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. OCCL 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. CANDIDATES APPLYING FOR ANY POST CODE UNDER **POST CODE 01 TO 03** ARE ADVISED NOT TO SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF **OCCL.**

Important Dates		
SN	**Activity**	**Date**
1	**Commencement of Online Registration of Application**	**05th January,2024 at 09.00 AM**
2	**Last date of closing of Registration, Submission of Online Application and Submission of Online Application Fee**	**25thJanuary,2024 at 09.00 PM**

INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS
(FOR POST CODE 01 TO 03)

General Instructions:	
1.	Read the Instructions carefully and click on **"To Register"** for registration of Online Application of OCCL
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 OCCL.
4.	Category [SC/ST/SEBC/PWD] once filled by candidate in the online application form will not be changed. Vacancies reserved for SC/ST/SEBC/PWD category are available as per the Govt. of Odisha Guidelines. Regarding the upper age limit and relaxation in age as per the Guidelines mentioned in 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 certificates like category certificate (SC/ST/SEBC, etc.) along with 10th & essential qualifications certificates. 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 50 KB and maximum 100 KB** size. Digital size of scanned Signature **(with black or blue ink only**) should be of **50 KB to100 KB** size.
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 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 this mail box is not redirected to your junk /spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling in the Online application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM.**ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.**

III.	The step by step process for submitting the application form for recruitment for various posts is given below :- **<u>Step-I:</u> 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.** **<u>Step-II:</u> Re-Log into complete the fields of Personal Details, Qualification Details, Declaration, upload relevant documents (photo/signature etc.) and submit Application Fee online via SBI e-Pay Lite –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 ***<u>Application Fee (non-refundable) for:</u>*** UR, SEBC: Rs.500/- SC, ST : Rs. 300/- PWD : No Application fee
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.
c.	Candidates agreeing the terms & conditions may apply by clicking '**I Agree**' **Check box** given below and then **Re verify** the selected/entered values by clicking the **check boxes** and **Submit** button.
d.	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 at "**Go To Application "OR** "**LOGIN"** button (given on top right corner) to reach Step-II.
e.	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 & Experience Details, Documents and Payment** sections and Upload Photo/Signature. After filling all required details Candidate has to submit the application and pay applicable Fee online **via SBI e-Pay Lite Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc**.
f.	Instructions regarding scanning of Photograph/Signature - **Candidates should upload the scanned (digital) image** of their Photograph, Signature as per the process given below:- i. **Photograph image**: 1. Photograph must be recent passport size color picture on light background (not older than 03 months) 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 50 KB and maximum 100 KB** size in **JPG/JPEG format only.** ii. **Signature image**: 1. The applicant has to sign on a whitepaper 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 **50 KB and maximum of 100 KB size** in **JPG/JPEG format only.**

g.	After uploading Photograph and Signature click-on **"Preview"** 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 **"Submit"** tab. Once the application is submitted, candidates automatically will be redirected to **SBI e-Pay Lite** payment gateway to deposit **Application Fee online via SBI e-Pay Lite 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 e-PAY Lite 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.**
i.	**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.	Candidate should **apply for only one post** as the examination shall be held in one common session only. Candidates should not apply for multiple posts.
*	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.091 - 9513252088**

PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.