Utility Powertech Ltd.

A Joint venture of NTPC & Reliance Infrastructure

HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

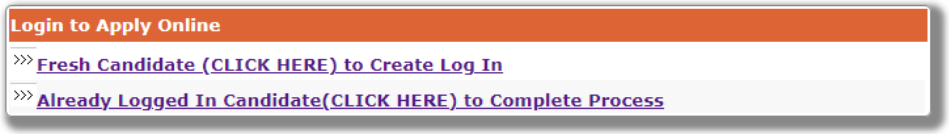
1) Candidates are required to apply online through website: www.utilitypowertech.org/careers **or** https://jobapply.in/UPL2022BongaiGaon
2) Entries in the application form shall be required to be filled only in English.
3) Specified certificate format for SC/ST/OBC are given on the link provided https://jobapply.in/UPL2022BongaiGaon

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

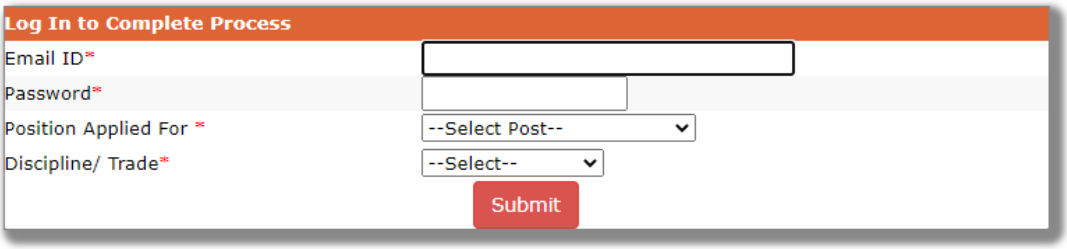
STEP 1: New Candidate to Create Log In → **STEP 2: Essential documents to be made ready** → **STEP 3: Already Logged In candidate to complete the process of filling online application form**
Action 1: Fill application form
Action 2: Uploading Photograph/ Signature
Action 3: Uploading of Documents
Action 4: Submit Application
Action 5: Print Application

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

STEP 1 : New Candidate to Create Log In



- New Candidate to visit the website: www.utilitypowertech.org/careers or https://jobapply.in/UPL2022BongaiGaon **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



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 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, as applicable is given on the welcome screen and application form screen.
  g) Permanent Resident Certificate (PRC) issued by the Deputy Commissioner of the district.

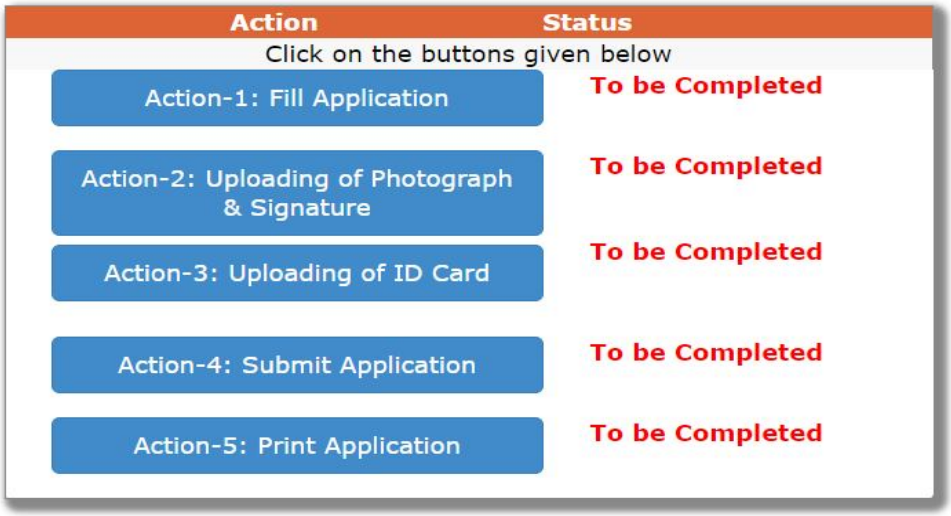
Note: - While applying for the post, the candidates should ensure that he / she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that 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 Documents
Action 4 ⇨ Submit Application
Action 5 ⇨ Print Application Form

- Already Logged In Candidate to visit the **website:** www.utilitypowertech.org/careers **or** https://jobapply.in/UPL2022BongaiGaon **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:**



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 , 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: 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**".
  - ⇨ **Once the application is submitted at this step, you cannot edit the information after that.**

- **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 number will be generated and sent to your registered email.

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