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Directorate of Information and Public Relations, Assam

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# **USER MANUAL**

FOR FILLUP ONLINE APPLICATION

# LOGIN PAGE

Login Using (for existing users )  
1. Mobile Number  
2. Password

Forget Password

For New Registration


### LOGIN

Registered Mobile No

Password

LOGIN

[Forgot your password?](#)



New Registration

# PASSWORD RESET PANEL

## Step: 1

Enter **Registered Mobile Number & Security Question**

Forget Password Reset ×

Registered Mobile No

Security Question \*

Secret Question for Forgot Password Reset

Security Answer \*

Answer of your Secret Question

Submit

Close

## Step: 2

Set New **Password**

Forget Password Reset ×

New Password

Confirm New Password

Submit

Close

STEPS TO BE FOLLOWED TO FILLUP THE  
**ONLINE APPLICATION**

## STEPS 1 : New Registration

### Register

**Name \***

**Mobile Number \***

**Employment Exchange Number \***

**Security Question \***

Secret Question for Forgot Password Reset

**Security Answer \*** (Will be used for Forgot Password Reset)


answer of your secret question

**Password \***

**Re-Password \***

**Security Code\***

Code from the Ima



Reload

Reset Register

## STEPS 2 : Post Selection

Select your  
Qualification

Select Qualification

HSLC

Candidate can apply  
For multiple Posts  
base Upon Eligibility  
Criteria

Post Selection

Select	Group	Post Name	No. of Post	Salary	Eligibility Criteria
<input type="checkbox"/>	F	Junior Photographer	2	14000 – 49000 GP: 5000	Educational and other qualifications: Candidates should have HSLC passed certificate from any recognised Board. Proficiency in Photography with knowledge and experience of latest technology and computer software packages in digital photography along with its application and management of photo archive etc.
<input type="checkbox"/>	F	Technician	3	14000 – 49000 GP: 6800	Educational qualification: HSLC passed. A certificate from a recognized Technical Institution or practical experience of at least 5 years in a reputed organization in handling P.B. 14000 – 49000 G.P. 6800/5 electronic equipments, repairing and maintenance of Radio sets, T.V., Amplifier, Projector, Generator etc.
<input type="checkbox"/>	F	Operator	6	14000 – 49000 GP: 5600	Educational qualification: HSLC passed. A certificate from a recognized Technical Institution or practical experience of at least 3 years in a reputed organization in handling electronic equipments, repairing and maintenance of Radio sets, T.V., Amplifier, Projector, Generator etc

Save & Next

## STEPS 3 : Select Post Preference

Click buttons for change post preference



Click button for delete the Post



Set Preference

Group A

Advertisement-cum-Circulation Manager

Group B

Preference 1 : Translator

Preference 2 : Journalist

Preference 3 : Sub Editor-cum-Proof Reader

Previous

Save & Next

## STEPS 4 : Filling up profile details

Click here for [insert/edit profile data](#)

 Edit

### Mandatory Information \*

 Edit

<b>Name</b> Dipanku Kalita	<b>Father's Name</b> Putul Kalita	<b>Caste</b> General
<b>Ex-Service Man</b> Yes	<b>Date Of Birth</b> 16-09-2018	<b>Gender</b> Male
<b>Differently Abled?</b>	<b>Nationality</b>	<b>Religion</b>

### Caste Certificate

 Edit

**Caste Certificate**  
[Caste Certificate.php](#)

### Employment Exchange Details

 Edit

**Employment Exchange Card No.**

**Employment Exchange Card**  
[EmploymentExchangeCard.pdf](#)



Thank You!