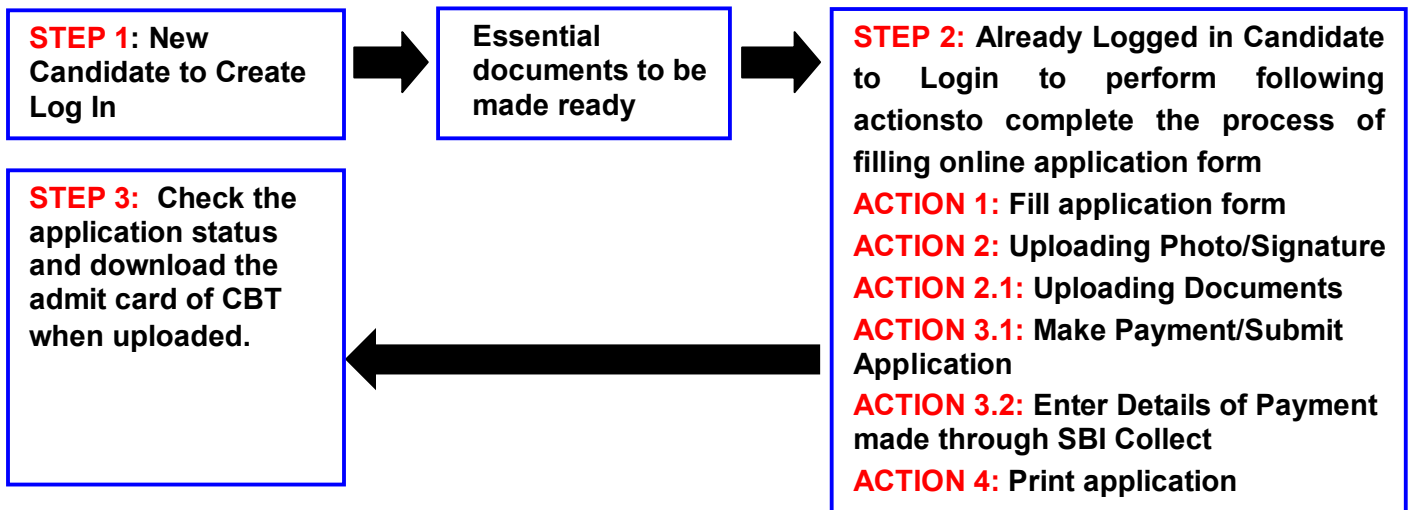




## GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Candidates are required to apply online through website: <https://www.nspcl.co.in->careers>
- 2) Entries in the application form shall be required to be filled only in English.

### STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



### STEP 1: New Candidate to Create Log In

#### Login to Apply Online

- [Fresh Candidate \(CLICK HERE\) to Create Log In](#)
- [Already Logged In Candidate \(CLICK HERE\) to Complete Process](#)

- ➔ New Candidate to visit the NSPCL website <https://www.nspcl.co.in->careers> and click: [Fresh Candidate \(CLICK HERE\) to Create Log In](#)
- ➔ You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In for future use.
- ➔ Press the button “Submit”. Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.
- ➔ **Note: Information once filled here will not be changed at a later date.**
- ➔ The confirmation for the registration will also be sent on your email entered.
- ➔ Now click: [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) to log in to fill the application form. Here to log in you have to fill the following:
  - ▶ Email ID
  - ▶ Post Applied For

► Password

**Log In to Complete Process**

Email ID\*

Post Applied for

Password\*

**Submit**

**Essential documents to be made ready**

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
- E-Mail ID (valid at least for one year).
  - Mobile No (valid at least for one year).
  - Required details such as personal data, educational qualifications, experience and other information.
  - Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)
  - Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
  - Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
  - Scanned Copies of following documents (in pdf format):
    - Documentary proof of Date of Birth (Matriculation/10th Certificate).
    - Final/Provisional Degree for Graduation and Company Secretary.
    - Final/Provisional Marksheet for Graduation and Company Secretary.
    - Experience Certificates / documents in support of experience.
    - PWD Certificate [in case of Persons with Benchmark Disability (PwBD) candidates].
    - Discharge / Service Certificate in case of Ex-servicemen.
    - Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
    - Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.

