

How to Apply

1. Create login

Candidate can register using **Create new account** link
After registering you will get activation mail to registered mail ID
Check your mail and **click on the link provided in the activation mail** to login/reset password.

2. Fill Basic Details

Fill basic data with **Edit Basic Profile** menu

3. Upload Files

Scan the photograph and signature in JPG/JPEG/GIF format.

Photograph:

Photograph should be a recent passport size color photograph, ensure that the size of the scanned photograph is not more than 512KB

Signature:

The applicant has to sign on white paper with Black Ink pen. Ensure that the size of the scanned image is not more than 100KB

Certificate:

Candidates may scan the following documents / certificates in 200 dpi grey scale.
Candidates must upload the following documents in PDF format:

Certificate	PDF File size is not more than
SSLC Mark sheet	512KB
All Degree certificates (ITI/Diploma/Degree) to be uploaded in chronological order as a single file	2MB
All relevant (ITI/Diploma/Degree) Consolidated mark sheets to be uploaded in chronological order as a single file	2MB
Experience certificate(s) to be uploaded in chronological order as a single file	2MB
Community certificate (OBC-NCL / SC / ST) – if applicable (if OBC-NCL should be upload a form of declaration)	512KB
PwD certificate – if applicable	512KB
Last month Pay Slip	512KB

4. Add Qualification Details

Educational Qualification details from class 10th standard onwards to enter in chronological order in **Add Qualification** menu.

5. Add Experience Details

Add Experience in chronological order in **Add Experience** menu.

6. Submit Application

Submit Application with **Submit Application** menu. After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute**

7. View Application

View Application Details with **My Profile** menu

8. Online Payment (Powered by Billdesk)

Candidates Pay Application Fee through online only, using link provided in **My Profile**

9. Print Application

You can generate PDF application using link provided in **My Profile** menu.

10. How do I know my Applications status

Received status:

Once you submit your application and application number is generated the application submission process is completed.

Shortlisted status:

Shortlisted list will be displayed in the Recruitment portal and call letter will be sent to the registered email and also candidate can download from the Recruitment portal.

11. Query/Complaint

You can raise an issue with **Query/Complaint** menu.

You may get reply within 12 working hours. (Avoid sending mail)

Payment related queries will take Four Working Days to resolve

All failure payment will be back to your account on or before five days if not raise an issue through portal