

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. MCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF MCL.

Important Dates	
Opening Date for On-line Registration of Application	03 rd January 2023
Last Date of submission of Online Application with Fee (if applicable) through Debit/Credit Card/Net Banking/UPI by CC Avenue	23 rd January 2023 (23:50 Hrs)

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions:	
1.	Read the Instructions carefully, select " I Agree ", and Press " Submit " button to proceed further.
2.	For detailed Employment Notification, click here and read it carefully before filling-up the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: <ol style="list-style-type: none">1. Candidate's Name in the registration page should be entered as per their Matriculation/Xth / SSC Certificate.2. Valid E-mail ID & Mobile Number-For proper communication it is suggested to provide personal E-mail ID & Mobile No.3. Scanned copy of the recent passport size colour Photograph (not older than 3 Weeks). Candidates should ensure that the same photograph is used throughout this recruitment process.4. Scanned signature.5. Scanned copies of Educational Certificates, Caste certificate (if applicable) PwBD certificates etc. as per Employment Notification.
STEP-I : Registration	
A.	Candidates agreeing Terms & Conditions of the recruitment may apply by clicking (√) in the Box & press 'SUBMIT' button.
B.	Sign-up by Post Applied, Candidate Name, Mobile No. and E-mail ID.
C.	On completion of Step-I candidates will receive User ID & Password on their registered email ID/Mobile No.
STEP-II : Filling-up of Application	
D.	After registration, candidate may click on " Go To Application " icon at top right corner, select his category and other mandatory details and complete Personal Details, Qualification Details, Additional Details, Communication Details, Test City, Upload photo/signature and other documents, submission of Fee (if applicable) through Online mode via Debit card, Credit cards or Internet Banking, UPI through <i>CC Avenue</i> Payment Gateway.
E.	Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:

	<p>i. Photograph Image:</p> <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture with white background (not older than 03 Weeks). • Please scan the photo area only and not the entire page • Look straight at the camera with a relaxed face. • Dimension of image should be 3.5 cm * 4.5 cm and size of file should be min. 50 KB & max. 80 KB in jpg/ jpeg format only. <p>ii. Signature image:</p> <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be min. 50 KB & max. 80 KB in Jpg/jpeg format only. <p>iii. Documents to be Uploaded:</p> <ul style="list-style-type: none"> • Please scan the relevant Certificates. • Each Certificate in JPG/JPEG/PDF format only and Size of file should be between 100KB – 1 MB.
F.	CLICK PREVIEW Button to view the details entered. Please ensure that all details of the application and Photo/Sign correct are before submitting. Please note that you cannot Edit/Modify your application once you click SUBMIT Button.
G.	Once the application is submitted, candidates automatically will be redirected to CC Avenue payment gateway to deposit the fee through Debit Card/Credit Card/Net Banking/UPI etc.
H.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to CC Avenue payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees via the different payment modes. • After successful payment of application fees, the candidate will be redirected to his application form.
I.	Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, will be addressed on Grievance Tab in the application portal. Candidates may also call at Toll Number: +91 7353946665
<p>PLEASE REFER EMPLOYMENT NOTIFICATION AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.</p> <p><input type="checkbox"/> <i>I Agree that I have read and understood clearly all the above instructions and eligibility conditions including Employment Notification for the Post/Discipline I am applying and agree to abide by all conditions during the process of recruitment.</i></p>	