

### **How to apply:**

Eligible applicants may apply through online registration system of NPCIL. Applications submitted in any other form including handwritten/typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/application etc. to NPCIL.

- a. Candidates are requested to read the eligibility criteria and ensure that they meet all the criteria before applying.
- b. A candidate has to apply through online application form as provided on the website [www.npcilcareers.co.in](http://www.npcilcareers.co.in) only.
- c. The online application form will be available on the website from **05/06/2024** at **10:00 Hrs** to **25/06/2024** at **17:00 Hrs**.
- d. It is mandatory to fill all the relevant information such as qualification details, experience details (if any), percentage of marks, email address, contact mobile number, address for correspondence, soft copy of scanned photograph and signature (JPEG) to complete the online application process and get the application number. Therefore, candidates are advised to keep such information ready before applying online.
- e. Before applying online candidate should scan her/his **photograph in JPEG format, of size not more than 50KB (maximum 480 X 640 Pixels) and a minimum of 10 KB (minimum 180 x 240 pixels) and signature in JPEG format of size not more than 20KB (maximum 160 x 560 pixels) and a minimum of 80 x 100 pixels**. The photograph uploaded will be printed on the call letter and only the applicant whose photograph is printed on the call letter will be allowed to appear for online test/Skill test, if called for.
- f. Applicant is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMSs will also be sent to the applicant if an active mobile number for communication is provided. If the mobile number registered by the applicant is in the TRAI NCPR list (formerly called DND), applicant will not receive SMS alerts related to the registration. If applicant wants to receive future SMS alerts from NPCIL related to this recruitment, she/he is requested to remove her/his mobile number from the NCPR list through service provider.
- g. **The Online registration process consists of following steps :**
  - Step 1. Click on Apply=>Online Registration at the top/left corner of web page for registration. The candidate is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number. On successful completion of this stage, activation link is generated/allotted and sent to candidate's email.
  - Step 2. The candidate is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.
  - Step 3. On successful completion of this activation, candidate can login using their Login ID and password to apply online. In this step the applicant is required to fill all details of her/his Educational Qualifications, Work Experience etc.

This is a multi-stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages is as follows:

- a. Educational Qualification
- b. Post Qualification Work Experience, if any
- c. Personal Details
- d. Upload Photo & Signature
- e. Submit Application

The links for the above stages are available under 'Apply Online' menu (Apply=>Apply Online). The candidate should start by clicking on the "Educational Qualifications" link. Once information is saved, the next stage Work Experience will be made available for filling up the information.

On entering all the information related to current stage, the candidate can use "Save and Proceed to Next Step" option at the bottom of the form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in Apply Online menu (Apply=>Apply Online).

The information at any stage can be saved using the "Save and Proceed to Next Step" option.

Once the candidate reaches "Submit Application" stage, a draft of all the information entered by the candidate will be shown. At this point the candidate is allowed to modify any details entered in earlier stages.

If candidate is sure that all the information entered/uploaded is correct, she/he can submit the application using "Submit Application" option. Please note that the Candidate will not be allowed to make any changes in the information furnished once she/he submits the Application. After submission of application, an Application number will be generated in respect of the candidates who are exempted from payment of Application fees. In respect of candidates (for whom Application fee is applicable), they will be redirected to make online payment, once the form is successfully submitted.

#### Step 4. **Payment of Application fee (if Fee is Applicable)**

Only male candidates belonging to General/EWS/OBC categories are required to make a non-refundable payment of ₹ 100/- towards application fee with the applicable bank charges. The application fee can be paid on any day between 05/06/2024 (1000 hrs. onwards) to 25/06/2024 (till 1700 hrs.) only.

SC, ST, PwBD, Ex-serviceman, DODPKIA, Female candidates and employees of NPCIL are exempted from the payment of Application Fee.

Candidates are required to make application fee payment through debit card/credit card/net-banking/UPI etc. online through payment gateway integrated with the application form.

After submitting your payment fee online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE. On completion of the transaction, Candidates are advised to login again using their credential and check the status of the payment. In case of payment failure, candidates are advised to repeat the process of payment to avoid rejection of the application.

Once the payment of application fee is successfully completed, Application number will be generated.

IT IS SUGGESTED TO CLOSE THE BROWSER WINDOW ONCE YOUR TRANSACTION IS COMPLETE, TO ENSURE THE SECURITY OF YOUR DATA RELATED TO TRANSACTION.

No other mode of payment will be accepted. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than the prescribed method, will be rejected. The application fee paid by ineligible candidates shall be forfeited and no correspondence shall be entertained in this regard. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before making payment of application fee.

- h. The Online Application Process is complete only after all the above mentioned applicable steps are completed. Then the candidate can view/print the online application form.
- i. Application Status can be seen by the candidate by login through "Applicant's Login" link.
- j. Candidate is requested to make a note of the Login ID and password, as she/he will need this to login to the website to check her/his application status. An email will also be sent to the candidate with the application number.
- k. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 49.99% should NOT be rounded off to 50%.
- l. Candidates will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test. Similarly, candidates will be informed through email and SMS about the availability of the 'eCall Letter' online on the website, if called/shortlisted for the Stage-3 Skill Test. The time and venue of the online test/Skill test will be available in the 'eAdmit Card/eCall Letter'. Candidates can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'eAdmit Card/eCall Letter' to the online test/Skill Test venue, without which she/he will not be allowed to appear for online test/Skill test.
- m. Candidates are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
- n. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.
- o. **Important :**
  - Four Step Process :

- I. Registration
- II. Activation
- III. Fill Candidate Details, upload signature, photo & submit application
- IV. Payment of Application Fee (if fee is Applicable)

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