



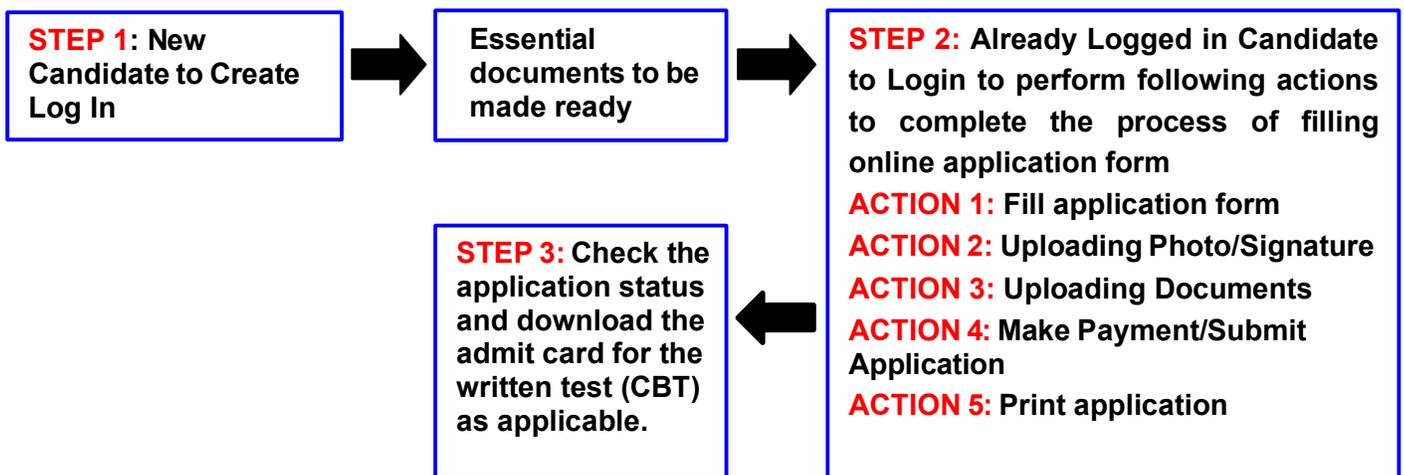
# INDIAN PORTS ASSOCIATION



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

- 1) Candidates are required to apply online through website: <https://jobapply.in/ipa2026>
- 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

- ➔ New Candidate to visit the IPA website <https://jobapply.in/ipa2026> and click: [Fresh Candidate to Create Log In](#) ( [New 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: Once the information filled here will not be changed.**
- ➔ The confirmation for the registration will also be sent on your email entered.
- ➔ Now click: [To Complete Registration Process \(Log In to your account\)](#) to log in to fill the application form. Here to log in you have to fill the following:
  - ▶ Email ID
  - ▶ Post Applied For
  - ▶ Password
  - ▶ Captcha

## Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) E-Mail ID (valid at least for one year).
  - b) Mobile No (valid at least for one year).
  - c) Age, Qualification, Experience and category related documentation should be mandatorily submitted for verification.
  - d) Details of Debit Card/Credit Card/UPI/Net banking for making fee payment (if applicable)
  - e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
  - f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
  - g) Scanned Copies of following documents (in pdf format):
    - i. Documentary proof of Date of Birth (Municipal-issued Birth Certificate or SSLC/Std. X Certificate with DOB)
    - ii. PAN / Aadhar / Passport / Driving Licence.
    - iii. Mark-sheets and certificates of educational qualifications and relevant eligibility documents for the specific post.
    - iv. Experience certificates, as applicable.
    - v. For government/quasi-government/Public Sector Undertaking employees: “No Objection Certificate” from the employer.
    - vi. Persons with Benchmark Disabilities (PwBD) must furnish a valid disability certificate that conforms to the Rights of Persons with Disabilities Rules, 2017, if applicable.
    - vii. Certificate regarding Physical Limitation in an Examination to write, if applicable.
    - viii. Letter of Undertaking for using own Scribe, if applicable.
    - ix. Discharge / Service Certificate in case of Ex-servicemen, if applicable
    - x. Undertaking for availing benefit under Ex-Servicemen Category, if applicable.
    - xi. For SC/ST/OBC candidates: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by the Government of India.
    - xii. Any other relevant documents supporting eligibility.

