Instructions for Filling up Online Application Form

REGISTER → APPLY → PAY

Registration:

- ✓ Before applying online, the candidates are advised to go through the advertisement and the instructions carefully and should ensure that they fulfil all the eligibility criteria.
- ✓ Please provide valid e-mail id and mobile number at the time of registration.
- ✓ All communications will be made primarily through the registered e-mail id. Some notification may also be sent to the registered mobile.
- ✓ It is suggested that the candidate should keep their e-mail id logged in at the time of registration.
- ✓ Verification OTP will be sent to the e-mail id provided by the candidate at the time of registration. Please note that the OTP sent will be valid only for 10 (ten) minutes.
- ✓ Password should be of minimum of 8 (eight) characters.
- ✓ Before applying online, the candidates should keep ready soft copy of scanned image of the latest passport size photograph (Size maximum of 100 KB with Resolution minimum of 200 x 250 Pixels) and scanned signature (Size maximum of 50 KB with Resolution minimum of 250 x 60 Pixels), both in **.jpg/.jpeg/.png** format only for uploading while applying online.

Application:

- ✓ Please fill up all the Mandatory (*) fields.
- ✓ Please choose Post, Branch and Preferences correctly. Candidate will not be allowed to change these values once he/she clicks on the "Save and Next" button at the bottom of the screen.
- ✓ The candidate should enter his/her full name as it appears in the HSLC or Equivalent Admit Card/Certificate.
- ✓ Special Characters are not allowed in "Candidate's Name", "Father's Name" & "Mothers Name".
- ✓ For other text fields, only three Special Characters mentioned below are allowed:

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- ✓ In case of Experience (if any), the candidate can mention the last three experiences only.
- ✓ Under the "Language Known", the candidate may mention any one Local language, if known to him/her.
- ✓ Please upload Photo & Signature as per the prescribed Size, Resolution & Format mentioned above.
- ✓ Candidate must select the "Declaration" Check box to "Finish" the application.
- ✓ Candidate may edit any changes after Application Form Preview.
- ✓ Once the candidate clicks on the "Finish" button in the Application Form Preview, the candidate cannot make any changes in the Application Form.

Payment:

✓ Upon final submission of the Application Form, the candidate will be able to pay the Application Fee.

✓ Upon successful payment of the Application Fee only, the Registration Number will be generated and the candidate will be able to view/print the Final Application Form.

✓ However, in case of "Failure" transaction,

1. If Real-time failure occurs at bank's end, the respective bank will refund the amount paid by the candidate to the account from where it has been debited.

2. If failure occurs due to broken transaction at recruiter's end, the amount paid by the candidate will be updated in the recruiter's database within 3 (three) working days from the date of payment and the payment receipt will be made available in the candidate's portal.

Documents to be submitted before appearing for the Viva-voce examination (if called for):

☐ Print out of the Application Form.

☐ Date of Birth Proof (Birth Certificate/HSLC or Equivalent Admit Card).

☐ HSLC or Equivalent Certificate & Mark sheet.

☐ HSSLC or Equivalent Certificate & Mark sheet. [For Assistant Manager]

☐ Diploma Certificate & Mark sheet. [For Junior Manager]

☐ Degree Certificate & Mark sheet. [For Assistant Manager]

☐ MBA or Equivalent Certificate & Mark sheet. [For Assistant Manager(Human Resource)]

☐ Any Other Qualification Certificate & Mark sheet. [If any]

☐ Certificate of Proof for Domicile of Assam.

☐ Caste Certificate. [For OBC/MOBC, SC, ST(P), ST(H)]

☐ Certificate of Person with Disability. [If Applicable]

☐ NOC for Employee of APDCL/AEGCL/APGCL. [For Employee of APDCL/AEGCL/APGCL]

☐ NOC from Govt./Semi-Govt./Public undertakings. [If Applicable]

☐ Experience Certificates. [If any]

☐ Copy of the percentile conversion norms adopted by the University/Institute wherever CGPA/OGPA/GPA or Letter Grade in a Diploma/Degree/MBA or Equivalent courses is awarded. [If Applicable]

• All documents as mentioned above are to be self-attested and to be submitted with original documents (for verification) before appearing in the viva-voce examination (if called for).

• For any queries related to online application, candidates may send their queries to **recruitment@apdcl.org**