# Candidate Guide

G.D.C. & A. Exam 2015 Online Application Form Filling and Submission Process

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From the year 2015, G.D.C. & A. Exam Application form is to be filled and submitted online. The following are the steps to be followed by a candidate willing to register for the G.D.C. & A. Exam.

First, visit the website https://gdca.maharasthra.gov.in from your web browser.
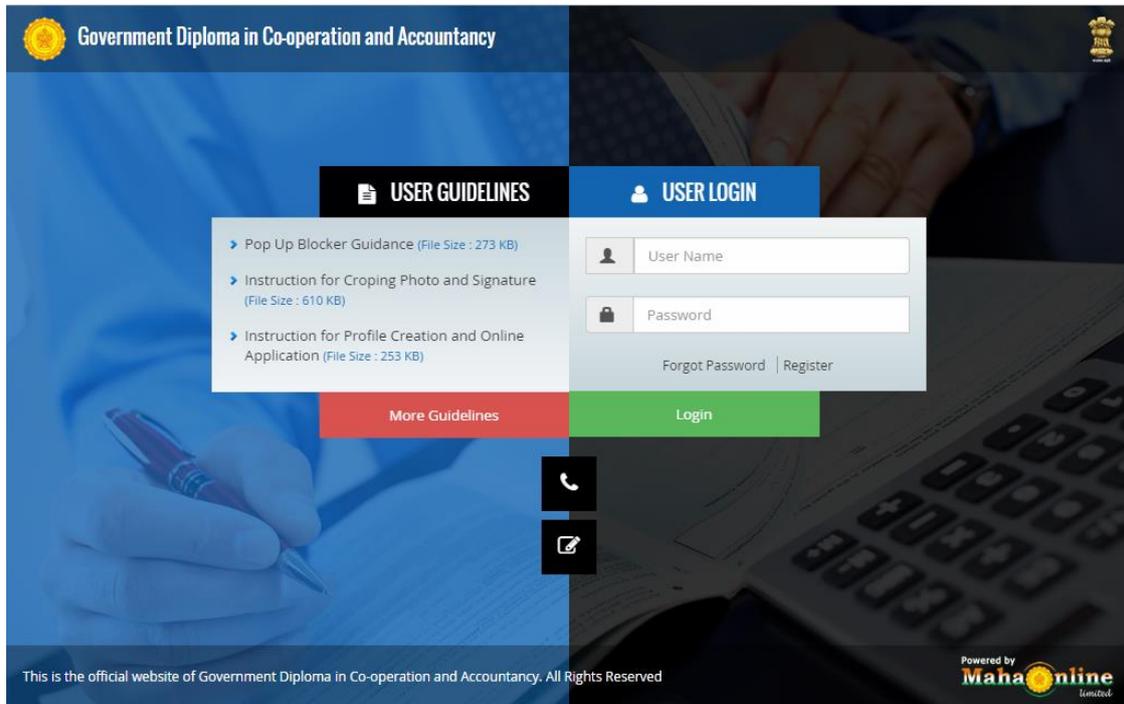
You will be welcomed by the homepage. In the left hand side, there are user guidelines in the form of PDF File.
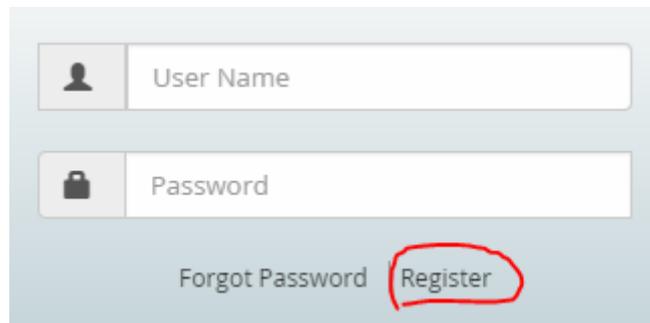