## 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 3 | ⇒ | Uploading of Documents                |
| Action 4 | ⇒ | Make Payment/Submit Application       |
| Action 5 | ⇒ | Print application                     |

- Already Logged In Candidate to visit the **website**: <https://jobapply.in/ipa2026> and login by clicking **To Complete Registration Process (Log In to your account)**
- On clicking **To Complete Registration Process (Log In to your account)** page will appear which will have **buttons indicating 4 actions which are to be completed for submission of online application form:**

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

1. Fill in 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 in the online application form.
2. While filling in the Personal Details, Qualification Details, Experience Details, and Additional Details please save the information by clicking the button “SAVE”.

3. In case you wish to edit any information you can do that by log in again using Email-ID, Post Applied For Password, and Captcha. 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 only be 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 not the 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 written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

▶ **Action 3: Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- a) Age, Qualification, Experience and category related documentation should be mandatorily submitted for verification.
- b) Documentary proof of Date of Birth (Municipal-issued Birth Certificate or SSLC/Std. X Certificate with DOB)
- c) PAN / Aadhar / Passport / Driving License.
- d) Mark-sheets and certificates of educational qualifications and relevant eligibility documents for the specific post.
- e) Experience certificates, as applicable.
- f) For government/quasi-government/Public Sector Undertaking employees: “No Objection Certificate” from the employer.
- g) Persons with Benchmark Disabilities (PwBD) must furnish a valid disability certificate that conforms to the Rights of Persons with Disabilities Rules, 2017, if applicable.
- h) Certificate regarding Physical Limitation in an Examination to write, if applicable.
- i) Letter of Undertaking for using own Scribe, if applicable.
- j) Discharge / Service Certificate in case of Ex-servicemen, if applicable
- k) Undertaking for availing benefit under Ex-Servicemen Category, if applicable.
- l) For SC/ST/OBC candidates: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by the Government of India.
- m) Any other relevant documents supporting eligibility.

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

► **Action 4: Make Payment and / or Submit Application**

Candidates must pay Application processing fees online during the designated application period. Follow the online payment instructions provided on the Application Portal.

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	Unreserved (UR) candidates	Rs. 400
02	Other Backward Classes (OBC) and Economically Weaker Sections (EWS)	Rs. 300
03	Scheduled Caste (SC), Scheduled Tribe (ST), and Women candidates.	Rs. 200
04	Ex-Servicemen and PwBD	No Fee

1. Candidates are responsible for any additional bank transaction or payment gateway charges and Taxes.
2. Fees once paid are non-refundable and non-transferable to other examinations or selections.
3. Candidate to read the undertaking and accept the same.
4. In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and Additional Details; you can do that by log in again using Email-ID, Post Applied For, Password and Captcha. 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.**

5. The candidates who are exempted from payment of application fee should submit application.
6. The candidates who are not exempted from payment of application fee should pay the requisite fee by the Indian Overseas Bank payment gateway through online application.
  - **Mode of Payment through Indian Overseas Bank Payment Gateway-**  
**In this mode candidate can submit their application fee using the Indian Overseas Bank payment gateway either by using Debit Card/ Credit Card / Net Banking/UPI as per steps given below:**
  - Put the details of your Debit Card / Credit card / Net Banking/UPI Account to proceed for the payment.
  - Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number, once you have successfully made the payment.

**While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned above.**

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

**After making the successful transaction; the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled-up application for record. Candidates**

**should keep note of the same as this will be used for downloading admit card.**

1. The candidate should retain his/her Application Number carefully for generation of admit card CBT mode of written test and for any other information regarding written test etc.
2. Fee once paid will not be refunded under any circumstances.
3. Fees paid by modes other than India Overseas Bank Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

▶ **Action 5: Print Application**

1. After successfully submitting the details as mentioned above, the candidate can now be able to take the printout of the application form.
2. Candidates should also retain their copy of the printed application form, as they can be asked to produce it for future reference.
3. Candidates can take re- print of the Online application form by clicking **To Complete Registration Process (Log In to your account)**

▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to IPA.**

▶ **By correctly following the above steps, the candidate would have completed the application process.**

**Download Admit Card**

Based on information given in the Online Application Form, Admit Cards of provisionally eligible candidates for the CBT mode of written exam will be available for download from IPA website 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 IPA website for downloading Admit Card for the CBT mode of exam, 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 CBT exam without a valid Admit Card.

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