

HOW TO APPLY

In order to apply for the post, you are required to follow the below mentioned instruction:

1. LOG ON TO OUR CAREERS PAGE (https://www.mstcindia.co.in/MSTC_Careers) AND GO THROUGH THE DETAILED ADVERTISEMENT, HOW TO APPLY, GUIDELINES FOR UPLOADING. TO APPLY FOR THE POST STEPS ASSOCIATED ARE MENTIONED BELOW.

2. **REGISTRATION:** CLICK ON A NEW REGISTRATION, ENTER YOUR MOBILE NUMBER, EMAIL ADDRESS AND CAPTCHA THEN CLICK ON SEND OTP. TWO SEPARATE OTP WILL BE RECEIVED ON THE EMAIL AND MOBILE. UPON SUBMISSION OF THE OTPs AS PROMPTED, REGISTRATION FORM WILL APPEAR IN WHICH THE APPLICANT NEEDS TO ENTER POST APPLYING FOR, GENDER, CANDIDATE NAME (AS IN 10TH STD/12TH STD CERTIFICATE), DATE OF BIRTH, CATEGORY, ETC. AND SAVE. PLEASE CHECK THE DETAILS CAREFULLY BEFORE SAVE, SINCE DETAILS CANNOT BE CHANGED/MODIFIED ONCE IT IS SAVED IN THE REGISTRATION FORM. ON SUBMISSION, AN REGISTRATION ID SHALL BE GENERATED. PLEASE KEEP THE REGISTRATION ID FOR LOGIN AND FOR FILLING UP THE APPLICATION FORM.

3. **LOGIN:** PLEASE LOGIN USING THE REGISTRATION ID AND OTP TO ACCESS THE APPLICATION FORM. FILL UP THE DETAILS SUCH AS ADDRESS, BANK DETAILS, QUALIFICATION, WORK EXPERIENCE, OTHER INFORMATION ETC. AND UPLOAD THE NECESSARY DOCUMENTS, PHOTOGRAPH, SIGNATURE ETC.

4. **ADDRESS:** CORRESPONDANCE AND PERMANENT ADDRESS TO BE MENTIONED AGAINST THE ADDRESS TAB. IF BOTH THE ADDRESS ARE SAME, THEN AFTER ENTERING THE CORRESPONDANCE ADDRESS TICK THE CHECK BOX "SAME AS ABOVE" AGAINST THE PERMANENT ADDRESS. CLICK SAVE THEN CONFIRM AND NEXT.

5. **BANK DETAILS:** BANK NAME, BENEFICIARY NAME, A/C NUMBER, IFSC TO BE ENTERED CORRECTLY AND CLICK SAVE THEN CONFIRM AND NEXT.

6. **EDUCATIONAL QUALIFICATION DETAILS:** EDUCATIONAL QUALIFICATION AGAINST GRADUATION/POST GRADUATION TO BE ENTERED AND NAME OF DEGREE, PASSING YEAR TO BE SELECTED. SPECIALIZATION, INSTITUTE NAME, UNIVERSITY NAME, PERCENTAGE OF MARKS ETC. TO BE FILLED UP. WHEREIN CGPA/GPA/DGPA IS MENTIONED IN THE CERTIFICATE, EQUIVALENT PERCENTAGE OF MARKS TO BE MENTIONED AND CONVERSION CERTIFICATE/NECESSARY SUPPORTING DOCUMENT REGARDING CONVERSION OF CGPA/GPA/DGPA INTO PERCENTAGE TO BE UPLOADED ALONG WITH CERTIFICATE AND MARKSHEET MERGED IN A SINGLE PDF FILE. IN CASE OF CANDIDATE HAVING MCA DEGREE, THEY MUST ENTER DETAILS OF BCA AND MCA BOTH AGAINST GRADUATION AND POST GRADUATION RESPECTIVELY.

