

Candidates must use their current and active email ID and mobile number while applying.

How To Apply

Important Note: Candidates are required to fill in all mandatory fields marked with a red asterisk (*).

NEW USER:

During the new user registration process, the candidate must select the position and enter basic personal details.

The candidate is also required to verify their email ID through an OTP-based validation and create a password in accordance with the specified guidelines in the "Create Password" and "Confirm Password" fields. After entering all mandatory details, the candidate must click the "SUBMIT" button on the 'New User Sign Up' form. Upon successful submission, a User ID will be generated and displayed on the screen.

The User ID, along with the password, will also be sent to the candidate's registered email ID.

The candidate must then enter the User ID and password on the login page and click the "LOGIN" button to complete the login process.

An instruction page will then appear. After carefully reading the instructions, the candidate must provide a "DECLARATION" by selecting the checkbox displayed on the screen. Thereafter, click the "CONTINUE" button to proceed & the application form for the selected post will then be displayed on the screen -

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

Personal Details

Educational Qualifications

Work Experience

Additional Details

Upload Photo

Upload Document

Preview

Payment

1. Personal Details:

On the Personal Details page, the candidate must enter their Father's Name, Date of Birth, Marital Status, Category, Gender. The candidate must also fill in their Correspondence Address in the respective fields. After entering all mandatory fields on the 'Personal Details' page, the candidate must click the "Save & Continue" button to proceed to the "Educational Qualification" section.

2. Educational Qualification:

In this section, the candidate must enter their educational qualification details 10th, 12th / Diploma, Graduation, Post-graduation, and any other relevant qualifications. After filling in the educational qualification details, click the "Save & Continue" button to proceed to the "Work Experience" section.

3. Work Experience:

In this section, the candidate must enter their work experience details, including information such as Name of the Employer, Job Profile, Designation, and other relevant details sought. After entering the work experience details, click the "Save & Continue" button. The "ADDITIONAL DETAILS" tab will then appear on the screen.

4. Additional Details:

In this section, the candidate needs to provide information of Selection of region, Branch category and branch preference, known languages.

After entering the additional details, click the "Save & Continue" button. The "UPLOAD PHOTO" tab will then appear on the screen.

5. Upload Photo:

In this section, the candidate's User ID, Name, Gender, and Date of Birth will be auto populated and displayed on the screen.

The candidate must upload a recently taken passport-size photograph in a scanned format (allowed file size: 20 KB to 50 KB; permitted formats: JPG, JPEG, or PNG).

To do so, the candidate should click the "CHOOSE FILE" button and select the appropriate file to upload.

After successfully uploading the photograph, the candidate should click the "Save & Continue" button.

6. Upload Document:

The candidate should upload his / her resume, identity/age proof, minimum eligibility qualification, 10th, 12th / Diploma, Graduation, Post-graduation, work experience and income documents in PDF format.

Then the candidate should click the "CHOOSE FILE" button and upload the resume. (Allowed size 100 kb to 5 mb; allowed format PDF).

After uploading the resume, the candidate should click the "Save & Continue" button. After completing all the process, "PREVIEW" section will appear.

6. Preview:

In this section, all the details entered in the application form will be displayed on a single page, along with "Edit" options for each respective section. If the candidate wishes to make any changes, they can click the "Edit" link corresponding to the specific section and modify or update the details as required. The complete Application Form will now be displayed on a single page, with a "SUBMIT & PROCEED TO PAY" button available at the bottom. Upon clicking the "SUBMIT & PROCEED TO PAY" button, a "Declaration" pop-up box will appear. The candidate must enable the checkbox and then click the "SUBMIT & PROCEED TO PAY " button to proceed to payment. Once the " SUBMIT & PROCEED TO PAY " button is clicked, the candidate will no longer be able to make any changes to the submitted application details.

Payment:

Mode of Payment of Fee Application fee is to be remitted Online only using Master/ Visa/ Maestro Credit/Debit Card / Rupay / BHIM UPI and Net Banking is accepted.

Once application fee is paid successfully, candidate can download payment receipt and application form from dashboard.

Downloading of Application Form:

The candidate must click the "APPLICATION FORM" link available on the candidate's dashboard to download the filled-in application form.

Downloading of Payment Receipt:

The candidate must click the "Payment Receipt" link available on the candidate's dashboard to download the filled-in application form.

Declaration:

I declare that that the above information is true and if found false, my candidature can be summarily rejected and if appointed, my service will be terminated without assigning any reason thereof.

I also declare that no criminal case is pending / contemplated against me in any court of law in India.

I am aware that canvassing in any form will lead to my disqualification.

DECLARATION:

I have thoroughly read and understood the notification/advertisement, information brochure, and instructions for the online application related to this recruitment. I hereby agree to abide by all the rules and norms specified therein.