

SOP

CGLE CANDIDATE REGISTRATION AND PREFERENCE SUBMISSION

Ser	Menu	Image
Login Page – User Registration		
	Select Exam	
	Enter User ID	
	Click on Get OTP Button	
	Click on here! to verify your registered mobile number and email ID	
Validate Mobile Number		
	Click on Get OTP Button	
	Enter OTP	
	Click on Validate Button	
	Click on here! to proceed for changing registered Mobile Number *	
Validate email ID		
	Click on Get OTP Button	
	Enter OTP	
	Click on Validate Button	
<p>*Candidates can update their mobile number via registered email, or vice versa. If both are unavailable, contact Postal Directorate (email ID :- spn1.dop@gov.in) for support.</p>		
	Click on Get OTP Button	
	Enter OTP	
	Click on Validate Button	
	Enter New Mobile Number	
	Click on Get OTP Button	
	Enter OTP	
	Click on Validate Button	

Proceed to Login										
Click on Back to Login! to proceed for Login to portal	Back to Login! Mobile (810****674) Registered! <hr/> e-Mail (wo*****an@gmail.com) Registered!									
Select Exam	Exam ABC Exam									
Enter User ID										
Click on Get OTP Button										
Enter OTP	Roll Number 26598529 1:56									
Click on Login Button	OTP has been sent on your registered Mobile No (810****674) and e-Mail ID (wo*****an@gmail.com) <input type="text" value="Enter OTP"/> 👁 <div style="border: 1px solid green; padding: 5px; text-align: center; margin: 5px 0;">Login with Mobile / e-Mail OTP</div> Forgotten both Mobile & e-Mail ?									
Personal Details										
If required change mobile number and email ID	Mobile 8107997674 Change <hr/> e-Mail wodrchavan@gmail.com Change									
Choose files as per instructions given and click on upload buttons to upload Photograph, Signature and ID Proof	Ensure the image is cropped to focus on the main content to improve its layout and appearance <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>PHOTOGRAPH</th> <th>SIGNATURE</th> <th>ID PROOF</th> </tr> </thead> <tbody> <tr> <td>Accepted Format: JPG/JPEG File Size: 20KB to 50KB</td> <td>Accepted Format: JPG or JPEG File Size: 20KB to 50KB</td> <td>Accepted Format: PDF One page in A4 Size File Size: 1KB to 500KB</td> </tr> <tr> <td><input type="button" value="Choose File"/> <input type="button" value="Upload"/></td> <td><input type="button" value="Choose File"/> <input type="button" value="Upload"/></td> <td><input type="button" value="Upload"/></td> </tr> </tbody> </table>	PHOTOGRAPH	SIGNATURE	ID PROOF	Accepted Format: JPG/JPEG File Size: 20KB to 50KB	Accepted Format: JPG or JPEG File Size: 20KB to 50KB	Accepted Format: PDF One page in A4 Size File Size: 1KB to 500KB	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<input type="button" value="Upload"/>
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<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<input type="button" value="Upload"/>								
Matriculation Details										
Enter Matriculation Details	MATRICULATION DETAILS <input type="text" value="NAME OF BOARD"/> <hr/> Date of Birth 03/04/2025 📅 <hr/> <input type="text" value="ROLL NUMBER"/> <hr/> YEAR OF PASSING Please select Year of Passing ▼									

Father/Souse Details

	Enter Father/Spouse Details	FATHER / SPOUSE DETAILS <input type="text" value="NAME OF FATHER / SPOUSE"/>
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Communication Details

	Enter Communucation Details	COMMUNICATION DETAILS <input type="text" value="HOUSE NO / STREET"/> <input type="text" value="LOCALITY"/> <input type="text" value="DISTRICT"/> <input type="text" value="STATE
Please select State"/>  <input type="text" value="PIN CODE"/>
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Permanent Address

	Enter Permanent Address	PERMANENT ADDRESS <input type="checkbox"/> Same as Above <input type="text" value="HOUSE NO / STREET"/> <input type="text" value="LOCALITY"/> <input type="text" value="DISTRICT"/> <input type="text" value="STATE
Please select State"/>  <input type="text" value="PIN CODE"/>
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Preferences	
<p>Click on Circle names and Set the preference as you desire</p>	<h3>SET YOUR CIRCLE PREFERENCE</h3> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">ANDHRA PRADESH→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">MADHYA PRADESH→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">ASSAM→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">MAHARASHTRA→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">BIHAR→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">NORTH EAST→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">CHHATTISGARH→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">ODISHA→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">DELHI→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">PUNJAB→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">GUJARAT→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">RAJASTHAN→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">HARYANA→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">TAMIL NADU→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">HIMACHAL PRADESH→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">TELANGANA→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">JAMMU AND KASHMIR→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">UTTAR PRADESH→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">JHARKHAND→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">UTTARAKHAND→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">KARNATAKA→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">WEST BENGAL→</div> <div style="border: 1px solid #add8e6; border-radius: 5px; padding: 5px; margin: 2px;">KERALA→</div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px 15px; margin-right: 10px;">Lock Preference</div> <div style="border: 2px solid #ffa500; border-radius: 5px; padding: 5px 15px;">Reset</div> </div> </div>
Declaration and final submission	
<p>Read the declaration</p>	<h3>DECLARATION</h3>
<p>Click on Checkbox to submit your concern</p>	<p>I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.</p>
<p>Click on Submit Button</p>	<p><input checked="" type="checkbox"/> I understand and agree with the above statements.</p> <div style="border: 2px solid #008000; border-radius: 10px; padding: 10px; width: 80%; margin: 10px auto; text-align: center; color: white; font-weight: bold;">SUBMIT</div>
Other Menu	
<p>Click on View Application button to Print/Download the application</p>	<div style="display: flex; justify-content: space-around; margin: 10px auto; width: 80%;"> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px 30px; text-align: center;">VIEW APPLICATION</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px 30px; text-align: center;">EDIT APPLICATION</div> </div>
<p>Click on Edit Button to edit Application</p>	