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मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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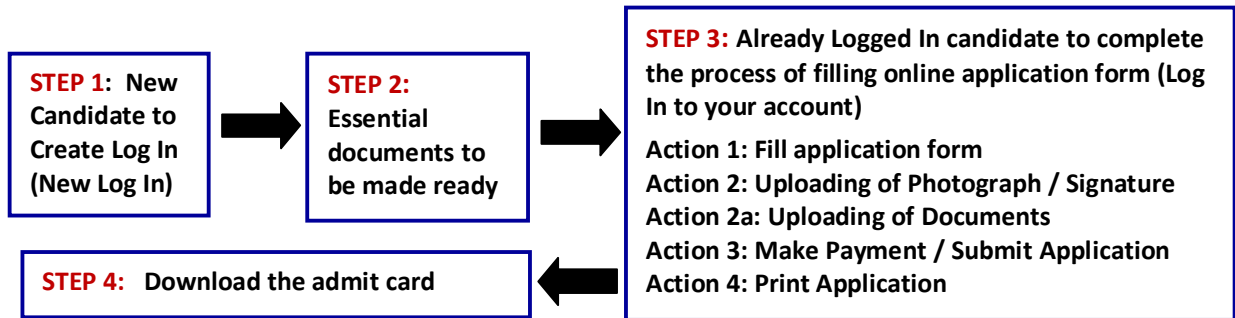
पंजीकृत कार्यालय: 16वां तल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली - 110001, वेबसाइट : www.spmcil.com
Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001, Website: www.spmcil.com

GUIDELINES | HOW TO FILL THE ONLINE APPLICATION FORM

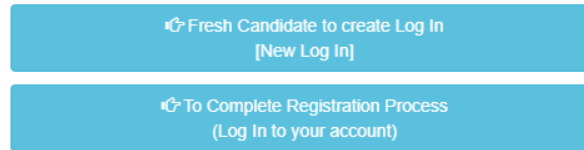
GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://jobapply.in/spmcil2021>
- 2) Entries in the application form are 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 Log In)



New Candidate to visit the website: <https://jobapply.in/spmcil2021>

- and click : [Fresh Candidate Click Here to Register \(New Log In\)](#)
- Fill the details to apply for **ANY ONE POST**. You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In.
- 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.**
- Now click: [Already Registered Candidate \(Click Here\) to Complete Application](#) to log in to fill the application form. Here to log in you need to fill the following:
 1. Email-ID
 2. Post Applied For
 3. Password

Log In to Complete Process

Email ID*

Post Applied for

Password*

Fresh Candidate (CLICK HERE) to create Log In [Forgot password](#)
Fields marked with * are mandatory

STEP 2: 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) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for at least next one year.
 - b) Personal & Educational Qualification details.
 - c) Details of Debit Card/Credit Card/Net Banking for making fee. (if applicable)
 - d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size less than 50kb).
 - e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size less than 50kb.
 - f) Scanned Copies of documents (in jpeg / pdf format), as follows:
 - g) Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
 - h) Final/Provisional Degree/Certificate for essential qualification like Graduation. etc., as applicable.
 - i) Experience Certificates / documents in support of experience, if applicable.
 - j) Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority.
 - k) Service Certificate in case of Ex-servicemen.

Note: - While applying for the post, the candidates should ensure that he / she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after the engagement, his / her services are liable to be terminated without any notice.

STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

- **Already registered Candidate to visit the website:** <https://jobapply.in/spmcil2021> and login by clicking Already registered Candidate (CLICK HERE) to Complete Application
- On clicking [Already registered Candidate \(CLICK HERE\) to Complete Application \(Log In to your account\)](#) page will appear which will have buttons indication 4 actions 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-2A: Uploading of Documents (Qualification/ PwD/ Experience etc.)	To be Completed
Click here to Preview Application	
Action-3: Make Payment/ 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 details of your Qualification, etc.
- ⇒ While filling the application form online, 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 and after editing the information, make sure to save the information by clicking the button "SAVE".