- First guideline is about how to disable the pop-up blocker in the web browser.
- Second is the instruction for Cropping the Photo and Signature using Microsoft Paint.
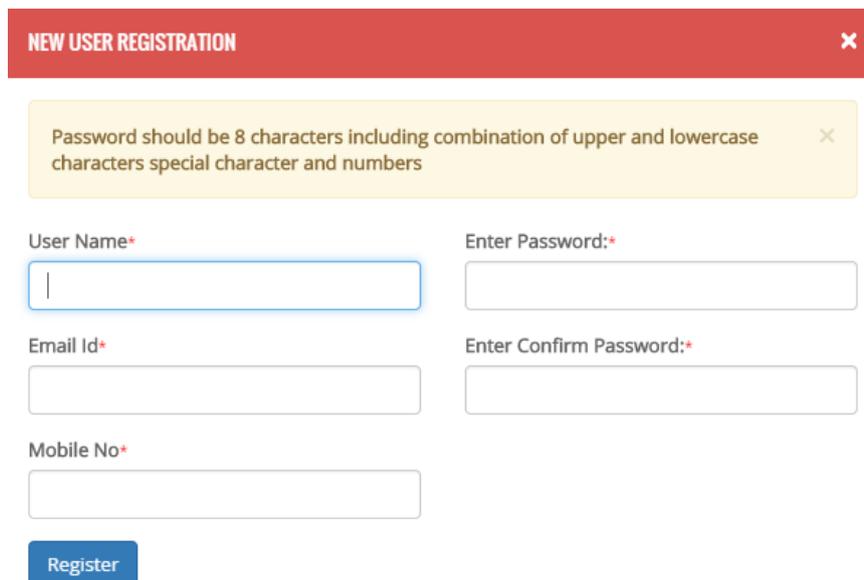- Third guideline consists of the list of documents to be scanned and uploaded during registration

More guidelines button will explain the entire form filling process in short.

To begin, click on Register

It will display a dialog box called 'New User Registration'

- First, Enter your username, for example 'kiran89'
- Then, enter your active email ID, for example 'harish.gupta@gmail.com'. Kindly use an active email ID. If you don't have an email ID, kindly create one Gmail ID by visiting https://www.gmail.com/intl/en_us/mail/help/about.html and click on 'Create an Account' on the top right corner of the webpage.
- Third, enter your Mobile Phone Number
- Fourth, enter your password. A password must have 8 characters with a combination of uppercase, lowercase, special characters and numbers. For Example *Geeta_bg1*

Now, click on the register button. If all the data are valid, then you will receive a notification that you have completed your initial registration successfully. Remember this is just an initial account registration.
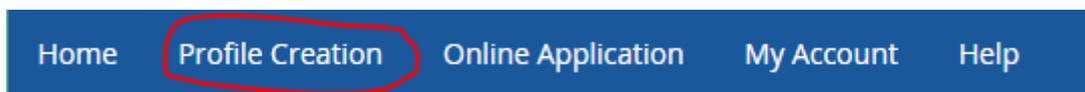
Please, preserve the Login ID and Password for future reference

Now you will be directed to a webpage
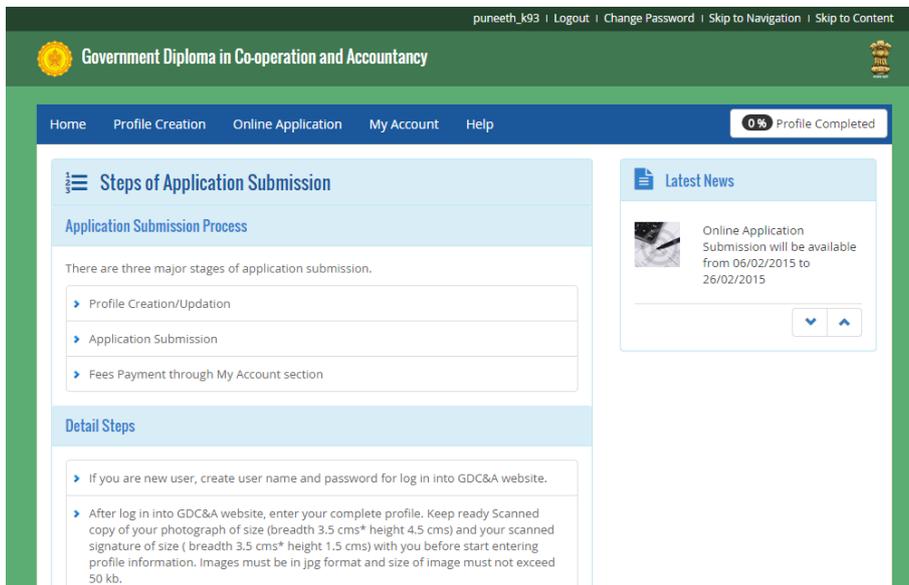
This webpage will have the same information as in the 'More Guidelines' section.

Now, click on the profile creation tab.

