

### **STEP BY STEP INSTRUCTIONS TO VERIFY YOUR DATA ON THE CANDIDATE PORTAL**

1. Go to the candidate portal page by visiting <https://jkspdcl.online-ap1.com>.
2. Click "Get Password" on the portal page.
3. On the next page, choose either Email ID or Phone number that you have mentioned on your application form and enter your Mobile number / Email ID. Click "Create Password". (*In case the email id or phone is not registered or if you want to change your old phone number see point 15.*)
4. You will receive a password on your Email ID / Mobile Number.
5. Visit the Portal page, click "Login".
6. On the next page, enter your (i) Email ID or Mobile Number (whichever of the two you selected at Step 3), (ii) the post applied for and (iii) the password received.
7. Click "Login" and you will be directed to your profile on the Portal.
8. Once inside the Portal, check the details thoroughly, and edit any fields that are incorrectly filled-in. Fields marked with asterisk (\*) are mandatory.
9. Fields like qualifying degree and qualifying degree marks can only be modified by an JKSPDC. In case these fields have incorrect data, you will email the helpdesk with your complete details as at S. No. 8 of instructions on the Portal and a scanned copy of your qualifying degree certificate and qualifying degree marks sheet.
10. JKSPDC will update the fields after the receipt of email with all details from your side.
11. After being satisfied with all the details on the profile page, tick the acceptance button and click "Confirm" to validate your data. The next page will show the "Your Data Saved Successfully" message to inform you that the confirmation has been successful.
12. Log out from the Portal.
13. Verification of the data on the portal is mandatory for Admit Card download. Details about availability/ download of admit cards shall be notified in due course.
14. To regenerate/ change your password, just follow steps 2 to 4 and a new password shall be sent to you on email/sms as per your selections.
15. In case the portal doesn't accept both your Email ID and Mobile Number at Step 3, email the helpdesk at [recruitment\\_helpdesk@jkspdcl.com](mailto:recruitment_helpdesk@jkspdcl.com) with full details as at S. No. 8 of instructions on the Portal and a scanned copy of your App Form Receipt. **INCOMPLETE EMAILS WITHOUT COMPLETE DETAILS WILL NOT BE ACTED UPON AND CANDIDATES SHALL BE RESPONSIBLE FOR IT.**
16. For candidates who have applied for multiple posts, the same password will work across all the posts. Such candidates are required to verify their data individually for each post they have applied for. They can also regenerate their password if needed.
17. Upload photograph/Signature feature is given for candidates in case they wish to update the photograph/signature. It is not a mandatory step and may be done on the discretion of the candidate if he/she feels that the existing photos are not appropriate. Different candidates should in no case share email ids and phone numbers. In such cases email/phone login will not work.