INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

REGISTER → **APPLY** → **PAY**

Before applying online, the candidates are advised to go through the detailed advertisement and the instructions carefully and should ensure that they fulfil all the eligibility criteria.

Candidates are required to apply online through the website www.apdcl.org and click on '**APPLY ONLINE**' on the '**Career**' section in the Home page of APDCL website. It will redirect to the Online Application Portal for recruitment.

Candidates are advised to apply through desktop browser only preferably Chrome, Firefox or Opera & not through smart phone or any type of mobile phone browsers. Candidates are also advised to use network connectivity of good speed (preferably more than 1 mbps) while filling up online application form.

Candidates having experience in power sector, click the button
'*Apply (experienced candidate in power sector)*'
Candidates without any experience in power sector, click the button
'*Apply (candidate without any experience)*'

Step 1: New user Registration

✓ For Registration, click the '**Register Now'** option. Here the candidate has to enter Mandatory fields like: **Post Applied for, Preferred Company, User ID (Mobile No) & Password**.

✓ Please choose the mandatory fields correctly. Candidates will not be allowed to change these values once the registration is completed.

✓ Please provide valid Mobile Number (**User Id**) at the time of registration. Verification OTP will be sent to the Mobile Number provided at the time of registration. Please note that the OTP sent will be valid only for 30 (thirty) minutes.

✓ All communications will be made primarily through the registered mobile number.

✓ Password should be of minimum of 8 (eight) characters.

✓ After successful registration, Candidates are advised to note down their user ID (Registered Mobile Number) and password which will be required to login to the system for completing the online recruitment application.

✓ Before applying online, the candidates should keep ready soft copy of scanned image of the latest passport size photograph (Size minimum of 20 KB and maximum of 100KB with Resolution minimum of 200 x 200 Pixels and maximum of 250 x 250 Pixels) and scanned signature (Size minimum of 10 KB and maximum of 100 KB with Resolution minimum of 200 x 40 Pixels and maximum of 250 x 60 Pixels), both in .jpg/.jpeg/.png format only for uploading while applying online.

✓ In case the candidate forgets the Password, he/she can click on "**Forgot Password?**" option to reset the password after providing requisite details.

Step 2: Online Application:

- ✓ After successful registration, candidates are advised to login by entering their user ID (mobile No.) and password in the login page.
- ✓ Candidates are advised to fill up all the Mandatory (*) fields.
- ✓ The candidate should enter his/her full name as per valid ID proof. The documents that are considered to be a valid ID proof are: Mark sheet/Pass Certificate from Govt. recognized school/college, PAN Card, Passport, Bank Passbook, Driving License, Voter ID, Aadhar Card & College ID Card.
- ✓ After entering all the details click '**Save and Next**'.
- ✓ Candidates must select the "Declaration" Check box to "Finish" the online application.
- ✓ Once the candidate clicks on the "Finish" button in the Application Form Preview, the candidates cannot make any changes in the Application Form.

Step 3: Payment

- ✓ Upon final submission of the Application Form, the candidate will be able to pay the Application Fee.
- ✓ PWD candidates are exempted from paying the fee. They may directly download the Application form
- ✓ Upon successful payment of the Application Fee only, the Registration Number will be generated and the candidate will be able to view/print the Final Application Form and Payment Receipt.
- ✓ However, in case of "Failure" transaction,
  1. If Real-time failure occurs at bank's end, the respective bank will refund the amount paid by the candidate to the account from where it has been debited.
  2. If failure occurs due to broken transaction at recruiter's end, the amount paid by the candidate will be updated in the recruiter's database within 3 (three) working days from the date of payment and the payment receipt will be made available in the candidate's portal.

To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of APDCL on account of heavy load on the internet or website during last days. APDCL do not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

For any queries related to online application, candidates may send their queries to **recruitment@apdcl.org**