You will be taken to the *Personal Details* section

Personal Details

Essential information is marked with an asterisk (*)   ×

Candidate Details

Field			
Aadhaar No	914087456987		
Salutation	Mr. ▼		
Candidate Name *	Sharma	Vikas	Ramnarayan
Candidate Name (Marathi) *	शर्मा	विकास	रामनारायण
Is Change In Name ☐	Name Change Certificate	Browse	
Date Of Birth *	08/02/1991 📅	Age 24	
Gender	Male ▼		
Parental Details *	Ramnarayan Sharma	Sumati Sharma	
Contact Details *	vikass91@gmail.com	9146447845	02224478956

- Aadhar Number is optional.

- Enter your Name in English (Format: Surname – Name – Father's / Husband's Name)

- You also need to enter your name in Marathi. In order to do so, first open a new tab in your web browser and visit the link http://www.google.com/intl/mr/inputtools/try

- Type your name in Google Input Tools, then copy and paste each word in the respective text boxes in the G.D.C. & A. Candidate Details Section

- Then, enter your Date of Birth. Click on the Calander Icon 📅
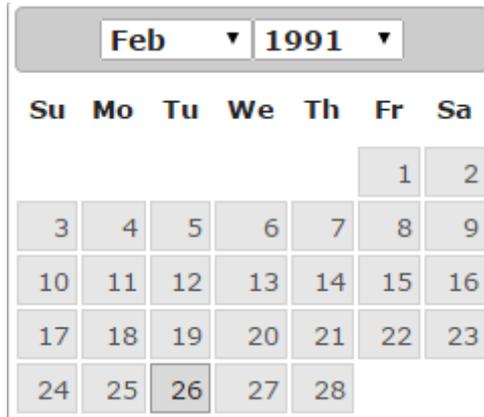
Select the Month and Year by clicking on the drop down list. Then click on the date of birth from the dates displayed. For Instance, if your date of birth is 26, then click on '26'.

- Select your gender
- Enter your parent's name in the respective text boxes
- Enter your email ID, mobile number and landline number.
- Enter your address

- Now, click on the save button   SAVE

- You will get an alert as shown below

Personal Details Saved Successfully.

Then, move on by clicking on Step 2: Qualification Details

Step 2: *Qualification Detail*

Qualification Details

Qualification Details

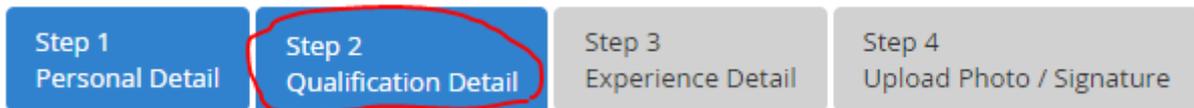|			
Qualify Examination Name *	Graduate ▼	Qualify Degree Name *	B.Com ▼
State *	MAHARASHTRA ▼	Board Or University *	University of Mumbai ▼
Percentage *	75	Result Status	PASS ▼
Upload File *	Browse Upload PDF F		

Submit   Cancel

Enter the details of your highest qualification.
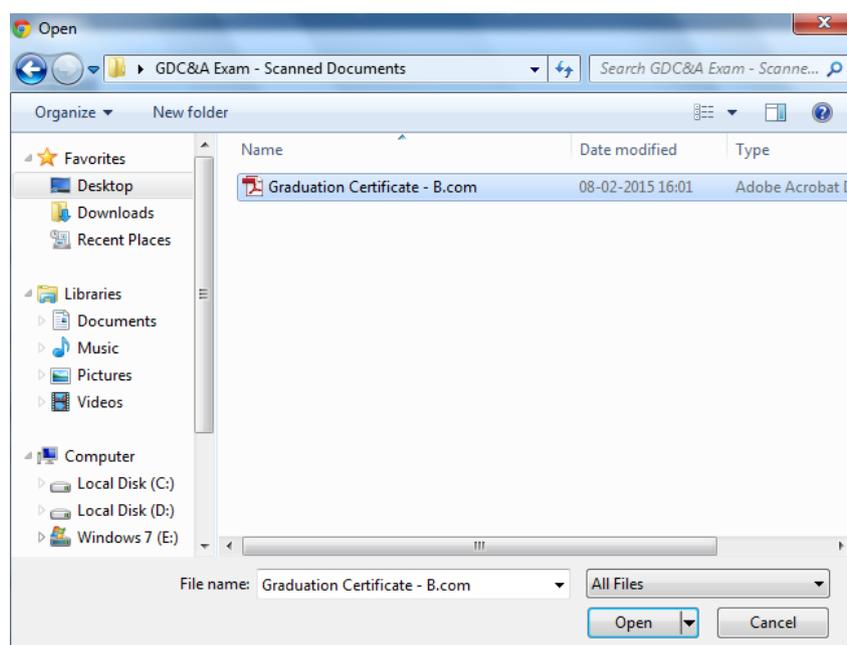
Upload the scanned copy of your:

