Utility Powertech Ltd.

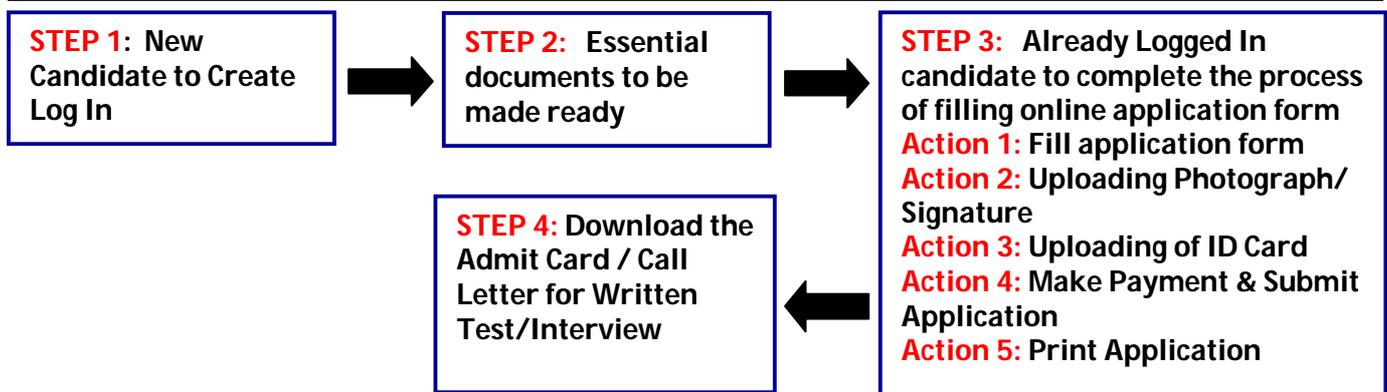### A Joint venture of NTPC & Reliance Infrastructure

HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through website: **www. utility powertech.org/careers** or **https://jobapply.in/upl2020gadarwara**
2) Entries in the application form shall be required to be filled only in English.
3) Specified certificate format for SC/ST/OBC/PwD are given on the link provided **https://jobapply.in/upl2020gadarwara**

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In

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STEP 2: Essential documents to be made ready

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STEP 3: Already Logged In candidate to complete the process of filling online application form
Action 1: Fill application form
Action 2: Uploading Photograph/ Signature
Action 3: Uploading of ID Card
Action 4: Make Payment & Submit Application
Action 5: Print Application

STEP 4: Download the Admit Card / Call Letter for Written Test/Interview

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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 website**: www.utilitypowertech.org/careers** or **https://jobapply.in/upl2020gadarwara** and click : **Fresh Candidate (CLICK HERE) to Create 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.**
➡ The confirmation for the registration will also be sent on your email entered.
➡ Now click: **Already Logged In Candidate (CLICK HERE) to Complete Process** to log in to fill the application form. Here to log in you have to fill the following:
   ▸ Email-ID
   ▸ Password
   ▸ Post Applied For
   ▸ Discipline/Trade

Log In to Complete Process

Email ID*	
Password*	
Position Applied For *	--Select Post-- ▾
Discipline/ Trade*	--Select-- ▾
Enter Verification Code*	

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(Click here to Refresh, if code is to be changed)

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
   a) Valid Email ID & mobile number valid for at least next one year.
   b) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
   c) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
   d) All certificates in respect of qualifications (10th/Madhyamik Marksheet / Certificate from Uttar Pradesh as Proof of Date of Birth should be readily available.
   e) ITI pass certificate (National Trade Certificate issued by NCVT/SCVT).
   f) Self-attested copy of SC/ST/OBC (Non-creamy layer) Certificate issued from Competent Authority as Proof of reservation category, if applicable. Format for the SC/ST certificate, OBC certificate, PwD certificate (FORM V, VI, VII), as applicable is given on the welcome screen and application form screen.
   g) Land Oustee Registration/Document Reference No. and Project Reference, if any.

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 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/Signature**
Action 3	⟹	**Uploading of ID Card**
Action 4	⟹	**Make Payment Submit Application**
Action 5	⟹	**Print Application Form**

➡ Already Logged In Candidate to visit the **website: www.utilitypowertech.org/careers or https://jobapply.in/upl2020gadarwara** and login by clicking **Already Logged In Candidate(CLICK HERE) to Complete Process**

➡ On clicking **Already Logged In Candidate (CLICK HERE) to Complete Process** page will appear which will have buttons indication 5 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-3: Uploading of ID Card	To be Completed
Action-4: Submit Application	To be Completed
Action-5: Print Application	To be Completed

Once the application is submitted you cannot edit the information after that.

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, and Qualification Details** in the sequence given.

⇨ While filling the 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, Password and 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/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 ID Card

Candidates are required to upload the scan image of his/her valid Photo Identity Proof such as Aadhar Card/PAN Card. **The image should only be in .jpeg or .jpg format. Size of file should not be more than 200 KB.**

Action 4.1: Make Payment & Submit Application

No Fees is required to be paid by SC, ST, PwD & XSM candidates. On submitting application, the Action 4 stage will be completed and UPL payment reference number will be generated.

General/OBC category candidate is required to make the payment of a non-refundable registration fee of ₹ 354/- (Rupees Three Hundred Fifty Four only) (Inclusive of GST) through State Bank Collect facility of SBI as per details given below:-

⇨ Candidate to read the undertaking and accept the same -
"***I further declare that I fulfil all the conditions of eligibility regarding age, education, professional / technical qualification, eligibility regarding Uttar Pradesh resident condition etc. prescribed for the position applied for the essential qualifications prescribed are possessed by me, the proof of which will be submitted as when requested by UPL.***"

⇨ 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.**

Candidate to read the undertaking and accept the same. UPL Payment Reference No. will be issued on accepting the undertaking. This UPL Payment Reference No. is a provisional number issued for making the payment on SBI site. Note down the "UPL Payment Reference No. to be submitted later on the SBI Collect payment gateway". Now click on "Proceed to SBI Collect Payment".

At SBI collect screen:-
Accept the terms and conditions and click "Proceed"; then select 'Madhya Pradesh' for State of Corporation and click "Go", after that select Payment Category as Exam Registration Fee-UPL-Gadarwara; now enter the UPL Payment Reference No., and other details and proceed for making payment. Confirm the particulars filled and proceed. Select any mode of payment options available and make the payment.

Note down the "UPL Payment Reference No." generated after making the payment.

➤ **Action 4 .2: Enter Details of Payment through SBI Collect**
(For All Candidates who paid fees through SBI Collect Payment)

⇨ Now visit the UPL Registration Portal website: **https://jobapply.in/upl2020gadarwara**
⇨ Click on Enter Details of Payment through SBI Collect.
Upload the soft copy of SBI Collect Challan/SBI Collect Pay-in-Slip (E-Receipt). **The image should only be in .jpg or .jpeg format. Size of file should not be more than 250 kb.**
⇨ Enter the **SBI Payment 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 5 : 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 successful completion of the process a registration no. will be generated and sent to your registered email.

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