

How to apply:

- a. Eligible applicants have to apply through online application form as provided on the website www.npcilcareers.co.in only. 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 before interview.
- b. The online registration will commence from **12/02/2025** at 10:00 hrs. and will end on **04/03/2025** at 16:00 hrs.
- c. It is mandatory to fill all the relevant information such as qualifying degree 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 Registration number. Therefore, applicants are advised to keep such information ready before applying online.
- d. 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. 59.99% should NOT be rounded off to 60%.
- 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 interview call letter and only the applicant whose photograph is printed on the call letter will be allowed to appear for interview, 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. SMS 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 recruitment of Medical Officer, 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 for registration. The applicant is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number. **Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application.** On successful completion of this stage, activation link is generated/allotted and sent to applicant's email.
 - Step 2. The applicant 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, applicants can login using their login id and password to **apply online**. In this step the applicant is required to fill all the 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:

1. Educational Qualifications
2. Post Qualification Work Experience, if any.
3. Personal Details
4. Upload Photo & Signature
5. Submit Application

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

On entering all the information related to current stage, the applicant 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 applicant reaches "**Submit Application**" stage, a draft of all the information entered by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered is correct, she/he can submit the application using "**Submit Application**" option. **Please note that the Applicant 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 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 UR/EWS/OBC categories are required to make a **non-refundable** payment of **Rs.500/-** towards application fee with the applicable bank charges. The application fee can be paid on any day between **12/02/2025 (1000 hrs. onwards)** to **04/03/2025 (till 1600 hrs.)** only.

SC, ST, PwBD, Ex-serviceman, DODPKIA, Female applicants 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 applicant can view/print the online application form.
- i. Application Status can be seen by the applicant by login through "**Applicant's Login**" link.
- j. **Applicant 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 applicant with the application number.
- k. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test, if conducted. Similarly, applicants will be informed through email and SMS about the availability of the 'Interview Call Letter' online on the website, if shortlisted for the interview. The time and venue of the test/interview will be available in the 'eAdmit Card/Interview Call Letter'. Applicants can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'eAdmit Card/Interview Call Letter' to the test/interview venue, without which she/he will not be allowed to appear for test/interview.

- l. Candidate is allowed to appear for test/interview based on the information provided in the online application form. It is, therefore, strongly advised to ensure whether you fulfil prescribed eligibility criteria before applying & enter all the details carefully and correctly in the online application form.
- m. Applicants 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 Applicant Details & Submit Application
 - IV. Payment of Fee (if Fee is Applicable)

The shortlisted applicants appearing for the interview should invariably carry with them the following at the time of reporting for personal interview :

- Photo identity proof of PAN Card/Driving License/AADHAR Card/Voter ID/College ID/Government issued ID.
- One clear printout of the Interview Call Letter bearing photograph of the applicant.
- One clear printout of the full online application form.
- One set containing self-attested copies of the certificates in support of educational qualification (both degree certificate and mark sheets), internship, registration certificate for being a medical practitioner, experience, caste, proof for date of birth, registration certificate, attempt certificate etc.
- Originals of all the above mentioned documents.