- Graduation Certificate (if the candidate is a graduate); or
- HSC Marksheet & Certificate (if the candidate is HSC Passed); or
- SSC Marksheet & Certificate (if the candidate is SSC Passed)

Kindly note that the file should be in .pdf Format

Browse   Upload PDF F

Click on Browse Button

Select the file from your computer directory and click on 'open'

Click on Submit Button, the data will be saved on the system.

Step 3: *Experience Details*

This step is important for HSC & SSC passed candidates who have worked in Co-operative Establishments and Agriculture Product Market Committee (APMC). The form has an option called 'Type of Organization' which has only 4 options i.e. mentioned below.

The following is the snapshot of Experience Details Webpage

Experience Detail

Essential information is marked with an asterisk (*)   ✕

Experience Details

From Year *	04/01/2011 📅	To Year *	06/01/2015 📅
Period Year	4 Year(s)0 Month(s)3 Day(	Employment Type*	Non Government ▼
Cadre	--SELECT-- ▼	Organization *	ABC Co-operative Hsg Soc
Designation *	Accountant	Type Of Organization *	Cooperative organiza ▼
Nature Of Post *	Clerical ▼	Nature Of Appointment *	permanent ▼

Document Proof

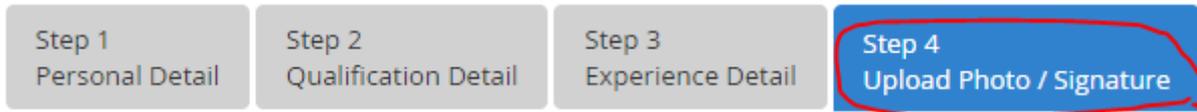|			
Permanency Proof *	Browse	Permanency	Experience Proof *	Browse	Experience Pi

Add Experience   Clear

- Enter the Date of Start and end of the service.
- Period Year will be automatically entered by the system
- Select the Employment Type (Government or Non-Government)

- Enter the name of the organisation
- Enter the designation (E.g. Accountant)
- Enter the type of organisation (E.g. ABC Co-operative Housing Society)
- Select the Nature of Post held
- Select the nature of appointment

Here, one needs to upload the proof of permanency and experience in .pdf format

Step 4: *Upload Photo and Signature*

| Step 1 Personal Detail | Step 2 Qualification Detail | Step 3 Experience Detail | Step 4 Upload Photo / Signature |

Upload Photo / Signature

Essential information is marked with an asterisk (*)   ✕

Upload Photo / Signature

UploadPhoto *   [Browse] [Upload Phot]   UploadSignature *   [Browse] [Upload Sign]

[SAVE]

- Upload your recent photograph in .jpg format
- Upload your signature in .jpg format
- Click on the save button

While scanning your documents, request the cyber café personnel to adjust the image according to the dimension prescribed by G.D.C. & A. Board in 'More Guidelines' Menu

Online Application

| Home | Profile Creation | Online Application | My Account | Help |
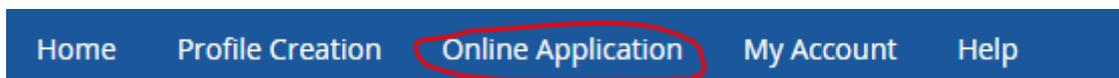
Now click on Apply Button besides GDCA-2015 Exam Code

Apply Exam

Exam Code	Exam Name	Application Start From	Application Last From	Action
GDCA-2015	GDCA Exam 2015	06/02/2015	26/02/2015	Apply
CHM-2015	CHM Exam 2015	06/02/2015	26/02/2015	Apply

Remember, you need to complete the 'Profile Creation' section in order to apply for the exam

We will not be able to display screenshots of G.D.C. & A. Application Form. As our form was incomplete, we were not given access to the form.

But we will guide you according to the details given in More Guidelines' option.

