

Advertisement No. CDFD/EMPC/1/MARCH 21

INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION

Interested candidates are advised to go through the entire advertisement, detailed terms and conditions and below given guidelines carefully before filling the online application.

Candidates should apply through this Online Recruitment Portal only.

1. Registration Process:

- a) Candidates have to first register by clicking on the "New Registration" button in the login section. Candidates have to create a password during registration and preserve it for future logins for application submission/downloading.
- b) Candidates should register with a valid email address as the same would be considered throughout this recruitment process for correspondence and no postal correspondence would be made or entertained.
- c) Upon successful registration, a confirmation message with Registration ID and details of the post applied for will be displayed, which the candidates are advised to take a printout / save it.

Candidates may note that the **Registration ID** along with the created **password** for accessing Online Application Form are important till the completion of the recruitment process.

2. Documents required to submit the application:

Before starting the process of filling the application, the candidate should keep ready, the following details/ documents:

- i. Valid E-mail ID & Mobile Number.
- ii. Scanned copy of the recent passport size color Photograph (not older than 3 months). Dimensions of the photograph should be 300px width, 400px height (3:4 ratio) and maximum 100kb size in .jpg/.jpeg format
- iii. Clearly visible scanned signature with image dimensions: 160px width X 40px height (4:1 ratio) and maximum size 100kb in .jpg/.jpeg format
- iv. Scanned certificate copies of Proof of Date of birth, SSC, Inter, Bachelor Degree certificates, Diploma certificates and Training certificates, Technical Qualification certificates, Pay slips (all combined as a single pdf file).
- v. Experience, skills and expertise as a pdf file.
- vi. Scanned copies of Category Certificates (OBC/SC/ST/EWS/Ex-Service Persons/Divyang], if applicable as a pdf file.
- vii. Other documents, if any as a pdf file.
- viii. File type and maximum file size of the Documents accepted
 - a. Photograph : jpg, jpeg / 100KB
 - b. Signature : jpg, jpeg / 100KB
 - c. Memos / certificates : pdf / 5MB
 - d. Experience, Skills and Expertise: pdf / 500KB
 - e. Category certificates (OBC/SC/ST/EWS/Ex-Service Persons/Divyang] : pdf / 500KB

f. Other Documents, if any : pdf / 500KB

Candidates to ensure that the same photograph, mobile Number and E-mail ID are used throughout this recruitment process.

3. Application filling and submission:

- a) Login to the portal using Post code, Registration ID and Password to access the application form and fill-in the information.

Candidates should fill the correct information and will be held responsible for any typographical or other errors in data feeding. Later no request will be entertained for correction.

- b) Candidates can Login any number of times and navigate across the pages to fill / edit the information. Information can be saved by clicking "Save" button.
- c) After filling the required information in all the pages, please click the " Upload Documents " button to proceed to upload the required documents.
- d) Once uploading the required documents, candidates may click "Submit" button to submit the application.
- e) Upon successful submission of the application, a confirmation message with Application ID, details of the post applied for and the link to download the application will be displayed, which the candidates have to take a printout / save it. Candidates may also view / print the application by logging in to the portal.

Candidates may please note that once the online application is submitted, there is no provision to edit any information further in Online Application Form. Hence, candidates have to ensure that they complete the application form in all respects with correct details and verify it before submitting.

However, Candidates can login to the portal to view / print the submitted application till the completion of the recruitment process.

- f) Candidates are once again advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the online application.

4. Selection Procedure

- a) List of shortlisted candidates to be called for online interview shall be displayed on our website and the admit card shall be made available in the respective shortlisted candidates' login window of the application portal. Hence, Candidates are advised to save the Registration ID and password for accessing Online Application Portal till the completion of the recruitment process.

For any advertisement queries please write to empcrrmt@cdfd.org.in and for any technical problem while submitting the form please write to webmaster@cdfd.org.in with "Advt. No. CDFD/EMPC/1/MARCH 21" in the subject.

**Officer Incharge
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