

## **E-FILING INSTRUCTIONS – STEPS TO FOLLOW**

1. Open the page <http://ceojk.nic.in>
2. Click the “Online Registration” link on the home page
3. Fill up the online form
4. Upload one passport size colour photograph in the space mentioned in the Form (Read instructions regarding photograph on page 2)
5. The photograph file type should be JPEG/JPG and it should be within 20 KB. This is mandatory.
6. Also upload additional (supporting) documents in PDF format.
7. Also fill up your mobile phone number. This is mandatory.
8. Once you click the ‘submit’ button, you will receive an SMS containing a verification code on the same mobile number
9. Fill in the verification code received by SMS on your mobile in the text box provided.
10. Print a copy of the registration form and receipt and keep these handy.
11. The Booth Level Officer (BLO) who will come to your residence to verify the information and will collect documents from you.
12. Please keep these documents ready:
  - a) Proof of your residence (such as driving license, bank pass book, any postal letter received in your name on your address etc.
  - b) In case you are a student residing in a Hostel of your University/ Institute or elsewhere (e.g. PG) Etc., then please get a Declaration in the proforma at Annexure One.
  - c) Proof of your age, such as birth certificate, school leaving certificate etc. However this is only required if you are between 18 and 21 years age.

**NOTE: Alternatively, you can send signed copy of the application form along with the aforesaid documents to your ERO/ Booth Level Officer.**

## **INSTRUCTIONS REGARDING PHOTOGRAPH TO BE UPLOADED**

1. The scanned file should be JPG/ JPEG and be within 20 KB size.
2. The photograph should either be clicked digitally or scanned with utmost care from a hard printed copy.
3. It should be in true colour.
4. It should be of frontal view only and in portrait mode.
5. It should show a close up of the applicant's head and top of the shoulders.
6. The view should be frontal with the person looking straight at the camera with a neutral expression and mouth closed.
7. It should be taken in a manner so as to maximise the area covering the face. In any case, the area covered by the face should not be less than 75% of the area of the photograph.
8. It should show the person with eyes open and clearly visible with no hair/ cap/ hat/ headgear/ veil/ cover/ shadow/ reflection obscuring the eyes. If the person wears glasses, these should not be tinted or reflecting light in the photograph so that the eyes are clearly visible.
9. It should have a plain, light coloured background.
10. There must be no other people or objects visible in the frame.
11. It should be "in focus" and taken with proper lighting so that the facial features are clearly visible and recognizable.
12. There should be no creases, staple marks, ink marks etc.
13. It should have appropriate brightness and contrast and show natural skin tones.

### **Where can I find details of my BLO?**

To know your BLO, please go to “Know Your Booth Level Officer (BLO)” on the Home page of <http://ceojk.nic.in>

Alternatively, you can send SMS to the number [919205001710](tel:919205001710) as follows:

[JKERM <space> BLO <space> <10 character EPIC card number>](#)

### **Where can I find details of my ERO?**

To know your ERO, please go to [http://ceojk.nic.in/ERO\\_AERO.htm](http://ceojk.nic.in/ERO_AERO.htm).