1. Exam paper details will be available on the form
2. A candidate has to enter details of the exam papers which are to be exempted. This option is useful only for a candidate who had previously appeared for G.D.C. & A. Exam and had failed in a subject.
3. Data in the profile will be automatically available on the form. Some remaining information needs to be filled in by the student
4. Save / submit the data

Now, click on My Account tab

My Account
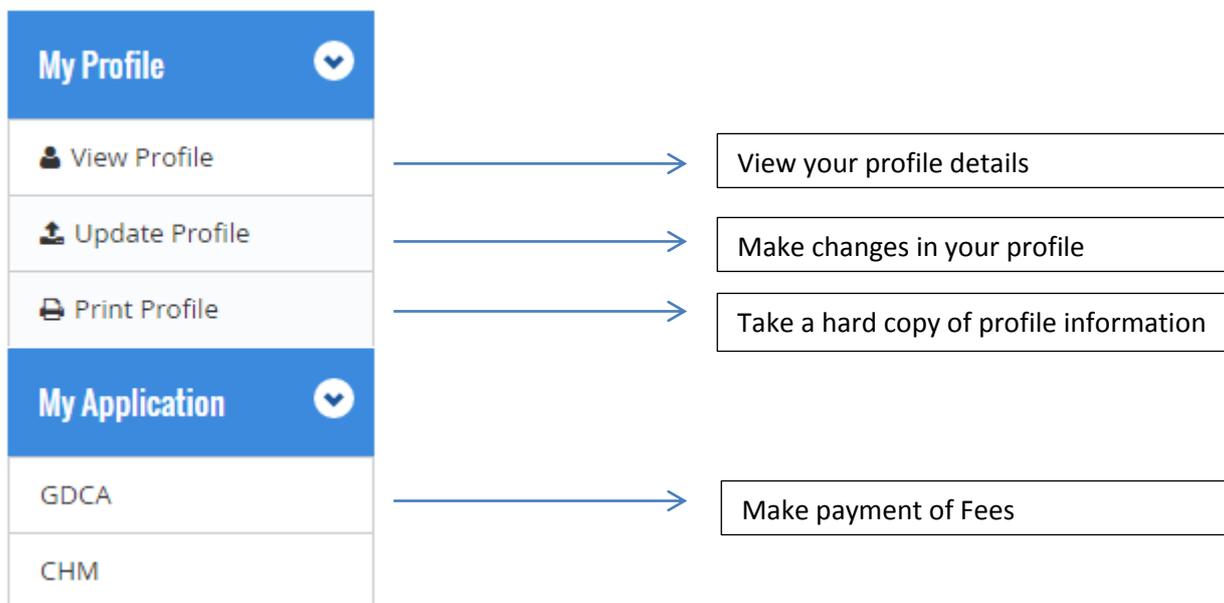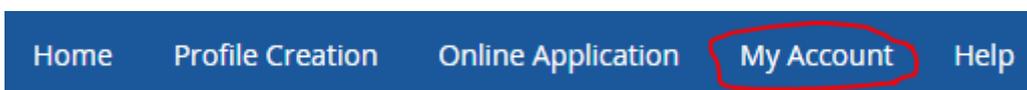
To make payment, click on 'GDCA' under 'My Application' Menu

A 'Make Payment Dialog Box will appear. There the Fee Payment Status would be shown. Under the 'Action' option click on Make Payment.

MakePayment

ApplicationID	ExamName	Payment Status	Action

You can pay the fees via *Online Payment* or *Pay By Challan* Option.

If you opt for Online Payment Option then the 'Payment Status' will be updated as 'Paid' as soon as the transaction is processed.

If you opt for Chalan System, you will need to print the chalan. You may pay the fees in any State Bank of India (SBI) Branch on the working days before last date. The payment status would be updated after 24 Hours of the fee payment. Kindly carry the chalan with you when you visit the bank for fee payment.

Other Details

Scanned Documents necessary for submitting online applications:

1. Passport size photo (recent)
2. Signature
3. Graduation Certificate – if the applicant is graduate
4. HSC Certificate & Mark sheet – if the applicant is under-graduate and HSC passed
5. SSC Certificate & Mark sheet – if the applicant is under-graduate and SSC passed
6. Mark sheets of the examinations in respect of the exemptions claimed
7. Experience Certificate – on institution letterhead signed by the CEO/ authorized signatory
8. Undertaking reg. permanent service – if the applicant is temporary
9. Challan copy received for remitting examination fee in treasury
10. Ladies who have selected "change in name" option – Marriage Certificate / Gazzette / Affidavit

Particulars of Photo and Signature File:

- **Format:** .jpg
- **Size:** Less than 50 kb
- **Dimensions of Photo:** Breadth 3.5 cms * height 4.5 cms
- **Dimensions of Signature:** Breadth 3.5 cms * height 1.5 cms

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