



THE BHARAT SCOUTS AND GUIDES

Creating - Better India

Since 1908

Important Instructions for Candidates

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. AVOID LAST MINUTE RUSH. BSG SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON THE PORTAL AT THE ELEVENTH HOUR.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND A HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF BSG.

IMPORTANT DATES

1. Opening Date for On-line Registration of Application	14.08.2024 (10:00 AM)
2. Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking /Wallets. (Payment of Application Fee through SBI payment gateway)	30.08.2024 (11:55PM)
3. Admit Card: The Admit Card for the National Level Online Examination will be sent in the email Id of the candidate by the Third Party Testing Agency.	16.09.2024
4. Date of Examination: Online test for National level examination for President S/G/R/R Certificate will be conducted by the Third Party Testing Agency authorized for the purpose	28.09.2024

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

A. GENERAL INSTRUCTIONS

1.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph in Scout/Guide Uniform (<i>not older than 3 months</i>). Candidates should ensure that the same photograph will be used throughout this process. c) Scanned signature.
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B. HOW TO APPLY

1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next two years from the date of filling application. All-important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take utmost care in furnishing / providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.
3.	The process for submitting the application: "National Level President Scout/Guide/Rover/Ranger Certificate Examination as per NHQ Circular no. 228/2022 dated 05/12/2022":
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other selection process.



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C. STEP-I: REGISTRATION/SIGN-UP

1. The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2. OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate has to enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3. Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given after the Declaration and then re-verify the selected/entered values by clicking the "Re-Verify" button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the "Submit" button.
4. After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidates have to Click "Go To Application" button (given on top right corner) to reach to Step-II.

C. STEP-II: FILLING-UP OF APPLICATION

1. After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the "Go To Application" button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on "LOGIN" button for login. Then the candidate has to Click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Test City, Declaration, Upload relevant Documents (photo/signature, relevant certificates, etc.). After filling all required details Candidate has to submit the application and pay applicable Application Fee online via SBI Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.
2. Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:
 - i. **Photograph Image:**
 - The photograph must be a recent passport size colour picture with a light background in Scout/Guide Uniform (*not older than 3 months*)
 - Look straight at the camera with a relaxed face.
 - The size of the scanned image should be between 50KB to 100KB in jpg/jpeg format only.
 - ii. **Signature image:**
 - The applicant has to sign on white paper with Black ink pen.
 - The signature must be signed only by the applicant and not by any other person.
 - Please scan the signature area only and not the entire page.
 - Size of file should be between 50KB to 100KB in Jpg/jpeg format only.
3. After uploading Photograph, Signature and required Certificates/ Documents, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI payment gateway to deposit the fee.
4. Guidelines for remittance of fee are as under:
 - Post submission, the candidate will be re-directed to SBI payment gateway to make the online payment of application fees.
 - Kindly verify the details and make the payment for application fees via the different payment modes.
 - Post successful payment of application fees, candidate will be redirected to his application form.
 - Candidate may keep the payment transaction no. safe with him for future use.
 - **After depositing the application fee through online mode, you may check the status of the application after 2 days. In case the same is not reflected, you can raise the query in helpdesk tab within the application portal with a scanned copy of e-receipt about the same.**



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5.	<p>Refund Policy: Refunds will be returned using the original method of payment – for example if fees have been made by credit card, the refund will be credited by same mode of channel to same credit card by the merchant and this is applied for all Pay modes from which the customer will make the payment. If the required fee is not reflecting in application portal, then applicant can get refund as per Banks TAT/norms. If any applicant has made duplicate fees on same application, then it would be refunded through merchant side after reconciliation of settled MIS which may take time. Applicant can contact to helpdesk regarding such issue.</p> <p>Cancellation Policy: Refund/Cancellation won't be entertained, if Applicant's fee has been submitted successfully.</p>
6.	<p>Printing of the submitted Application Form: - On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "PRINT" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINTOUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.</p>
7.	<p>Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Grievance portal available in the application form .</p>
8.	<p>Medium of the Examination: Medium of the Online Examination will be English/Hindi. Candidate has to select any one medium for appearing the Test. However, one can view the Questions in both languages by clicking a button or link that allows you to toggle between them.</p>

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