

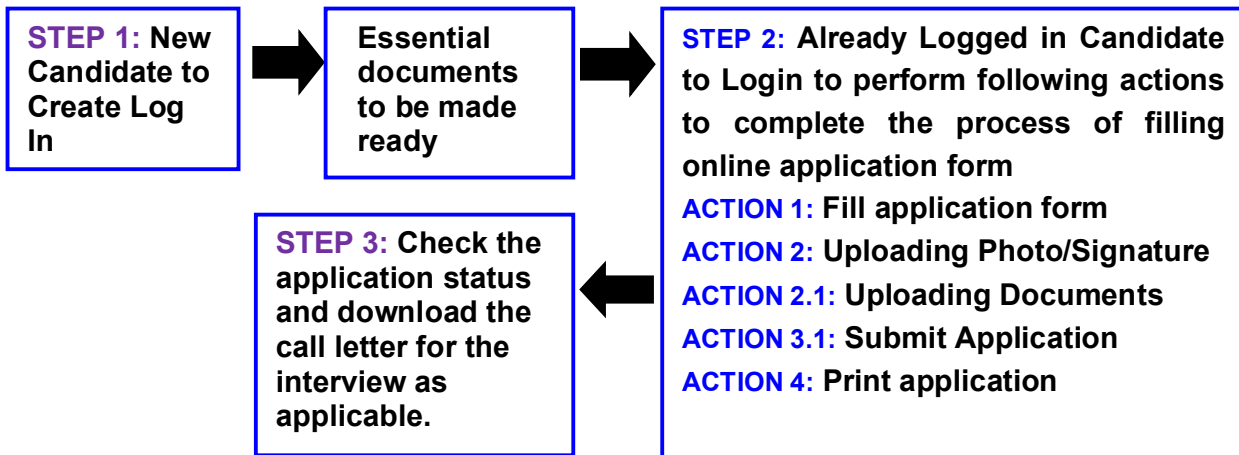


HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://www.nmdc.co.in/> or <https://jobapply.in/NMDC2024ExecutiveContract>
- 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 NMDC website <https://www.nmdc.co.in/> or <https://jobapply.in/NMDC2024ExecutiveContract> and click: **Fresh Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID and mobile no** for applying 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” 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: Once the information filled in here will not be changed.**
- 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, have 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) Personal and Educational qualification details.
 - d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size 50kb.
 - e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size 50kb.
 - f) Debit Card/ Credit Card / Internet Banking / SBI Challan details for online payment.

- g) Scanned Copies of following documents (in pdf format):
- ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).
 - ❖ Certificate and mark list of the qualifying qualification.
 - ❖ Experience Certificates / documents in support of experience, if any.
 - ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
 - ❖ 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.
 - ❖ Income and asset certificate in respect of EWS in prescribed format.
 - ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
 - ❖ Scribe certificate, if applicable

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 4		Verify Payment Receipt Status/Print application

- ➔ Already Logged In Candidate to visit the **NMDC website-> Careers section > Current Career Opportunities** and login by clicking **To Complete Registration Process**
- ➔ On clicking **To Complete Registration Process** 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 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, and Experience Details** in the sequence as given below:
- ⇒ While filling out the Personal Details, Qualification Details, and 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 only be in .jpg or .jpeg format. Size of file should be less 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. The size of file should be less 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, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).

- ❖ Certificate and mark list of the qualifying qualification.
- ❖ Experience Certificates / documents in support of experience.
- ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
- ❖ 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.
- ❖ Income and asset certificate in respect of EWS in prescribed format.
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ Scribe certificate, if applicable.

Click on “**Save & Proceed to Submit Application**”.NOC for Govt./PSU/Autonomous candidates, as applicable.

▶ **Action 3.1: 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, Discipline, Post Applied For, and Password and 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.

▶ **Action 4: Print Application**

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

- ▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to NMDC.**
- ▶ **On correctly following the above steps, the candidate would have completed the application process.**

Download the Call Letter

Based on information given in the Online Application Form, Call Letters of provisionally eligible candidates for the Interview will be available for download from NMDC website as per schedule given on the website. Keep checking the website regularly for any updates.

Download Call Letter – On the due date for Call Letter, re-login to the NMDC website for downloading Call Letter for Interview, containing the details of the time schedule, venue.

Print Call Letter - Take a printout of the Call Letter. Candidates will not be allowed to appear in the Interview without a valid Call Letter.

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