

### **Instructions for Filling-up the Online Application Form:**

- (1) Click on 'New Registration' Tab. Fill in your 'Email Address' and 'Mobile Number'. The 'Email Address' and 'Mobile Number' should be unique as only one registration per 'Email Address' and 'Mobile Number' is permitted.
- (2) Enter the 'Text Image' in the adjoining box. Click on 'Send OTP'. You will receive six-digit unique OTPs on your 'E-mail Address' and 'Mobile Number'. Enter these OTPs in the respective boxes and click on 'Verify OTP'. This process is necessary for the verification of your 'Email Address' and 'Mobile Number'. 'Email Address' and 'Mobile Number' once registered cannot be changed or reused for further registration.
- (3) On successful verification of 'Email Address' and 'Mobile Number', you will be directed to the Registration Form. Fill in domicile details. You must be domicile of 'Maharashtra' or 'Disputed Maharashtra-Karnataka Disputed Border to be eligible for the Common Entrance Examination.
- (4) Fill in your personal details as indicated in the Registration Form. Fields marked with 'Asterisk (\*)' are mandatory. Upload your recent passport size front face photograph (No selfie permitted).
- (5) Enter the 'Text Image' in the adjoining box and Click on 'Next' Tab. Check all the details that you have filled in before submission of the form. You can click 'Edit' to correct any information in the registration form before submission. If all information is correct to your satisfaction, accept the 'Declaration' and click 'Next'.
- (6) You will be directed to Registration Fees Payment Link. The registration fees for the Common Entrance test are as under:
  - Open Category – Rs. 500/-
  - Reserved Category – Rs. 250/-(Registration Fees can be paid using, Debit Card, Credit Card, Net banking or other approved payment bank modes)

The registration fee is non-refundable. The State Institute for Administration Careers (SIAC), Mumbai or Pre-IAS Training Centres, Nashik, Kolhapur, Aurangabad, Amravati and Nagpur are not responsible for any technical issues faced by the candidates at their end at the time of examination. 'No Re-examination' will be conducted under any circumstances.
- (7) The Payment Link will be activated in due course of time and the candidates will be notified regarding the same on their registered Email and through SMS.
- (8) The candidature for the examination will be confirmed only on the payment of registration fees.
- (9) On payment of 'Registration Fees', the candidate will receive log-in ID and Password on their registered Email Address and Mobile Number. On receipt of Log-in Details, the candidates should click on the 'Existing Users' Tab and log-in to reset their Password. The 'Password' should have minimum eight characters and should be alpha-numeric.

(10) Further instructions regarding the Examination will be provided on the 'Examination Dashboard' which can be accessed by the candidates using 'Existing Users' tab.

(11) The candidates can retrieve their Log-in ID and Password by clicking on 'Forgot Password' Tab. The log-in ID and Password will be sent to their registered E-mail Address and Mobile Number.

(12) For any Technical Queries', contact:

- Helpdesk Email – support@siacexam.org
- Helpline Numbers – 8097094947 (From 10.00 a.m. to 5.00 p.m.)

While sending email, the candidates must quote their Registration Number and Contact Number. E-mails will be reverted in 24 hours.

**(13) The decision of the respective Centre Directors will be final and binding in all matters pertaining to the Common Entrance Examination.**

**Note: Applicants need not send copy of Application Form or any Document to any office. However, the applicants may take printout of 'Application Form' for his/her personal record.**

I have read and understood the above guidelines and other guidelines as laid down in the descriptive advertisement uploaded on the official web-site of the SIAC in the right perspective and undertake to abide by the same.