**STEP 2: Already Logged In candidate log in to complete the process of filling online application form**

- Action 1** ➡ **Fill Application form**
- Action 2** ➡ **Uploading of Photograph and Signature**
- Action 2.1** ➡ **Uploading of Documents**
- Action 3** ➡ **Make Payment/Submit Application**
- Action 3.1** ➡ **Enter Details of Payment made through SBI Collect**
- Action 4** ➡ **Verify Payment Receipt Status/Print application**

- Already Logged In Candidate to visit the **website:** <https://www.nspcl.co.in->careers> and login by clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#)

- ➔ On clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) page will appear which will have buttons indicating 4actions which are to be completed for submission of online application form:

Action	Status
Click on the buttons given below	
Action-1: Fill Application	To be Completed
Action-2: Uploading of Photograph/ Signature	To be Completed
Action-2.1: Uploading of Qualification Document/ Caste/ PwD Documents/ Experience	To be Completed
Action-3: Submit Application	To be Completed
Action-4: Print Application	To be Completed

### ▶ Action 1: Fill Application (Click on the button to fill application form)

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details and Additional Details** in the sequence as given below:

Click here to Fill Personal Detail (Completed)	Click here to Fill Qualification Details (Pending)	Click here to Fill Experience Details (Pending)
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- ⇒ While filling the Personal Details, Qualification Details Experience Details, please save the information by clicking the button **“SAVE”**.
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID, Post Applied For and Password, after editing the information, make sure to save the information again by clicking the button **“SAVE”**.
- ⇒ **Note: The information filled will not be saved unless the button “SAVE” is clicked.**

### ▶ Action 2 : Uploading Photograph and Signature

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour,taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should onlybe in .jpg or .jpeg format. Size of file should not be more than 50 kb.**
- ⇒ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and notthe entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the Computer based test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of filesould not be more than 50 kb.**

### ▶ Action 2A : Uploading of Documents

Candidate is required to upload the scanned copies of all the relevant documents with regard to age,

qualification, work experience, pay-scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- a) Documentary proof of Date of Birth (Matriculation/10th Certificate).
- b) Final/Provisional Degree for Graduation and Company Secretary.
- c) Final/Provisional Marksheet for Graduation and Company Secretary.
- d) Experience Certificates / documents in support of experience.
- e) PWD Certificate [in case of Persons with Benchmark Disability (PwBD) candidates].
- f) Discharge / Service Certificate in case of Ex-servicemen.
- g) Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- h) Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.

Click on **“Save & Proceed to Submit Application”**.

► **Action 3 : Make Payment and / or Submit Application**

- ⇒ Candidate to read the undertaking and accept the same.
- ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, and Experience Details; you can do that by log in again using Email-ID, Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button **“SAVE”**.
- ⇒ **Once the application is submitted at this step, you cannot edit the information after that.**
- ⇒ Once the candidate proceeds after submitting the information, he / she will get a **6-digit Transaction Reference No.** which is to be noted for future reference. This 6-digit no. is to be filled on the SBI Collect Payment Gateway, failing which the payment process will not be completed and the candidate will not be able to make the payment and proceed further.
- ⇒ The candidates who are exempted from payment of application fee should submit application.
- ⇒ The candidates who are not exempted from payment of application fee should pay the requisite fee by the SBI Collect Bank Payment Gateway through online application.

Amount of Application Fee:-

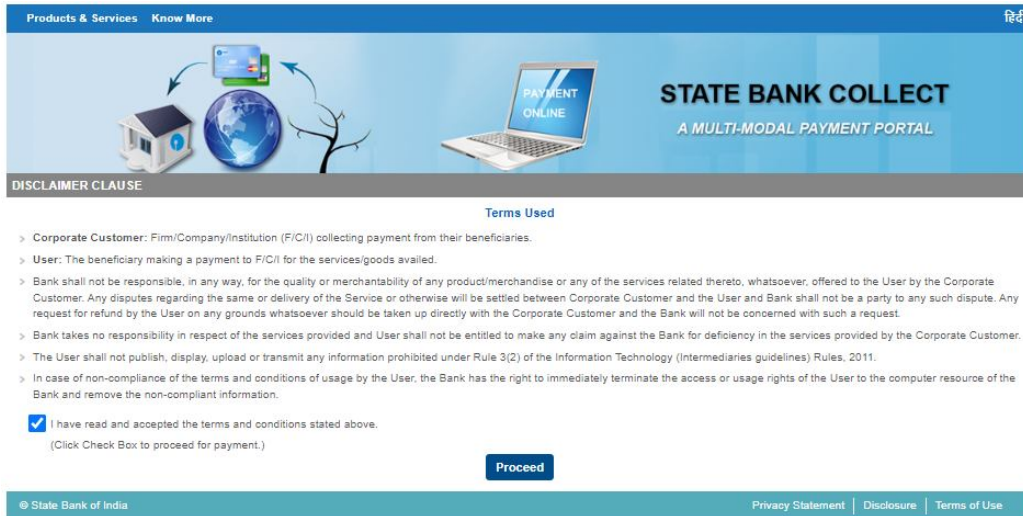
S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	SC/ST/PWD/XSM	NIL
02	All other categories (Gen / OBC)	INR300/- (plus applicable bank charges, if any)

