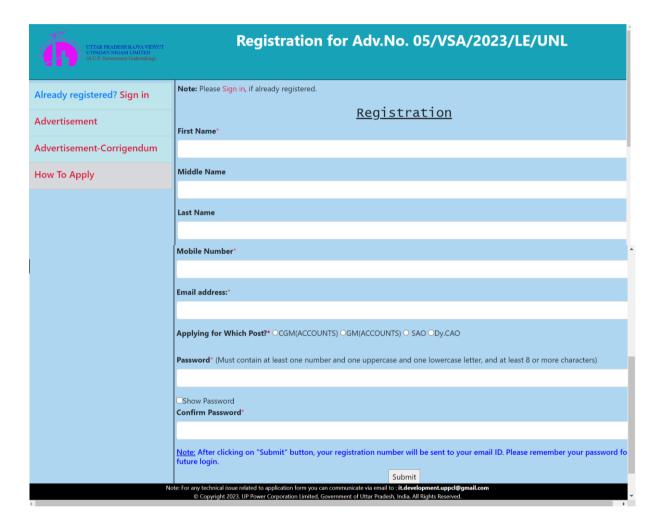# How to apply for the Application form

☐ **Step-1**

- Registration page will looks like below image.

- If you have already registered then click on *sign in*.

- If you have not registered yet then fill basic details (name,mob no.,email,password)), choose one post for which you want to apply (separate application will be applicable in the case of multiple post) and click on *SUBMIT* button. After registration, userid will be sent on your mail ID.

☐ **Step-2**

Now, enter your registration number and password and click on *Login* button.
In case of forgot password, click to forgot password link given in login page.

☐ **Step-3**

After Login, application form will open as shown in image below.

- Fill basic details, address, qualification and experience details.

Note: Please refer to advertisement for age and minimum experience criteria.

Click on Save and Next.

☐ **Step-4**

Choose photo and click on **upload photo**.

Note: Photo should be in jpeg, jpg, png format only. Size of photo should not exceed 1MB.

Click on **save and next** button.

☐ **Step-5**

Choose signature and click on **upload signature**.

Note: Signature should be in jpeg, jpg, png format only. Size of signature should not exceed 1MB.

Click on **save and next** button.

➢ Simillarly, upload following documents-
   Step-6 : *DATE OF BIRTH PROOF CERTIFICATE (IN PDF FORMAT:Max Size:10MB):**
   Step-7: *CA/CMA(ICWA)/MBA CERTIFICATE(IN A COMBINED SINGLE FILE IN PDF FORMAT:Max Size:10MB)*
   Step-8: Experience detail in Excel and PDF Format.(*Max Size:10MB)*
   Step-9: *EXPERIENCE CERTIFICATE (IN SINGLE COMBINED FILE IN PDF FORMAT:Max Size:10MB)**
   Step-10: *Aadhar Card/Other govt. ID Proof(JPEG,JPG,PNG,MAX SIZE: 1 MB)**

☐ **Step-11 : Final Submission of Application Details**

Tick on declaration and final submit your form. Once your form will be submitted, no further changes can be done.
To edit your application, click on Edit Application button.
Note: *You can **re-check** your details or **edit** your application by clicking on **Edit Application** button.*
Once you submit your application, you can't edit your data. However, only after successful payment your application will be accepted.

Click on **Final Submit button**.

☐ **Step-12 : <mark>Payment</mark>**

Please check advertisement for fee details. Click on ***Pay Now*** button for payment.

After transaction, you will receive success/failure message of transaction. An email will be sent on your mail id regarding your transaction.

If payment is successfully done**,** click on ***Logout*** button.

☐ **Step-13**

Re-login to ***view your application form***. Your application will be shown in pdf format. Save or download your application for your future references.

➢ **For any application related query, please contact us**

- **helpdeskle5223@gmail.com**

Note:*For any technical issue during submission of form, you can communicate to our technical team at* **it.development.uppcl@gmail.com.**