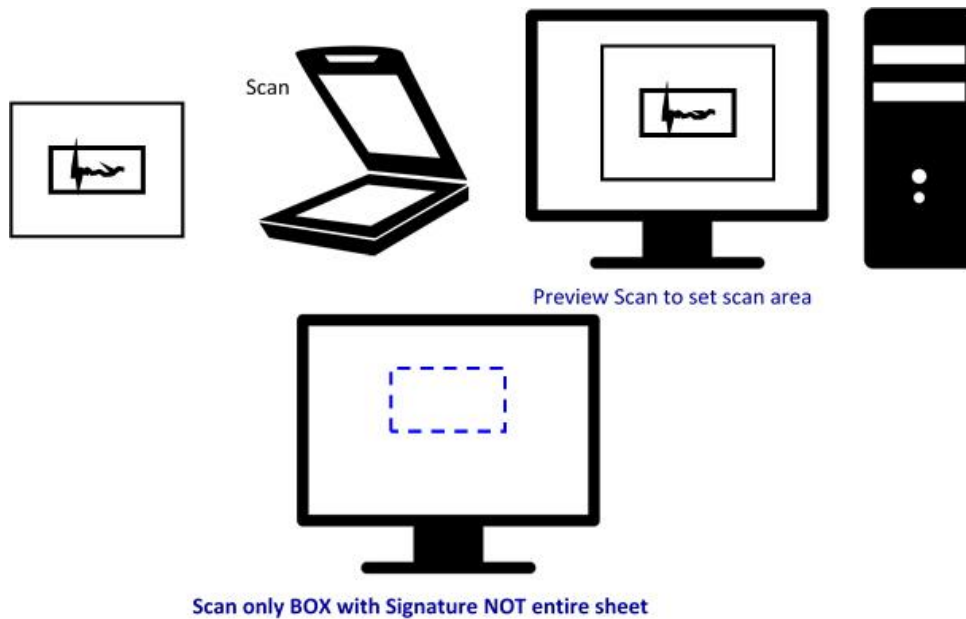
2. Editing digital image of the signature

- A. Transfer the digital image to a computer/laptop.
- B.
- C. If required, use auto-correct feature of image editing software so that the signature is clear against a white background.
- D.
- E. Crop the image such that borders of box are reached.
- F. Resize the image to 20 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)



1. Scanning the signature

1. Set the scanner to 200 dpi and scan only the box with signature (DO NOT scan the whole sheet)
2. Save the scanned signature as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 20 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (Click here to know how to resize a scanned image)



Checklist before uploading digital of signature

1. Signature is clear and without overwriting and against white background
2. Image size is between 20 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

Please note the common reasons for rejecting Signature are:

1. Background is not white
2. Image is blurred.
3. Whole sheet is scanned such that the signature is occupying only a small portion of the frame.

Before starting you should have:

1. Read the Advertisement and Help Manual.
2. Have a valid Mobile Phone and E-mail Id which you use.
3. Must have the correct Personal Details.
4. Check if all certificates as required are available.
5. Calculate your \Class XII or equivalent Percentage in four subjects: English, Physics, Chemistry, Biology or CGPA Grade and its conversion value.
6. Net Banking / Debit Card / Credit Card / UPI / Wallet



STEPS OF NEW REGISTRATION

- Online Registration is a 8 Step process. All Eight (8) Steps of Online Registration Process should be completed before closing date as per the Advertisement. To avoid last day rush and disappointment, it is advisable to complete online registration well before closing date. Incomplete application form or with wrong or deliberately concealed information is liable to be straight away rejected without any intimation.
- Before proceeding to register for **RDD, Government of Maharashtra-Recruitment** to the posts of **Health Supervisor, Health Worker (Male), Health Worker (Female), Health Worker (Male-Seasonal Spraying), Laboratory Technician, Pharmacist only for PH candidate**. You must ensure that you have read and understood the eligibility criteria of various post, as your form can be rejected at any stage due to ineligibility.

Step 1

Registration (Part 1):

Applicant should select the type of disability in order to fill the application form. Based on the eligibility criteria, you should select the post you want to apply for. With reference to the vacancy matrix, select the Zila Parishad you want to apply.

Applicant should fill correct basic details like Full Name, DOB, Category, Gender, Email, Contact No. etc. and other details to proceed with the Step 2 of the application form.

Step 2

Registration (Part 2): Fill the other personal details and Address details correctly. Read the age criteria (available in Eligibility Criteria on website) carefully before submitting the application form.

Step 3

Qualification: Fill correct Qualification like Qualifying Examination Name, Status etc.

Step 4

Experience Details: Fill Experience Details like Organisation Name, Designation, Start Date etc. as applicable.

Step 5

Exam Centre Preference: Select Examination City from available City list carefully. City once selected cannot be changed later.

Step 6

Upload Documents: Applicant is required to upload a recently taken digital/scanned Photograph, Signature and Thumb Impression in JPG/ JPEG format. The digital size of the Photograph file must be between 50 KB-100 KB and digital size of Signature and Left Thumb Impression file must be between 10 KB-50 KB, failing which applicant will not be able to upload images and complete registration process. The photograph to be uploaded must be taken within 6 months from on-line registration opening date.



Step 7

Fee Payment: Payment of Registration Fee can be done online through Debit card/Credit card , UPI, Wallets and Net Banking.

- After successful payment of registration fee, take printout of payment receipt bearing Unique Registration Number which can be used for future correspondence.

Step 8

Print Registration Form: Applicant must take print of registration form and must check all information filled in the registration form carefully before final submission of registration form. After submission of Registration form no request for correction/changes will be entertained. Taking print of Registration form is essential.

- Applicant need not to send hardcopy of registration Form or any other document to Exam Section, RDD. Always keep Registration form and payment receipt with you for future references.
- No written acknowledgement will be issued for the receipt of the application. However, the applicant can verify Registration completion status on www.demomh.nysaasia.com after submission by login. If you see any discrepancy, call us on Helpline No. [07292006305](tel:07292006305).