IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILLTHE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. CCL 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 THE OFFICE OF CCL.

	Important Dates	
SN	**Activity**	**Date**
1	**Commencement of Online Registration of Application**	**30/03/2023**
2	**Last date of closing of Registration, Submission of Online Application and Submission of Online Application Fee**	**19/04/2023**

INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

	General Instructions:
1.	Read the Instructions carefully and click on **"To Register"**(Hyper Link button) for registration of On Line Application of CCL
2.	For detailed Notification, click at "**Advertisement**" to download the detailed advertisement. 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 CCL.
4.	Category[SC/ST/OBC(NCL)] once filled by candidate in the online application form will not be changed. Vacancies reserved for SC/ST/OBC(NCL) category are available as per the Govt. of India Guidelines. Regarding the upper age limit and relaxation in age as per the Govt. of India Guidelines, please refer to the detailed **Advertisement.**
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 10th/Matriculation onwards) with percentage of marks or CGPA obtained. b. His/Her personal details. c. His/Her scanned certificates like category certificate (SC/ST/OBC(NCL), etc., along with 10th& essential qualifications certificates. All certificates should be of minimum 100 KB and maximum of1000 KB in PDF/JPG/JPEGformat. d. His/Her scanned photograph and signature in **JPG/JPEG format only.** Digital size of scanned Photograph should be of **3.5 cm (width)x 4.5 cm (height)of minimum 20 K Band maximum 100 KB** size. Digital size of scanned Signature (**with black or blue ink only**) should be of **20 KB to100 KB** size. e. **The candidate should be ready with the self attested and legible soft copies of relevant statutory certificates and Diploma/Degree certificates required for the post which he / she is applying for and which meet the "Minimum Eligibility Criteria" as mentioned in the Employment Notice.**
	How to Apply:
I.	Candidates should have a valid personal E-mail ID and Mobile Number. **The E-mail ID and Mobile Number** entered by the candidate in his/ her Online Application Form **must remain valid for at least next one year from the date of filling application**. Application SequenceNumber, password and all other important communication will be sent on the same registerede-mail ID & mobile no. (Please ensure that email sent to this mailbox is not redirected to yourjunk /spamfolder).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATIONFORM.**ONCE THE FORM ISSUBMITTED, IT CAN'T BE EDITED.**

III.	The step by step process for submitting the application form for recruitment for various posts isgiven below:- **Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent to you through e-mail/SMS on registered E-Mail Id and Mobile Number.** **Step-II: Re-Log in to complete the fields of Personal Details, Qualification Details, Declaration, upload relevant documents (photo/signature, relevant certificates, etc.) and submit Application Fee on line via SBIE-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.**
IV.	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.

	STEP-I Registration/Sign-Up
a.	The candidate should fill up all the required information i.e., **Personal Details, Contact Details,** etc. correctly and **Generate OTP** button.
b.	Two OTPs will be sent to the candidate's mobile no. & email id separately. The candidate has to enter both OTPs to verify mobile no. & email id respectively.
b.	Candidates agreeing the terms &conditions may apply by clicking '**I Agree**' **Check box** given below and then **Reverify** the selected/entered values by clicking the **checkboxes** and **Submit** button.
c.	After clicking **SUBMIT** button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click "**Go To Application"OR** "**LOG IN"** button(given on top right corner) to reach Step-II.

	STEP-II-Filling up of Application
d.	After signing-up, candidate has to Click on **"LOG IN"** button and then Click on**"Go To Application"**button at top right corner for filling-up **Eligibility Criteria, Communication Details**, **Qualification Details, Documents and Payment** sections and Upload Photo/Signature and scanned copies of relevant Certificates. After filling all required details Candidate has to submit the application and pay applicable Fee online **via SBIE-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards,UPI,etc**.

e.	Instructions regarding scanning of Photograph/ Signature and certificate: - **Candidates shouldupload the scanned (digital) image** of their Photograph, Signature and relevant Certificates as per the process given below:-
	
	i. **Photographimage**:
	
	    1. Photograph must be recent passport size colour picture on light background (not older than 03 weeks)
	    2. The photograph should be taken while looking straight at the camera with a relaxed face.
	    3. The size of the scanned image of the photograph should be of **3.5 cm (width) x 4.5 cm (height) of minimum 20 KB and maximum 100 KB** size in **JPG/JPEG format only.**
	
	ii. **Signatureimage**:
	
	    1. The applicant has to sign on a white paper with Black/Blue ink pen.
	    2. The signature must be signed only by the applicant and not by any other person.
	    3. Please scan the signature area only and not the entire page.
	    4. Size of the scanned image file of the signature should be of minimum **20KB and maximum of 100 KB size** in **JPG/JPEG format only.**

f.	iii. **Certificates/Documents**: • Self attested and legible scanned copies of Caste Certificates (SC/ST/OBC(NCL) as applicable **in prescribed formats issued by Competent Authority.** • Scanned copies of required qualification certificates (as per the requirement of the applied post) such as, **10th, Matriculate or equivalent exam, Diploma in Mining Engineering / Diploma in Electrical Engineering, valid Mining Sirdar, Overman's Certificate of Competency (Un-restricted) issued by DGMS, valid Gas Testing Certificate, valid First Aid Certificate, ITI in Electrician Trade, LT & HT Permit under IE rules, Mines Survey Certificate of Competency (Unrestricted), Electrical Supervisorship Certificate (valid for mines) etc.** • Size of the respective scanned file should be of minimum 100 KB and maximum upto 1000KB in PDF/JPG/JPEG format only. •	
g.	After uploading Photograph, Signature and required Certificates/ Document, clickon **"Preview"** tab and check whether particulars filled are correct in all respects. In case of anyerror, the same can be edited before finally clicking on **"Submit"** tab. Once the application is submitted, candidates automatically will be redirected to SBIE-Pay Lite (MOPS) payment gateway to deposit **Application Fee online via SBI E-Pay Lite (MOPS) Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc**	
h	Guidelines for remittance of Application Fee are as under: 1. After filling the application details, the candidate will be re-directed to SBI gateway to make the online payment of Application Fee. 2. Kindly verify the details and make the payment for Application Fee via different payment modes available on the application portal. 3. After successful payment of Application Fee, candidate will be redirected to his/her application form. **Candidate may keep the payment transaction number safe with him/her for future use.**	
l	**Printing of the submitted application form** – On successful submission of the Application Form and after payment of Application Fee, the candidate should print his/her Application Form containing the details submitted by the candidate , by pressing **"Print"** button and saving his/her Application Form in PDF form. **Please retain the PRINT OUT of the Application Form with you for future reference**.	
j	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 **(his/her last eligible application)'** will be considered and retained as his/her final application and the Application Fee & other charges paid by him/her for the other multiple registration(s)/application(s) will stand forfeited.	
*	Please feel free to raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or on Phone No.:+91-**7996109444**	
PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.		