**General/OBC category candidate is required to make the payment of INR300/- (Rupees Three Hundred only) plus bank charges (as applicable) through State Bank Collect facility of SBI as per steps given below:**

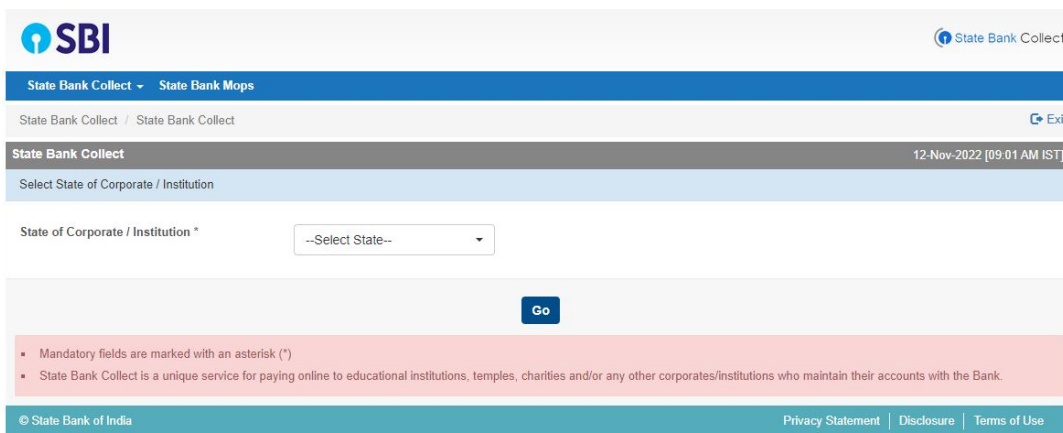
- Read the undertaking and accept the same.
- Click Proceed and a 6-digit Transaction Reference No. will be generated.
- Now click on **“Proceed to SBI Collect Payment”**.

**A. Making Fees Payment By Clicking On “Proceed To SBI Collect Payment”.**

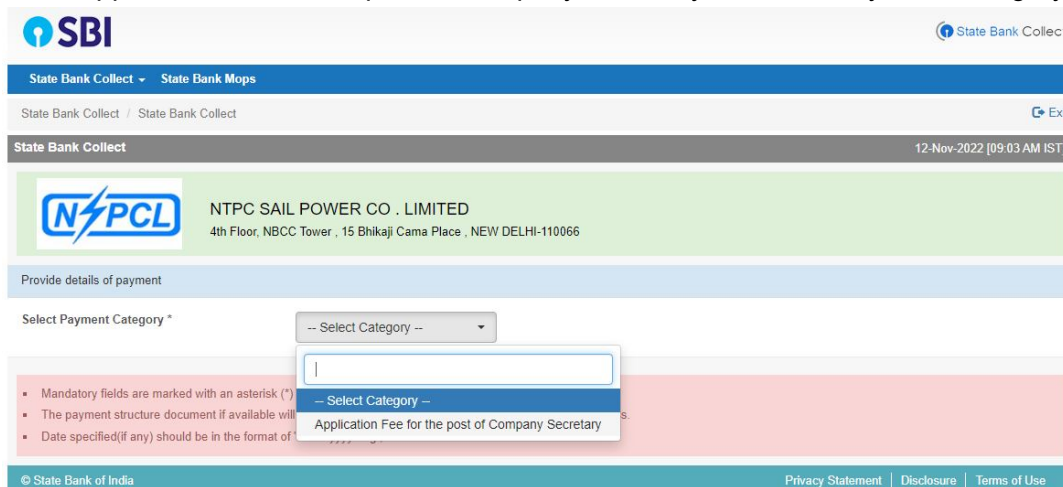
1. Click on the link which will direct the candidate to the SBI Collect payment page.
2. Click on the check box "I have read and accepted the terms and conditions stated above".
3. Click on proceed.



4. Select 'National Capital Territory of Delhi' in State of Corporation/Institution and click on 'GO'.



5. Select 'Application Fee for the post of Company Secretary' in Select Payment Category.



6. Fill the details and click on submit button. (fields with\* mark are to be filled compulsorily)

**NTPC SAIL POWER CO . LIMITED**  
 4th Floor, NBCC Tower , 15 Bhikaji Cama Place , NEW DELHI-110066

Provide details of payment

Select Payment Category \* Application Fee for the post of Company Secretary ▾

Name of the Applicant \*

Date of Birth \*

Mobile Number \*

E mail ID \*

Transaction Reference Number \*

Application Fees \*  Fixed:Rs.300

Remarks

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

7. Check the details and press the confirm button.

Verify details and confirm this transaction

Category	APPLICATION FEE
NAME	Dummy
MOBILE NUMBER	2222222222
EMAIL	asinghal@aima.in
AMOUNT	300
Total Amount	INR 300.00
Remarks	

▪ Please ensure that you are making the payment to the correct payee.