- **ACTION 2 : UPLOADING OF PHOTOGRAPH**

- ⇒ **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 not be more than 50kb.**
- ⇒ **Upload 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 less than 50kb. Please note that this signature would appear on admit card for written test, and if it does not match the signature at the time of written test, the candidature will be cancelled. The image should only be in .jpg or .jpeg format. Size of file should be less than 50kb.

- **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, Annual Turnover, Disability (as applicable) and other documents as asked for. Following documents are to be uploaded :

- Scanned Copies of documents (in JPEG/JPG format), as follows:
- Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- Final/Provisional Degree/Certificate for essential qualification like Graduation etc., as applicable.
- Experience Certificates / documents in support of experience.
- Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority.
- Service Certificate in case of Ex-servicemen.

Click on "**Save & Proceed to Submit Application**".

- **ACTION 3: MAKE PAYMENT / SUBMIT APPLICATION**

Amount of Application Fee (Applicable for UR / OBC / EXM Candidate):

S. No.	Category	Fee Amount (in Rs.) (Application Fees + Bank Charges)
01	SC/ST/PWD	100/- + Applicable Bank Charges
02	All other categories	400/- + Applicable Bank Charges

- ⇒ Candidate to read the undertaking and accept the same
- ⇒ In case you wish to edit any information pertaining to Personal Details, and Qualification Details; you can do that by log in again using Email-ID, Post Applied For, & 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.**
- ⇒ On clicking the button "MAKE PAYMENT"; you will be routed to Bank website where you have to make the payment by any one of the following options:
 - Debit Card
 - Credit Card
 - Net Banking

1. Mode of Payment through Debit Card/ Credit Card / Net Banking as per steps given below:

- Put the details of your Debit Card / Credit card / Net Banking 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.

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.

The candidate should retain his/her Application Number carefully for generation of admit card and for any other information regarding Skill Test/Written Test etc.

2. Fee once paid will not be refunded under any circumstances.

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

NOTE:

- **Once the payment has been made; you will not be allowed to change/modify any information.**
- **After successful payment, candidates are NOT required to send print out of Application Form/any documents to _____ office. The information furnished in the Application Form and Original certificates will, however, be scrutinized / verified at the time of document verification.**

SUBMIT APPLICATION-

- ⇒ Candidate to read the undertaking and accept the same

- ⇒ In case you wish to edit any information pertaining to Personal Details, and Qualification Details; you can do that by log in again using Email-ID, Post Applied For, & Password and after editing the information, make sure to save the information again by clicking the button “SAVE”.

ON SUCCESSFUL SUBMISSION OF APPLICATION; AN AUTOGENERATED APPLICATION NUMBER WILL BE ISSUED AND THIS CONFIRMS THE FILLING OF ONLINE APPLICATION FORM.

⇒ **Once the application is submitted at this step, you cannot edit the information after that.**

- **ACTION 4 : PRINT APPLICATION**

- ⇒ Take the print out of online application form for record
- ⇒ Candidates can take re- print of the Online application form by clicking Already Logged In Candidate (Click Here) to Complete Process
- ⇒ Candidates should keep one set of application for record.

ON CORRECTLY FOLLOWING THE ABOVE STEPS, YOU WOULD HAVE COMPLETED THE APPLICATION PROCESS.

STEP 4: Download (Print) the Admit Cards

- **Download Admit Card** – On the due date for Admit Card, re-login to the website: <https://jobapply.in/spmcil2021> A link for downloading Admit Card for skill test/written test, containing the details of the centre/venue details, etc., will be available.
- **Print Admit Card** - Take a printout of the admit card. Candidates will not be allowed to enter the Skill Test/Written Test Venue without a valid Admit Card.

NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check SPMCIL website for updates. However, candidate will be informed through SMS/ E-Mail to download admit card from SPMCIL website.

The candidates should ensure that they fulfill all the eligibility conditions for provisional selection in this recruitment. The candidature of the candidates will be purely provisional at all stages and will be subject to their satisfying the prescribed eligibility conditions. If at any stage of the recruitment process (during & post), it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is incorrect, his/her candidature shall stand cancelled without any notice or further reference.