



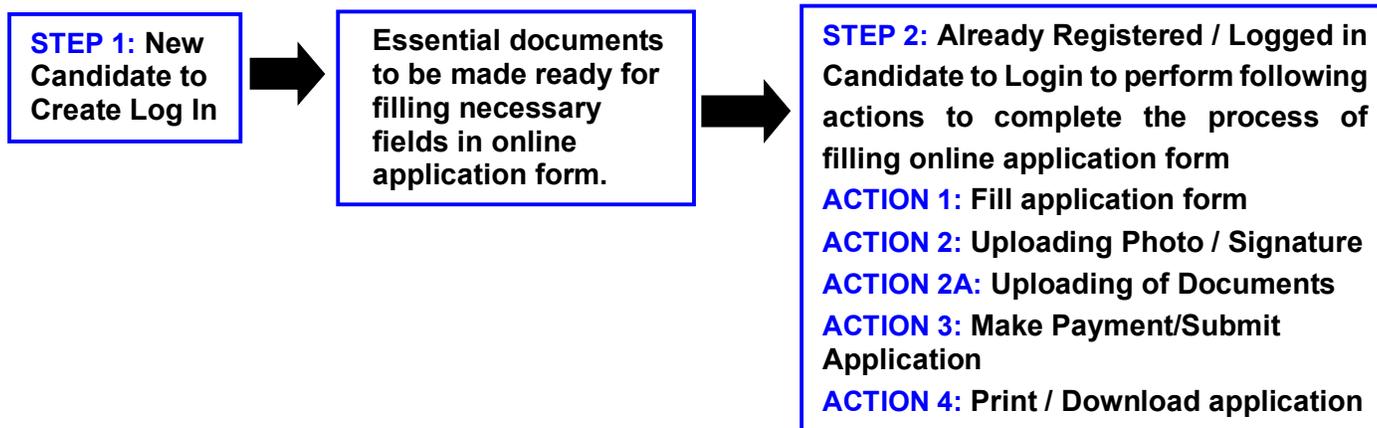
# इंडिया ट्रेड प्रमोशन आर्गनाइज़ेशन INDIA TRADE PROMOTION ORGANISATION

भारत सरकार का उपक्रम | A Government of India Enterprise

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

- 1) Candidates are required to apply online through website:  
<https://jobapply.in/itpo2025>
- 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 ITPO website <https://jobapply.in/itpo2025>
- and click: [Fresh Candidate \(CLICK HERE\) to Create Log In](#)
- You must have a **valid email ID** to apply online. Remember the password filled in here for creating Log In for future use.
- Fill in all the personal details and press the button "Submit", an OTP will be sent to your registered Email ID to move ahead with your registration process.
- Fill in the OTP sent on your email and click ok to verify your Email ID.
- After verification of OTP on registered Email ID, press the "Submit" button to complete your registration.
- Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: The candidate will not be able to change the information once submitted in this page.**
- Now click: [To Complete Registration Process \(to log in to your account\)](#) to fill the application form. Click here to log in you must fill the following:
  - ▶ Email ID
  - ▶ Post Applied For`
  - ▶ Password

### 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) Required details such as personal data, educational qualifications, experience and other information.
- d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20-50kb).
- e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10-20kb).
- f) Debit Card/ Credit Card / Internet Banking / UPI details for online payment.
- g) Scanned Copies of following documents, self-attested and in pdf format:
  - ❖ Documentary proof of Date of Birth i.e. Birth Certificate or Matriculation Certificate
  - ❖ SSC / 10<sup>th</sup> Certificate.
  - ❖ Degree / Graduation / Diploma Certificate as applicable.
  - ❖ Conversion certificate for CGPA into percentage, if applicable.
  - ❖ Experience Certificates / documents in support of experience merged in a single document.
  - ❖ Caste Certificate 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.
  - ❖ Income and asset certificate in respect of EWS in prescribed format

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

- |           |   |                                       |
|-----------|---|---------------------------------------|
| Action 1  | ⇒ | Fill Application form                 |
| Action 2  | ⇒ | Uploading of Photograph and Signature |
| Action 2A | ⇒ | Uploading of Documents                |
| Action 3  | ⇒ | Make Payment/Submit Application       |
| Action 4  | ⇒ | Print application                     |

➡ Already Registered / Logged-in Candidate to visit the **website: <https://jobapply.in/itpo2025>** 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 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)**

- ⇒ 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.
- ⇒ While filling in the Personal Details, Qualification Details, Experience Details, and Additional 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, Mobile, 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 only be in .jpg or .jpeg format. Size of file should be 20-50 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 done by you on date of Document Verification/ Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be 10-20 kb.**

► **Action 3: Make payment /Submit Application**

S.No	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
1.	SC   ST   PwBD   Exsm	<b>Exempted for payment</b>
2.	For all other categories (For UR   OBC   EWS)	<b>INR 1000/- (One Thousand only)</b> (Applicable Bank Charges / Service charges, if any have to be borne by the candidate)

- ⇒ All these candidates are required to SUBMIT application to complete the online registration process. On submitting online application number will be issued and candidate should take the printout of the Application Form having the Online Application Number.
- ⇒ **All candidates are required to make the payment through ICICI Bank Payment Gateway only.** Keep the Debit Card/Credit Card/Internet Banking/UPI details handy.
- ⇒ Candidate should read the undertaking and accept the same.
- ⇒ **Once the application is submitted at this step, the information filled cannot be edited.**
- ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details; and/or Additional Details you can do that by log in again using Email-ID, mobile No., Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button **“SAVE”**.

**Candidates are required to make the payment through ICICI Bank Payment Gateway as per steps given below:**

- Read the undertaking and accept the same.
- Click the 'Submit' button.
- Now click on **“Proceed to Payment Gateway”**.
- Select any one of the modes of payment, i.e. "Credit / Debit Cards" or "Net Banking" or "UPI" or "QR" as applicable, fill the details as asked and then proceed to make 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.

**After submitting the application, the candidate will get a preview of the application with Application Number. Candidates are advised to take a printout of the filled-up application for future reference.**

The candidate should retain his/her Application Number carefully for future correspondence regarding Document Verification/Interview etc.

- ⇒ Fee once paid will not be refunded under any circumstances.
- ⇒ Fees paid by modes other than ICICI 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.

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

▶ **Action 4: Print Application**

- ⇒ **The candidates must verify their payment status after deposition of application fees through online mode.**
- ⇒ The candidate can go to the website: <https://jobapply.in/itpo2025> and check the payment status by clicking **Already Registered / Logged In Candidate (CLICK HERE) to Complete Process** using your Email ID, Post Applied For and Password.
  - a. If you find that the payment made by you is shown as received, your online application form has been submitted. This completes the process of filling in the online application form. Take the printout of the application form.
  - b. If you find that the payment made by you is not shown as received, kindly refer to ITPO on email id along with the details of the payment made through the payment gateway.
- ⇒ Candidates should also retain their copy of the 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.

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

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