

How to apply

- I. 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
- II. The online registration will commence from **24.01.2024** at **1000** Hrs and will end on **14.02.2024** at **1600** Hrs
- III. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email-address, contact mobile number, address for correspondence etc. Therefore, applicants are advised to keep such information ready before applying online.
- IV. Before applying online, applicant should scan her/his photograph in JPEG format of size not more than 50KB and a minimum of 10KB, 240 x 180 (height x width) pixels in dimensions and a maximum of 640 x 480 (height x width) pixels in dimensions and signature in JPEG format of size not more than 20KB and a minimum of 80 x 200 (height x width) pixels and maximum of 160 x 560 (height x width) pixels in dimensions. The photograph uploaded will be printed on the e-Admit Card/Interview Call Letter and only the applicant whose photograph is printed on the Admit card/call letter will be allowed to appear for test/interview (if called for).
- V. 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.
- VI. 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. 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 details of her/his Educational Qualifications, Work Experience etc.

This is a multi-stage process 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 applicable
3. Personal Details
4. Upload Photo & Signature
5. Submit Application

The links for the above stages is 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 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 along with the list of documents/certificates uploaded 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/uploaded 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, Registration number will be generated.

Step 4. Only male applicants belonging to General, EWS and OBC categories are required to make a non-refundable payment as under towards application fee with the applicable bank charges using State Bank Collect link provided on the website after final submission of the online application

Post	Application fee
Category-I Stipendiary Trainee/ Scientific Assistant (ST/SA) -Diploma Holders in Engineering /Science Graduates	₹ 150/-

Step 5. The State Bank Collect facility can also be operated through the www.onlinesbi.co.in website by selecting State Bank Collect option => select PSU =>Select state as Rajasthan and search => select Name as N P C I L 1 AND

2*=>Submit =>Select Payment Category as "RAPS-Recruitment of CAT-1(ST/SA).

*There is space between name of the NPCIL in collect facility i.e. N(space)P(space)C(space)I(space)L

SC/ST, PwBD, DODPKIA, Ex Servicemen, Female applicants and employees of NPCIL are exempted from the payment of Application Fee.

The applicant should use only this link for payment of fee. Applicant should mention Registration number generated in previous step along with all the other details correctly while paying the fee using State Bank Collect. Please note that it may take up to three working days to update the details of Application Fee. Once the details of payment of application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

Only after verification of payment of fee, the online application form can be viewed/printed. The printed application is required to be brought at the time of attending interview. The information with respect to Application number, Registration Number, name of the applicant, date of birth, mobile number and email ID entered while making the online payment through 'State Bank Collect' should be same as entered in online application for verification of the payment. The applicable bank charges towards payment of Application Fee through 'State Bank Collect' of SBI will have to be borne by the applicant. The application fee can be paid through 'State Bank Collect' on any day between 24.01.2024 (1000 Hrs) and 14.02.2024 (2359 Hrs) only. Keep the printed receipt of 'State Bank Collect' for future reference.

- VII. The Online Application Process is complete only after all the above-mentioned applicable steps are completed.
- VIII. Application Status can be seen by the applicant by login through "Applicant's Login" link.
- IX. 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.
- X. 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%.
- XI. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of e-Admit Card on the website for test. Similarly, applicants will be informed through email and SMS about the availability of the 'Interview Call Letter' online on the website, if called/shortlisted for the interview. The time and venue of the test/interview will be available in the 'e-Admit Card/Interview Call Letter'. Applicants can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'e-Admit Card/Interview Call Letter' to the test/interview venue, without which she/he will not be allowed to appear for test/interview.

- XII. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.
- XIII. 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 fulfill prescribed eligibility criteria before applying & enter all the details carefully and correctly in the online application form.
- XIV. Applicants are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
- XV. Please note that the 'Online Application Form' without valid signature and photograph will not be accepted.

XVI. Important :

➤ Four Step Process :

- I. Registration
- II. Activation
- III. Fill Applicant Details, upload signature, photo & submit application
- IV. Pay fee using State Bank Collect (if fee is Applicable)

XVII. The shortlisted applicants appearing for the written/online/OMR Test/interview /should invariably carry with them the following **at the time of reporting for written/online/OMR test/personal interview:**

- PAN Card/Driving License/AADHAR Card/Voter ID/College ID/Government issued Photo identity proof.
- One clear printout of the 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), experience, caste, proof for date of birth etc.
- Originals of all the above mentioned documents.

XVIII. **Important Dates :**

Starting date of online Registration	24.01.2024 (1000 Hrs.)
Closing date of online application	14.02.2024 (1600 Hrs.)
Payment of Application Fee	24.01.2024 (1000 Hrs.) to 14.02.2024 (2359 Hrs.)