

## IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. MPPGCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO MPPGCL.

Important Dates		
SN	Activity	Date
1	Commencement of Online Registration of Application	24/02/2023 (From 10:00 Hrs)
2	Last date of Online Registration, Submission of Online Application and Submission of Online Application Fee	16/03/2023 (Up to 23:55 Hrs)

### INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATIONS


General Instructions:	
1.	Read the Instructions carefully and click the <b>"Click here"</b> Hyper Link button in front of the <b>"To Register"</b> bullet item for registration for On Line Application of MPPGCL.
2.	For detailed notification, please click the <b>"Click here"</b> Hyperlink button in front of the <b>"To read Advertisement/ Rule Book"</b> bullet item to download the <b>detailed Advertisement/ Rule Book</b> . Please read it carefully before filling the on-line application.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of MPPGCL.
4.	Category [UR/EWS/OBC(NCL)/SC/ST] once filled by candidate in the online application form will not be changed. Vacancies reserved for EWS/OBC(NCL)/SC/ST category are available as per the Govt. of Madhya Pradesh Guidelines. Regarding the upper age limit and relaxation in age as per the Govt. of Madhya Pradesh Guidelines, please refer to the <b>detailed Advertisement/ Rule Book</b> .
5.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/ documents: -  a. Details/ documents regarding his/ her educational qualifications as per the eligibility criteria (from class 10 <sup>th</sup> / Matriculation onwards) with percentage of marks or CGPA obtained. b. His/ Her personal details. c. His/ Her Scanned certificates like category certificate (EWS/SC/ST/OBC (NCL)/PWD/ Ex Serviceman), etc., along with class 10 <sup>th</sup> & essential qualification certificates. All certificates should be of minimum 100 KB and maximum of 1000 KB in PDF/JPG/JPEG format. d. His/ Her scanned passport size photograph and signature, in <b>JPG/JPEG</b> format only. Digital size of scanned Photograph should be of <b>3.5 cm (width) x 4.5 cm (height)</b> of <b>minimum 20 KB and maximum of 100 KB size</b> . Digital size of scanned Signature ( <b>with black / blue ink only</b> ) should be of <b>minimum 20 KB and maximum of 100 KB size</b> .
How to Apply:	
I.	Candidates should have a valid personal E-mail ID and Mobile Number. <b>The E-mail ID and Mobile Number</b> entered by the candidate in his/ her Online Application Form <b>must remain valid for at least next one year from the date of filling application</b> . Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk / spam folder).
II.	Candidates should take utmost care to furnish correct details while filling in the on-line application. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.</b>

