Instructions for filling the Application Form for Meritorious Sports Quota Recruitment, 2025

a) General Instructions:

- The candidates are requested to go through detailed recruitment notification, released on Employment News for eligibility, selection procedure and other conditions before filling the application.
- Please ensure that all the relevant documents are readily available in softcopy in the prescribed format before filling application.
- In the online Application Form, candidates are required to upload the scanned passport size photograph with full name and date on which photograph was taken in JPEG/PNG/JPG format. The photograph should not be more than three months old from the date of publication of the Notice of Recruitment. The photograph should be without cap, spectacles and both ears should be visible. Applications with poor quality, miniature and blurred photographs/ side facing photographs will be rejected. Please see the sample photographs before you upload the same.

b) Registration:

Please register by entering your First Name, Last Name, Mobile Number, email-id and password. An activation link will be sent to your email id. Once you click the link, the registration process will be completed.

c) Login:

Login to online Application Portal through your registered Email id and password for filling the application form.

d) Application Form:

Sl.No.1   Fill your name as recorded in X Standard or equivalent certificate.

Sl.No.2   From the community drop down box, Fill Category/ Community such as General, Scheduled Caste, Scheduled Tribe or Other Backward Class.

Sl.No.3-4   Fill your Date of Birth as recorded in the X standard or equivalent examination certificate should be entered and Sl.no. 3 will be auto calculated.

Sl.No.5   From the Educational Qualification drop down box, select your relevant qualification.

Sl.no.6   A candidate who satisfies the basic educational qualification etc. can apply for post in more than one cadre. For example, a graduate candidate is eligible to apply for all three posts viz. Stenographer Grade-II (Steno), Tax Assistant (TA) and Multi-Tasking Staff (MTS). If such a candidate wants to be considered for all the 3 post of

Stenographer Grade-II (Steno), Tax Assistant (TA) and Multi-Tasking Staff (MTS) he/she should indicate by ticking the check boxes in respect of Steno, TA and MTS. However, a candidate who is only 10th pass or equivalent is eligible to apply only for the post of MTS. Such a candidate should tick the check box only in respect of MTS.

Sl.No.7-8   Registered mobile number and Registered e-mail id will be auto populated.

Sl.No.9   From the photo id proof drop down box, select any valid government id (Aadhaar number, Passport number, driving license number, voter id, PAN card or any other government-issued ID) correctly.

Sl.No.10   Fill your Aadhaar number correctly.

Sl.No.11-12   Fill your mother's name and father's name correctly.

Sl.No.13-14   Fill your permanent address correctly and if the correspondence address

is same as the permanent address tick the check box, if not fill the correspondence address correctly.

Sl.No.15   Please select the appropriate gender.

Sl.No.16   Please note that only Indian nationals are eligible to apply.

Sl.no.17   Please select your discipline of sports from the drop down. For male candidates, Table Tennis will not appear in the list since there is no male vacancy in that sport for the Recruitment Year 2025. For female candidates, Body Building will not appear, since there is no female vacancy in that sport for the Recruitment Year 2025.

Sl.No.18   Please enter the details of educational qualification i.e. Matriculation or

equivalent exam and till the highest education qualification.

Sl.No.19   Type any two visible identification marks.

Sl.No.20   Please specify if you are currently employed by central/ State Government, if yes fill in the required details.

Sl.No.5.a)   Upload scanned certificate by clicking on 'choose file' and then upload the document.

Please ensure that all the files uploaded are clear and legible.

The maximum file size allowed is 1 MB per file. Ensure that the document is clear and legible.

Applications will be rejected if the documents or images are not clear.

Sl.No.21-25   Upload scanned certificate by clicking on 'choose file' and then upload the document. Please upload a copy of degree certificate if applicable. Please upload a copy of matriculation certificate as it is mandatory. If you belong to SC/ST category, please upload the community certificate. Please upload your clear photograph, left thumb print, signature and id

proof.

Please ensure that all the files uploaded are clear and legible.

The maximum file size allowed is 1 MB per file. Ensure that the document is clear and legible.

Applications will be rejected if the documents or images are not clear.

Each candidate must compulsorily upload at least one Form to be eligible for applying. A Forms in respect of the highest career achievements which may be uploaded by a candidate, should be after duly considering the below mentioned order of preference which will be followed in the selection process: -

Order of preference

Sl.No.26	First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.
Sl.No.27	Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.
Sl.No.28	Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board or Khelo India University Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.
Sl.No.29	Next preference may be given to those who have represented a State/UT in Khelo India Youth Games (age category above18 years) or Khelo India Winter Games or Khelo India Para Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.
Sl.No.30	Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions up to 3rd place.

In terms of the aforesaid order of preference, the candidates are advised to furnish their top career achievement Forms which will maximize his/her chances of selection.

Sl.No.31　　From the achievement forms drop-down box, select your form type. Download the relevant format, fill it out, and sign the form. Upload filled achievement form by clicking on 'choose file' and then upload the document.

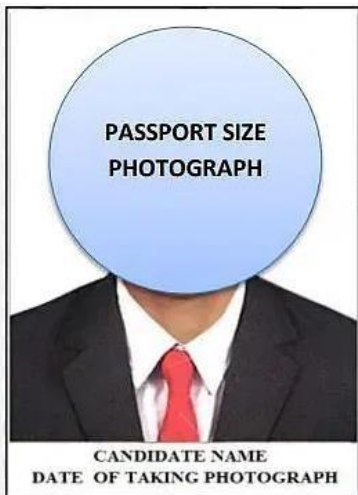The maximum file size allowed is 1 MB per file. Ensure that the document is clear and legible.

Sl.No.32　　Download the Annexure B Document and upload the document by clicking on 'choose file'.

The maximum file size allowed is 1 MB per file.

e) Other Instructions:

1. Once the application is filled, please click here to generate preview the application before finally submitting.
2. Using Preview Application Form Option, please check whether all the details entered are correct.
3. Verify all the information provided carefully and finally Submit the Application. Once application is finally submitted, it cannot be edited.
4. You can go to the "profile" section from your login page and download a copy of the submitted application.
5. Passport photograph of the candidate along with full name and date of taking the photograph must be mentioned while uploading in the online application.

Sample Acceptable Format for Passport photograph to be uploaded

Passport photograph of the candidate along with full name and the date of taking the photograph has to be like above while uploading in the online application.

Please see the below styles of photographs which are acceptable and which are not acceptable.

Sample Acceptable Format for left thumb print to be uploaded

The applicant has to put his Left Thumb Impression (LTI) on white paper with Blue/Black Stamp Pad.

Sample Acceptable Format for signature to be uploaded

The applicant has to sign on white paper with Black Ink/Gel pen. The signature in BLOCK letters will not be accepted. The signature should be done in running hand.