FAQs FOR FILLING UP OF APPLICATION FORM FOR THE POST OF CHAIRPERSON & MEMBERS OF THE ODISHA LOKAYUKTA DURING 2024.

[**Important Note**:   *i.The Odisha Lokayukta Act, 2014 and the Odisha Lokayukta (terms of the Search Committee and conditions of appointment of Members and fees and allowances payable to its Members) Rules, 2018 as available in the portal www.odishalokayuktasearchcommittee.in may be read carefully before filling in the Application form.*

ii.Please note that all '' (STAR) marked fields are mandatory. The columns should contain complete information as asked for.*]

A. PRE-REQUISITES:

Before filling the form,please keep ready a computer system with internet connectivity and the soft copies of the following documents of the applicant withyou:

   a) Photograph in JPG or PNG format with maximum 2MB size

   b) Separate Scanned copy of certificates in support of Educational qualifications in PDF format

   c) Curriculum Vitae including work experience in PDF format.

B. HOW TO REGISTER AND LOGIN:

   a) Open the website www.odishalokayuktasearchcommittee.inwhere the Registration page is located.

   b) Fill up the fields (Name, Date of Birth, Father's name, Mobile No., E-mail) for registration.

   c) Then click on 'SIGN UP'.

   d) Go to Login or Sign up Panel

   e) Provide your ten-digit Mobile number in the box provided.

   f) Click on the 'Generate OTP'

   g) OTP will be sent to the mobile number used for Login. Wait for some time. Then put the OTP & click on the 'Confirm the OTP button'.

   h) OTP will be sent to the mobile number used for Login. Then put the OTP & click on the 'Confirm the OTP button'.

C. DETAILED PROCEDURE TO FILL UP THE FORM:

   1. **POST APPLIED FOR:**Whether the application is for the post of Chairperson or for the post of Member in the Odisha Lokayukta Search Committee, should be clearly indicated by clicking on the appropriate **radio button** available against the respective post. In case you intend to apply for both the posts, separate application forms should be used for each of them.

2. **In case the application is for the post of Member,**itshould be clearly indicated by clicking on the appropriate radio button available against the respective post, whether for **Judicial Member** or **Non-Judicial Member.**

3. **Name of the applicant**of the applicant will appear pre filled in the appropriate box field provided. However, if the applicant desires, he can modify the name in BLOCK LETTERS only in the following sequence. The FIRST NAME should be filled in first followed by MIDDLE NAME, if any and followed by LAST NAME.Please remember, the FIRST NAME is **mandatory**.

4. **Father's name** of the applicant will appear pre filled in the appropriate box field provided.

5. **The Date of Birth**of the applicant will appear pre filled in the appropriate box field provided inMM/DD/YYYY format.

6. **The Gender** is to be filled in by clicking on the appropriate radio button available against **Male** or **Female**.

7. **Whether the applicant belongs to SC/ST/OBC/Minorities/Others:**In case the applicant belongs to SC/ST/OBC/Minorities/Other category, appropriate radio button available against the applicable category is to be selected. This field is **mandatory** if you are applying for **Non-Judicial Member**.

8. **The Present Address** of the applicant should be filled in the appropriate box provided.

9. **The Permanent Address:** If the present address and the permanent address are same then click on<**Click if Permanent Address is same as Present Address>.** If thepermanent address is different from the present address thenthe applicant should fill the permanent address in the appropriate box provided.

10. **Contact Details**:The fields meant for **Mobile No. and e-mail Id is mandatory**. But, the Mobile No. used by the applicant at the time of login /sign up will appear in the respective field as pre-filled and the same cannot be modified. Fax Number is optional.

11. **Educational Qualifications** of the applicant is to be filled in one after another along with the year of passing& the name of the institution. After filling up of the details of one Educational Qualification, the '*Add More >>*' button is to be clicked to add the subsequent Educational Qualifications details up to maximum of ten educational qualifications.Proof of Educational Qualifications is to be enclosed as PDF attachmentby clicking on the '*choose file*' field. In the drop down only **Graduation**&**Post graduation** is available. For any other qualification, please choose Others from the drop down and enter the details of more educational qualifications in the appropriate box.

12. **Area of special knowledge and expertise and years of experience:** The details of Area of special knowledge and expertise and years of experience of the applicant has to be placed in text format within 500 characters &proofs in respect of the same areto be uploaded in pdf format by clicking on the '*choose file*' field.

13. **Present Occupation:** The detail of the Present Occupation of the applicant is to be filled in the appropriate box field provided for the purpose.

14. **Detailed curriculum vitae including work experience and other achievements:**The detailed work experience and other achievements are to be filled in one by one along with Designation/Years of Experience/Organisation. After filling up of the details of one Designation details, the '*Add More >>*' button is to be clicked to add the subsequent Designation details. **Detailed curriculum vitae including work experience and other achievements** can be enclosed in a separate statement as PDF attachment by clicking on the '*choose file*' field which is **mandatory**.

15. **Identification:**Identity proof is to be provided along-with Identification number (PAN /AADHAR/EPIC/DL) and to be uploaded in PDF format. It is a mandatory requirement.

16. **How to Attach Photograph**: Only JPG files or PNG files for Photo may be uploaded in the appropriate space after clicking on the '*choose file*' field. The size of the photo file should not be more than 2 MB.

17. **Finally, click on the 'SAVE' button to save the application.**

18. **DECLARATION**: After saving the application, click on the DECLARATION check box &then click 'PREVIEW' button.

19. Once you click the preview button, the applicant will be navigated to another page, where you can preview your filled in application.

    (i)   If you are finding some incorrect data or noticing that some data are missing, then click on the'Back to EDIT' button to return back to the FORM page so as to enable you to fill up the correct data once again. After necessary modification, Step-17 and Step-18 above should be repeated.

    (ii)   If you agree to your filled in application during preview, then click on the 'SUBMIT with OTP' button. Then a new OTP will be sent to your registered mobile number. Put the OTP in the appropriate box and click on 'CONFIRM'. Once you click the CONFIRM, the application will be finally submitted. A new message will be generated showing the Acknowledgement number of the application. Below the Acknowledgement number, there is a Button "PRINT APPLICATION", from where the applicant can download the filled in application form submitted to the Govt. of Odisha for future reference.

20. Now the applicant can **LOGOUT** by clicking the 'LOGOUT' Button at the right top corner of the form.

D. SOME IMPORTANT POINTS:

i. Every time a fresh OTP is required for Log In.

ii. The OTP has to be entered within 60 seconds of receipt.

iii. Same Mobile number can be used for application for Chairperson and /or Member. But, for each position, separate applications have to be submitted.

iv. An applicant cannot submit more than one application for each position i.e. an applicant will not be allowed to submit more than 3 applications in total.

v. If the online application remains un-attended for more than five minutes, then the screen will be timed out and auto logout from security reasons. You have to Log in again.

vi. It is advisable to SAVE the application as many times as you can while 'fill up' process is in progress to ensure that there is no loss of data for any technical issues.

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