


INSTRUCTIONS FOR FILLING ONLINE APPLICATION IN EDUCATION DEPARTMENT, A & N ADMINISTRATION

Applicant Registration Form

1. Read the Recruitment Notice carefully before proceeding to the Registration Form.

Online Application for the Post of Post Graduate Teachers (PGT) - 2023	
Commencement of Online Registration	01 Apr 2023 12:00 AM, Saturday
Last Date of Online Registration	30 Apr 2023 11:59:00 PM, Sunday
Recruitment Notice	Click to Register

2. After reading the Recruitment Notice, the applicant has to Register their basic personal details in the Registration Form, by clicking on **Click to Register** button on the Home Page. Fill all the fields as per the Registration Form in CAPITAL letters only and Click on **Register** button.



Teachers Recruitment Portal
Education Department
Andaman & Nicobar Administration

[Home](#) [Recruitments](#) [Instructions](#) [Announcements](#) [Contacts](#)

ONLINE APPLICATION FOR THE POST OF POST GRADUATE TEACHERS (PGT) - 2023

Full Name of Applicant:

Father's Name of Applicant:

Mother's Name of Applicant:


Mobile Number:

Date of Birth:

Gender: Male Female Transgender

Marital Status: Married UnMarried Widow Divorced

CAPTCHA Text:



Register
Back to Home

Activate Windows
Go to Settings to activate V

- After submission of Registration Form, a Registration Number and Password will be generated on the screen. Kindly note the Registration Number and Password. The Registration number and password will be used for login into the Portal. The applicant may change the password after signing into the portal.
 - Applicant details once registered cannot be edited later.
 - Applicant Registration will be available only between the Commencement date and Last date of online submission.

The screenshot displays the 'Applicant Registration Form' page. At the top, there is a navigation bar with the portal's logo and menu items: Home, Recruitments, Instructions, Announcements, and Contacts. The main heading is 'Applicant Registration Form' with a note: 'All the fields are mandatory.' Below this, a dropdown menu shows 'Post Applying For' as 'Online Application for the Post of Post Graduate Teachers (PGT) - 2023'. A blue banner reads 'ONLINE APPLICATION FOR THE POST OF POST GRADUATE TEACHERS (PGT) - 2023'. A green success message states: 'Your Personal details has been registered successfully'. Below the message, the Registration Number is '3202300001' and the Password is 'E17@#x45'. A red note says: 'Please use this Registration Number and Password for Login into the Portal. Kindly note down the details for your reference.' A yellow button labeled 'Click here to Login' is positioned at the bottom of the registration details.

Applicant Login Form

- Click on **Back to Home** button to open the login page. Scroll down to User Login section, Select Candidate Login option and **type the Registration Number, system generated password and CAPTCHA Code** and click on **Sign In** button to Login into your application form.
 - In case the applicant enters Incorrect Registration Number and Password, the message will be displayed on the screen indicating the response and it will be counted as failed login attempt.
 - In case of three (03) failed login attempts, the user account will be locked for some time and the login will be restricted.

The screenshot shows the 'User Login' page. The navigation bar is identical to the registration page. The main heading is 'User Login'. There are two radio buttons: 'Candidate Login' (selected) and 'Department Login'. Below these are three input fields: 'Username' with the value '3202300001', 'Password' which is masked with dots, and 'Enter the below Code' with the value 'XKHXE'. Below the CAPTCHA code is a visual representation of the code 'XKHXE' with a refresh icon. At the bottom, there are two buttons: 'Sign In' and 'Reset Password?'.

Online Application Form

5. Click on **Back to Home** button to open the login page. Scroll down to User Login section, Select Candidate Login option and **type the Registration Number, system generated password and CAPTCHA Code** and click on **Sign In** button to Login into your application form. After successful login, read the instructions carefully for filling the online application.

The screenshot shows the AN Teachers Recruitment Portal interface. At the top, there is a blue header with the portal name and a user profile for SHYAM KUMAR. A left sidebar contains navigation options: Instructions, Online Application, and Print Application. The main content area features a white box with the title "Online Application for the Post of Post Graduate Teachers (PGT) - 2023" and a sub-header "Kindly read the instructions carefully before applying online". Below this is a prominent blue banner with the text: "Dear SHYAM KUMAR, The date of Application Submission is between 01/04/2023 12:00 AM & 30/04/2023 11:59 PM." The bottom section displays a preview of a Microsoft Word document titled "INSTRUCTIONS FOR F..." which shows the application form fields: "Post Applying For" (Application for the Post of Short Term Contract Teacher (Primary School Teachers)), "APPLICATION FOR THE POST OF SHORT TERM CONTRACT TEACHER (PRIMARY SCHOOL TEACHERS)", and input fields for "Full Name of Applicant", "Father's Name of Applicant", "Mother's Name of Applicant", "Mobile Number", and "Date of Birth".

6. Click on **Online Application** menu and click on **Apply Online** to open the application form. The online application form is categorized into different sections i.e.

- **Personal Details**
- **Post & Eligibility**
- **Qualification**
- **Work Experience**
- **Upload Documents**
- **Submit Application.**

This screenshot shows the application form interface after clicking on the "Apply Online" button. The header and sidebar are consistent with the previous screenshot. The main content area has a green banner with the title "Online Application for the Post of Post Graduate Teachers (PGT) - 2023" and a grey box below it displaying the "Registration Number : 3202300001". At the bottom, there is a horizontal navigation bar with six buttons: "Personal Details" (highlighted in blue), "Post & Eligibility", "Qualification", "Work Experience", "Upload Documents", and "Submit Application".