7. **WORK EXPERIENCE:** MENTION EACH POST HELD & CORRESPONDING INFORMATION AGAINST WORK EXPERIENCE STARTING FROM CHRONOLOGICAL (ASCENDING) ORDER. PERSONS WORKING IN CENTRAL GOVERNMENT/STATE GOVT./PSU/PSE/ AUTONOMAS BODY IS REQUIRED TO SUBMIT NOC BEFORE APPEARING FOR INTERVIEW, IF SHORTLISTED. THE REPORTING STRUCTURE AND POST HELD IN THE LAST ORGANIZATION TO BE UPLOADED. **THE EXPERIENCE CERTIFICATE(S) TO BE UPLOADED AS A MERGED FILE WITH NOC (IF CURRENTLY AVAILABLE) ETC.** AGAINST THE RESPECTIVE EXPERIENCE. FILL UP ALL THE DETAILS SUCH AS DATE OF JOINING, DATE OF LEAVING, ORGANIZATION NAME, DESIGNATION ETC., JOB ROLE, LAST PAY, SELECT COMPANY TYPE ETC., UPLOAD DOCUMENT.

8. **UPLOAD PHOTO AND SIGNATURE:** FOR PHOTOGRAPH-HEIGHT AND WIDTH MUST NOT EXCEED

350 X 310 PIXEL. IMAGE SIZE MUST **NOT EXCEED 50KB**. FOR SIGNATURE- HEIGHT AND WIDTH MUST NOT EXCEED 100 X 200 PIXEL. IMAGE SIZE MUST **NOT EXCEED 50KB**.

TO UPLOAD YOUR PHOTO CLICK ON "CHOOSE FILE" AND SELECT THE IMAGE FILE OF YOUR PHOTO (PREPARED AS PER INSTRUCTIONS) THEN CLICK ON "UPLOAD PHOTOGRAPH". PLEASE NOTE THAT APPLICATIONS BEARING UNCLEAR IMAGES SHALL BE REJECTED. THEN CLICK ON UPLOAD PHOTO. SIMILARLY UPLOAD THE SIGNATURE IMAGE FILE (.jpeg FORMAT). DETAILED GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH MAY PLEASE BE REFERRED TO.

9. UPLOAD DOCUMENTS: UPLOAD THE BELOW DOCUMENTS IN PDF FORMAT UNDER THE TAB "OTHER DOCUMENTS" IN THE RESPECTIVE PLACE. THE DOCUMENTS SHOULD BE OF READABLE QUALITY.

- a. CASTE CERTIFICATE ISSUED BY COMPETENT AUTHORITY (IF APPLICABLE);
- b. CERTIFICATE ISSUED BY COMPETENT AUTHORITY IN SUPPORT OF PWD (IF APPLICABLE)
- c. EX-SERVICEMAN CERTIFICATE ISSUED BY COMPETENT AUTHORITY
- d. MATRICULATION CERTIFICATE IN SUPPORT OF DATE OF BIRTH
- e. CURRICULAM VITAE (CV)
- f. CANCELLED CHEQUE/1ST PAGE OF BANK PASSBOOK

10. DECLARATION: PLEASE GO THROUGH THE DECLARATION AND TICK ON "I AGREE" IF AGREED. CLICK ON "CONFIRM & NEXT".

11. PAYMENT: CANDIDATE NOT EXEMPTED FROM PAYMENT OF NON-REFUNDABLE APPLICATION FEES OF RS. 590/- INCL. GST (EXCEPT PAYMENT GATEWAY CHARGES, IF ANY) MUST COMPLETE THE PAYMENT BEFORE FINAL SUBMISSION OF APPLICATION FORM. THE PAYMENT TAB CAN NOT BE OPENED FOR THE CANDIDATES WHO ARE EXEMPTED FROM PAYMENT OF APPLICATION FEES.

12. PREVIEW AND SUBMIT: ONCE ALL OTHER STEPS ARE COMPLETED GO TO THE PREVIEW AND SUBMIT TAB. CHECK ALL THE DETAILS CAREFULLY AND IN CASE YOU ARE SURE OF YOUR APPLICATION YOU MAY CLICK ON "FINAL SUBMIT", ELSE GO THE RESPECTIVE TAB EXCEPT "PERSONAL DETAILS" (AS IT CANNOT BE CHANGED/MODIFIED) AND DO THE NEEDFUL CORRECTION THEN PREVIEW AND FINAL SUBMIT. A PRINT OUT MAY BE TAKEN OF THE SUBMITTED APPLICATION AND RECEIPT OF APPLICATION FEES (IF ANY) FOR FUTURE REFERENCE.

In case of any technical problem/ clarification, please send e-Mail to careers@mstcindia.co.in.