Confirm
Cancel

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 [Disclosure](#) | 
 [Terms of Use](#)

8. Select any one of the mode of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed for making the fee payment. Download the receipt after successful completion of the payment and keep the same for your records.

STATE BANK COLLECT MULTI OPTION PAYMENT SYSTEM

**Net Banking**

State Bank of India  
 Bank Charges: Rs 11.0  
[CLICK HERE](#)

Other Banks Internet Banking  
 Bank Charges: Rs 17.7  
[CLICK HERE](#)

**Card Payments**

⚠ This payment mode is not available between 23:30 hours IST and 00:30 hours IST

RuPay  
 Bank Charges: Rs 0.0  
[CLICK HERE](#)

Credit Card  
 Bank Charges: Rs 13.00  
[CLICK HERE](#)

Prepaid Card  
 (Net RuPay PFC)  
 Bank Charges: Rs 12.00  
[CLICK HERE](#)

Foreign Card  
 Bank Charges: --  
NOT ENABLED

**Other Payment Modes**

⚠ UPN is not available between 23:30 hours IST and 00:30 hours IST

UPI  
 Bank Charges: Rs 0.0  
[CLICK HERE](#)

NEFT/RTGS  
 Bank Charges: Rs 15.0  
[CLICK HERE](#)

SB Branch  
 Bank Charges: Rs 10.0  
[CLICK HERE](#)

- In case, candidate selects "SBI branch" as payment mode, candidate is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBI Branches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records. Sample copy of the pre-printed challan.

(Note: SBI Collect Reference Number (sample number shown above) generated after successful completion of payment has to be entered by the candidate in online application form in **SBI Collect Reference No.** field).

- After making the payment, candidate has to upload the SBI Collect Challan/Pay-in-Slip (E-Receipt) and submit the SBI collect reference no along with payment date on the website to complete the registration process or in order to take the print out of the application.

Choose File No file chosen  
 Click here to Upload Payment Receipt  
 Document size should not exceed 250KB and format should be .jpg only.

**NOTE: Fee once paid will not be refunded under any circumstances.**

Fees paid by modes other than through Net Banking/Debit Card/Credit Card/SBI Collect Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

### **B. Making fees payment directly by logging on to onlinesbi.com**

- Go to [www.onlinesbi.com](http://www.onlinesbi.com) and select: - State Bank Collect.
- Accept terms and conditions and click on 'Proceed'.
- Select Payment Category--Application Fee.
- Complete the payment as explained above.

**C. While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case back button is operated, candidate has to**

**complete the payment as mentioned in "B" above.**

**NOTE: Once the payment has been made; you will not be allowed to change/modify any information.**

- ▶ **Action 3.2: Enter Details of Payment made through SBI Collect** (For All Candidates who paid fees through SBI Collect Payment)  
Now visit the **NSPCL Registration Portal website:**<https://www.nspcl.co.in->careers>
  - ⇒ Click on Enter Details of Payment through SBI Collect.
  - ⇒ Upload the soft copy of SBI Collect Challan/SBI Collect Pay-in-Slip (E-Receipt) in jpeg. format only of less than 250 KB.
  - ⇒ Enter the **SBI Collect Reference No. and Date of making the payment.**
  - ⇒ On submitting the above information “**Application No.**” will be generated along with Application Form. This “**Application No.**” issued is subject to the reconciliation of the payment made by you with the State Bank of India. Keep checking the Status of Your Application.  
**Candidates should keep note of the same as this will be used for downloading admit card.**
- ▶ **Action 4 : Print Application**
  - ⇒ After successfully submitting the details as mentioned above, candidate can now be able to take the print out of the application form.
  - ⇒ Candidates should also retain their copy of printed application form, Payment Receipt as they can be asked to produce it for future reference.
  - ⇒ Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**
- ▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to NSPCL.**
- ▶ **On correctly following the above steps, candidate would have completed the application process.**

### **Download the Admit Card**

On the basis of information given in the Online Application Form, Admit Card of provisionally eligible candidates for the Computer based test will be available for download from website: <https://www.nspcl.co.in->careers> as per schedule given on the website. Keep checking the website regularly for any updates.

**Download Admit Card** – On the due date for Admit Card, re-login to the website: <https://www.nspcl.co.in->careers> for downloading Admit Card for Computer based test, containing the details of the time schedule, venue.

**Print Admit Card** - Take a printout of the Admit Card. Candidates will not be allowed to appear in the Computer based test without a valid Admit Card.

**NOTE: Candidates are advised to regularly check the website for updates.**