IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. NCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.

2. PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP FOR FUTURE REFERENCES.

3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF NCL.

Important Dates	
Date of Submitting the Application Form Online	10.02.2024 to 01.03.2024
Date of submitting the fee through Net Banking/Credit Card/ Debit Card etc.	10.02.2024 to 01.03.2024

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions:	

1.	Before start of filling-up of application through on-line mode, you should keep ready, the following details/ documents:
	   a. Valid e-mail ID & Mobile Number.
	   b. Scanned copy of the recent passport size colour Photograph (not older than 3 Months). You must ensure that the same photograph is used throughout this recruitment process.
	   c. Your scanned signature.

2.	"Caste Category", once filled by you in the online application form, will not be changed.
How to Apply:	
I.	You should have a valid personal e-mail ID & Mobile No. and must ensure that it remains active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent to the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder) & mobile No.
II.	You should take utmost care in furnishing/providing the correct details while filling-up the online application. **You can edit the information before submission of the application**. **Once the application is submitted, it can't be edited and fee once paid will neither be refunded nor adjusted.**
III.	The process for submitting the application is given below: -
STEP-I Registration	
a.	Sign-up by providing the Post applied for, Candidate Name, Mobile No. and E-mail ID. The name should be as it appears in the Matriculation Certificate (Class 10th Certificate) Or Equivalent certificate awarded to you.
b.	On pressing the 'Generate OTP' button, OTP will be sent to both the Mobile No. and E-mail ID. Complete the registration by entering the OTP received by you.
c.	On completion of Step-I candidates will receive User ID & Password on their registered email ID & Mobile No.
STEP-II: Filling-up of Application	

a.	After completion of registration, login by providing User ID & Password and fill up the details pertaining to 'Eligibility Criteria', 'Communication Details' and 'Qualification & Experience'. After that you will be required to upload your photograph & signature and pay requisite Application Fee through Online mode using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway Service.
b.	**Instructions regarding uploading of Photograph and Signature:** You should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below: **i. Photograph Image:** • Photograph must be a recent passport size colour picture on white background (not older than 03 Months). • Look straight at the camera with a relaxed face. • The size of the scanned image should be min. 50 kb and max. 80 kb in jpg/ jpeg format only. **ii. Signature image:** • You have to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be min. 50 kb and max. 80 kb in Jpg/jpeg format only.
c.	After uploading Photograph, Signature and related document, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit " tab. Once the application is submitted, candidates automatically will be redirected to Payment Gateway to deposit the Application Fee.
d.	**Guidelines for remittance of fee are as under:** • The Application Fees can be paid through the Payment Gateway Service only. You can pay the Fees using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway Service. • No other mode like Postal Order/Pay Order/Demand Draft etc. for payment of Application Fees will be accepted. • All applicable commission / transaction charges including taxes, levied by the banker, will have to be remitted by the applicant. • Application Fee once paid shall not be refunded under any circumstances. You are, therefore, requested to verify your eligibility and information furnished during submission of application before paying the Application Fees. • Candidature of any applicant, who registers oneself at the NCL recruitment portal but fails to deposit the Application Fee within the midnight of 05.02.2024, shall be summarily rejected. Applicants are required to complete the entire process of submission of application and deposition of Application Fee to the bank within the aforesaid date positively. • NCL shall not be responsible for any technical issues arising during payment of Application Fees.
e.	Technical queries relating to the filling up of online application can be raised in the GRIEVANCE TAB in the Online Application Portal or by calling Phone No. - +917996095666