Personal Details

7. The details used while registration will be prefilled in the application form which is not editable. The applicant has to fill the communication address, permanent address and email Id in the respective text box and click on **Save Personal Details** to save the details.

- The Age of the applicant will be automatically calculated as on the Last date of online application date.

AN Teachers Recruitment Portal
SHYAM KUMAR

Online Application for the Post of Post Graduate Teachers (PGT) - 2023

Registration Number : 3202300001

Personal Details
Post & Eligibility
Qualification
Work Experience
Upload Documents
Submit Application

Basic Details

All The Fields Are Mandatory

Applicant Name	<input type="text" value="SHYAM KUMAR"/>	Mother's Name	<input type="text" value="RADHA"/>
Father's Name	<input type="text" value="RAJESH KUMAR"/>	Age as on 30/04/2023	<input type="text" value="27 Year(s) 9 Month(s) and 22 Day(s)"/>
Date of Birth	<input type="text" value="08/07/1995"/>	Gender	<input type="text" value="Male"/>
Marital Status	<input type="text" value="UnMarried"/>		

Personal Details

All The Fields Are Mandatory

Are you a Domicile of Andaman & Nicobar Islands ?	<input type="text" value="Yes"/>	Category	<input type="text" value="GENERAL"/>
Do you claim for Economically Weaker Sections (EWS) Reservation ?	<input type="text" value="No"/>	Are you a Person with Disability (PWD) ?	<input type="text" value="No"/>

Communication Details

All The Fields Are Mandatory

Communication Address	<input type="text" value="House No. 16, 1st Street, Ward No. 17, Dollygunj, Port Blair, South Andaman-744103"/>		
Permanent Address	<input type="checkbox"/> Same as above address		
e-Mail Id	<input type="text" value="test@gmail.com"/>	Mobile Number	<input type="text" value="9999999999"/>

Post & Eligibility

8. In the Post & Eligibility Section, Select the post and other criteria fields from the dropdown list and click on **Save Post & Eligibility Details** to save the details.

Qualification

9. In the Qualification Section, Select the marking scheme from the dropdown list to display the table of marking scheme for the qualification. The respective qualification table will be displayed based on the selected marking scheme. The qualification table will display the qualification and respective max. marking scheme. The applicant has to fill the **Board/University, From Month & Year, To Month & Year (Start & End of Academic Session), Maximum Marks, Marks Obtained** in the respective field.

After filling the details, the applicant has to click on **Save Qualification** to save the details for application form.

- The Marks will be automatically calculated as per the marking scheme. The applicant can view the calculated marks details by PREVIEWING the application form.

Work Experience

10. The applicant has to fill the fields i.e. Employer Name, Designation, Employment Type, From Date and To Date and click on **Add Experience** button to Add the Experience. The applicant can add multiple work experience and click on **Save Experience** button to save all the experience details.

- The no. of Days and Marks as per the employment Type (Full Time/Part Time) will be calculated automatically.
- In case any correction, the applicant may delete the experience by using the respective "Delete" button.

Upload Documents

11. This sections allows the applicant to upload Photograph, Signature and necessary documents.
12. The applicant has to select the recent **Passport Size photograph & latest signature in .jpg or jpeg file format only** and click on **Upload Photo & Sign** button. The uploaded Photograph will be displayed.
13. **The Size of Photo should be between 20KB to 70 KB and the signature file should be between 10KB to 30KB.**
14. The applicant has to upload all the **mandatory documents** required for the application form. **The file format should be in .jpg or jpeg or pdf format only.** The applicant has to select the Name of document from the dropdown list and select the document which he/she wants to upload and click on **Upload Document** button. **The Size of document should be between 20KB to 5MB.** All the list of uploaded document will be displayed below. The applicant can view the uploaded document and can also re-upload the document if required.

Preview Application Form

15. This applicant can preview the application form before final submission. In case of corrections/Update on information, they may click on **Edit Application** to update the information.

Final Form Submission

16. If all the information is correctly furnished in the online application form, then the applicant has to **click on "I agree and Accept the above declaration"** and click on **Final Submit** button to submit the application form.

- The Applicant should check the complete Application in Preview mode before final submission.
- The FINAL submitted application will be treated as COMPLETED application form and the application cannot be edited/updated further.

17. The application form will be saved under Draft Application and kept under PENDING status until the FINAL SUBMISSION.

18. The applicant can Logout and Login again into the portal to resume the filling of application form until Last date of submission.

19. **The applicant has to submit the Application form before the Last date of Online Submission. The application will be treated as FINAL only after final submission.**

Final Online Application Form

20. After final submission, the applicant can click on **Print Application** to take a printout or save a copy of the online application form for future reference.

Change Password

21. To change the password, the user can click on the **Change Password menu** available on the top navigation bar. On the change password form, the user has to enter the old password, new password and confirm the new password and click on **Change Password** button.

Reset Password

22. If the user forgets the Password, then they can use the **Reset Password** link to reset the password. The details to be entered are **Registration Number, Mobile Number & Date of Birth** and click on **Validate** button. If the details entered, matches the existing record, then the New Password will be automatically generated in the portal. The applicant has to note down the new password for login.