

SOP FOR ON-LINE APPLICATION RECEIPT AND PROCESSING FOR
GRS RECRUITMENT FOR CUTTACK DISTRICT

- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser .

- Register in the portal for creating a login account. It is a one time process for availing all services under edistrict portal.
 - *Steps to follow for registering in the portal*
 - You must have a valid email ID and mobile no for registration into the system. If you do not have it then create a valid email ID and arrange a mobile no.
 - Click on the Services icon (Top right of the page). You will be redirected to the "Register Yourself" icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
 - Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.

(Refer the screen shot for registering into the system)

Full Name

Email Id

Mobile No.

Password

State



- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e.either with your registered email ID or Mobile Number). After successful login the application form will appear.
- *Steps for submitting Application Form*
 - Fill the application Form. (Refer below for a sample application form).
 - Verify the data. (Edit if required).
 - Attach the Annexure Documents.
 - Submit the application form.
 - On successful submission an Acknowledgement slip will be generated which will be available in your view application status. It can be downloaded and printed for offline reference.
 - A SMS conformation containing application reference number will be send to the applicant mobile number mentioned in the form.

- You can track the status of the application in "*Track Application Status*" section.
- A SMS will send to the applicant after issue / reject of the application.
- Applicant can download the certificate from "*Track Application Status*".

Annexure Documents Required

- Self photo
- Self Signature
- Xth /Matriculation Certificate
- Xth /Matriculation MARK SHEET
- 12th/(+2)/equivalent Certificate
- 12th/(+2)/equivalent MARK SHEET
- Graduation Degree Certificate
- Caste Certificate
- Residence Certificate
- Computer Course certificate(O level/Other degree)
- Aadhaar Card (Optional)

If The Applicant Belongs To PWD:-

- PWD certificate

If The Applicant is an Ex Servicemen:-

- Ex Servicemen Document

If The Applicant is a Sports Person:-

- Sports Person Certificate



GOVERNMENT OF ODISHA

On-line application Receipt and Processing for GRS Recruitment for Cuttack District

Personal Details

Name * <input type="text"/>	Gender * Please Select <input type="text"/>	Marital Status * Please Select <input type="text"/>
Date of Birth * <input type="text"/>	Age * <input type="text"/>	Father's Name * <input type="text"/>
District * Please Select <input type="text"/>	Nationality Please Select <input type="text"/>	
Category <input type="radio"/> SCO <input type="radio"/> ST	Sports Person * <input type="radio"/> Yes <input type="radio"/> No	Ex Servicemen * <input type="radio"/> Yes <input type="radio"/> No
Adhaar Number <input type="text"/>	Belongs To PWD * <input type="radio"/> Yes <input type="radio"/> No	
Mobile Number * <input type="text"/>	E-Mail <input type="text"/>	

Permanent Address

State * Please Select <input type="text"/>	Select Area * <input type="radio"/> Urban <input type="radio"/> Rural	
City/Town * <input type="text"/>	H/No/Locality/Street Name/Village * <input type="text"/>	Post Office * <input type="text"/>
PIN * <input type="text"/>		

Present Address

Does present Address same as Permanent Address ?
Please Select

State * Please Select <input type="text"/>	Select Area * <input type="radio"/> Urban <input type="radio"/> Rural
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Academic Details

Name of Examination passed *	Year of Passing *	Board/University *	Total marks *	Marks Secured *	Marks secured with out extra optional *	% based on mark secured without extra optional *
Please Select <input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	<input type="text"/>

Computer Education * Please Select

Ability to type odia language in computer ? * Yes No

Declaration

I do hereby declare that the information furnished above are true to the best of my knowledge and belief. I will be liable for false information and misrepresentation of facts found if any subsequently.

I Agree *