

## Instructions To Submit On Line Application On Website

- 1) To submit application online with BEST Undertaking, Candidate has to complete registration process by using '**Register**' option.
- 2) To register the information needed is **candidate's Vehicle License No. (mandatory), mobile number (mandatory) and email ID (optional)**.
- 3) Create password as per the guidelines given.
- 4) After filling above information candidate has to click '**Register**' button.
- 5) The information given by the Candidate will be forwarded on the **given e-mail address** (if given) or **on the given mobile no.**
- 6) After online registration candidate can see the '**login screen**', through which he can login by using **vehicle license number as 'User ID'** and by entering correct password.
- 7) If candidate forgets his password, he can use '**Forget Password**' option.
- 8) After successful login, Candidate can see the '**Profile**' screen. Fill personal information, Contact details and vehicle license details.
- 9) Upload passport size Photograph (size 20 to 50 KB) along-with scanned copies of vehicle license, Aadhaar Card or Ration Card, birth certificate or school leaving certificate and education qualification certificates.
- 10) After recording all the information in profile section, Candidate can modify it by using '**Edit Profile**' option if needed.
- 11) Now candidate can select the required training course by using '**Course**' option. Click on '**Apply Now**' button shown below the desired course.
- 12) Enter Course duration days as per candidate's requirement.( for Heavy Driving Training Refresher Course).
- 13) Enter preferred course time. (Please note that there is no guarantee that the time given will be allotted to you. It will be decided as per the availability. If not available a suitable time slot will be allotted by the Undertaking).
- 14) After selection of course, Candidate has to select the option '**I Agree Terms and Conditions**' and click on the '**Apply Course**' button to complete the procedure.

15) Candidate should take printout of admission information. Also the information will be sent **on the e-mail address** (if registered) and **on his mobile**.

16) **After submitting application, Candidate should contact Traffic Training Center, Dindoshi along-with all original certificates i.e. Vehicle license, address proof, proof of date of birth, educational qualification within 30 days.**