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III.	<p>The step by step process for submitting the application form for recruitment for various posts on regular/ contractual basis is given below: -</p> <p><b>Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail Id and Mobile Number.</b></p> <p><b>Step-II: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Test City, Declaration, Upload relevant Documents (photo/ signature, relevant certificates, etc.) and to submit Application Fee online via SBI E-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.</b></p>
IV.	<p>Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case/ circumstances and neither the same shall be held reserved for any other recruitment OR selection process.</p>
<b>STEP-I Registration/Sign-Up</b>	
a.	The candidate should fill up all the required information, i.e., <b>Personal Details, Contact Details</b> , etc. correctly and press <b>Generate OTP</b> button.
b.	Two OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate has to enter both OTPs to verify Mobile No. & E-mail ID, respectively.
c.	Candidates agreeing the terms & conditions may apply by clicking ' <b>I Agree</b> ' <b>Checkbox</b> given after the Declaration and then re-verify the selected/ entered values by clicking the " <b>Reverify</b> " button and then ticking the <b>Check Boxes</b> , if the entered values are displayed correctly, and pressing the " <b>Submit</b> " button.
d.	After clicking <b>SUBMIT</b> button/ tab, the candidates will receive <b>Application Sequence No.</b> (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click " <b>Go To Application</b> " button (given on top right corner) to reach to Step-II.
<b>STEP-II- Filling up of Application</b>	
a.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the " <b>Go To Application</b> " button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on " <b>LOGIN</b> " button for login. Then the candidate has to Click on " <b>Go To Application</b> " button at top right corner for filling-up <b>Personal Details, Additional Details, Communication Details, Qualification Details, Test City, Declaration, Upload relevant Documents (photo/ signature, relevant certificates, etc.)</b> . After filling all required details Candidate has to submit the application and pay applicable Application Fee online via <b>SBI E-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.</b>
b.	<p>Instructions regarding scanning of Photograph/ Signature and certificate: - Candidates should upload the scanned (digital) image of their Photograph, Signature and relevant Certificates as per the process given below: -</p> <p><b>i. Photograph image:</b></p> <ol style="list-style-type: none"> <li>1. Photograph must be a recent passport size COLOUR picture on WHITE background (not older than 03 weeks from the date of application).</li> <li>2. The photograph should be taken while looking straight at the camera with a relaxed face.</li> <li>3. The size of the scanned image of the photograph should be <b>3.5 cm (width) x 4.5 cm (height)</b> and of <b>minimum 20 KB and maximum of 100 KB size in JPG/ JPEG format only.</b></li> </ol> <p><b>ii. Signature image:</b></p> <ol style="list-style-type: none"> <li>1. The applicant has to sign on a white paper with <b>Black/ Blue ink pen only.</b></li> <li>2. The signature must be signed only by the applicant and not by any other person.</li> <li>3. Please scan the signature area only and not the entire page.</li> <li>4. Size of the scanned image file of the signature should be of <b>minimum 20 KB and maximum of 100 KB size in JPG/JPEG format only.</b></li> </ol>

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	<p>iii. <b>Certificates/ Documents:</b></p> <ul style="list-style-type: none"> <li>Scanned copies of required certificates respectively for EWS / SC / ST/ OBC (NCL)/ PWD, etc., as applicable.</li> <li>Scanned copies of required qualification certificates and other certificates such as, class 10<sup>th</sup>, 12<sup>th</sup>, Graduation, experience certificate (in <b>Proforma A1</b>), etc.</li> <li>Size of the respective scanned file should be of <b>minimum 100 KB and maximum of 1000 KB</b> size in <b>PDF/JPG/JPEG</b> format only.</li> </ul>
c.	<p>After uploading Photograph, Signature and required Certificates/ Documents, click on <b>"Preview"</b> tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on <b>"Submit"</b> tab. Once the application is submitted, candidates automatically will be redirected to SBI E-Pay Lite (MOPS) payment gateway to deposit <b>Application Fee online via SBI E-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc</b></p>
d.	<p>Guidelines for remittance of Application Fee are as under:</p> <ol style="list-style-type: none"> <li>After filling the application details, the candidate will be re-directed to SBI E-Pay Lite (MOPS) payment gateway to make the online payment of Application Fee.</li> <li>Please verify the details and make the payment for Application Fee via different payment modes available on the application portal.</li> <li>After successful payment of Application Fee, candidate will be redirected to his/her application form.</li> </ol> <p><b>Candidate may keep the payment transaction number safe with him/ her for future use.</b></p>
e.	<p><b>Printing of the submitted Application Form:</b> - On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing <b>"PRINT"</b> button and saving/ printing his/ her Application Form in PDF form.</p> <p><b>PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.</b></p>
f.	<p>More than one registration/ application should not be submitted by any candidate for any particular post. In case of multiple applications for one post by any candidate, only the latest valid (completed) application of that candidate (<b>his/ her last eligible application</b>) will be considered and retained as his/ her final application and the Application Fee &amp; other charges paid by him/ her for the other multiple registration(s)/ application(s) will stand forfeited.</p>
g.	<p><b>HELP DESK:-</b> Please feel free to raise technical queries/ ask for clarifications relating to the filling up of ONLINE APPLICATION, via <b>Helpdesk Tab</b> integrated in the application portal <b>OR</b> on <b>Helpline Number +91-8065646777</b>.</p>
<p><b>PLEASE REFER THE ADVERTISEMENT/ RULEBOOK AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY FOR.</b></p>	

  
**Chief Engineer (HR&A)**  
**MPPGCL, Jabalpur**