

STEP 3

HOW TO SUBMIT APPLICATION FORM



FAQ	REQUIRED DETAILS / INFORMATION		*IMPORTANT INSTRUCTIONS
① When can I submit Application Form?	START DATE OF FORM FILLING	1st March 2025 (FROM 10:00 AM)	फॉर्म भरण्याची सुरुवात तारीख 1 मार्च 2025 (संध्याकाळी 10:00 पासून)
	LAST DATE OF SUBMISSION	31st March 2025 (UPTO 06:00 PM)	सबमिशनची शेवटची तारीख 31 मार्च 2025 (संध्याकाळी 06:00 पर्यंत)

② Which documents are required at the time of submission?	Hard copies of following documents are required.		No Form will be accepted without documents mention in d. JALTAP has all rights of acceptance/ rejection of Application Form.	d. मध्ये उल्लेख केलेल्या कागदपत्रांशिवाय कोणताही फॉर्म स्वीकारला जाणार नाही. JALTAP कडे अर्ज स्वीकारण्याचे/नाकारण्याचे सर्व अधिकार आहेत.
	a. Application form (all 5 pages). -			
	b. Successful Payment Screenshot (Xerox/Print) - 1 Copy			
	c. Passport size photo (Captured Photo should not be older than 6 months)			
	d. Self-attested ID proof (Valid Aadhar card or Valid Passport or Valid Driving license or valid Pan card or valid Voter ID) (Xerox/Print) - 1 Copy			
d.Acknowledgement letter				

③ How I can submit application form by hand?	Submit Hard copies of following documents to Jaltap office		*At the time of submission all required document need to submit. *Form received after 6:00 PM OF 31st March 2025 WILL NOT BE ACCEPTED .	*सबमिशनच्या वेळी सर्व आवश्यक कागदपत्रे सादर करणे आवश्यक आहे. *३१ मार्च २०२५ च्या संध्याकाळी 6:00 नंतर प्राप्त झालेला फॉर्म स्वीकारला जाणार नाही.
	VISIT JALTAP OFFICE AND SUBMIT HARD copies			
	a. Application form (all 5 pages).			
	b. Successful Payment Screenshot (Xerox/Print) - 1 Copy			
	c. Self-attested ID proof (Valid Aadhar card or Valid Passport or Valid Driving license or valid Pan card or valid Voter ID) - 1 Copy			
d.Acknowledgement letter				
③ How I can submit application form by Courier ?	Send hard copies of following documents by COURIER to JALTAP OFFICE		Form received by courier after 6:00 PM OF 31st March 2025 WILL NOT BE ACCEPTED .	३१ मार्च २०२५ रोजी संध्याकाळी 6:00 नंतर कुरियरद्वारे प्राप्त केलेला फॉर्म स्वीकारला जाणार नाही.
	a. Application form (all 5 pages).			
	b. Successful Payment Screenshot (Xerox/Print) - 1 Copy			
	c. Self-attested ID proof (Valid Aadhar card or Valid Passport or Valid Driving license or valid Pan card or valid Voter ID) - 1 Copy			
	d.Acknowledgement letter			

④ What is the address of JALTAP office ?	Japanese Language Teachers Association of Pune (JALTAP) Office address: Flat No 2B, 1st Floor, Ghagre Residency, Survey No.105/30, lane no 2, Bharati Niwas Lane, Karve Road, Pune 411004. Mobile Number +91 7507250660, Landline No. 020 25445678 .	→ Office Timing 10.00 am to 6.00 pm (Office will be closed at 1.30 pm to 2.00 pm). → Office Remain Closed on all sundays, 14th March 2025 (Dhuliwandan).	→ ऑफिसची वेळ सकाळी 10.00 ते संध्याकाळी 6.00 (ऑफिस दुपारी 1.30 ते 2.00 पर्यंत बंद राहील). → सर्व रविवार, १४ मार्च २०२५ (धूलिवंदन) कार्यालय बंद राहील.
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