HOW TO APPLY [GRADUATE ENGINEER TRAINEE, ADVT.NO.HR/02/637]

STEPS FOR APPLYING

STEP 1: Eligible candidates need to apply through KIOCL website. To apply visit the Current Opening link in KIOCL website i.e. www.kioclltd.in

STEP 2: Read CAREFULLY all the instructions given on the website before applying for the post Online.

STEP 3: Fill in the online application form with all the relevant correct details.

STEP 4: The candidate before filling online application, should keep the scanned copies of the following documents ready for uploading during online filling of application wherever necessary:

a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 200 KB size

b) Signature in .jpg/.jpeg format of 30 to 50 KB size

STEP 5: After applying online, the candidates are required to send the print out of the filled on-line application form along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application along with Demand Draft (if applicable) so as to reach KIOCL by **10.08.2020**. The copy of successfully filled application form will be sent to applicants registered email id. They need to retain a copy of the printout of the application form which will be required to be produced at the time of Personal Interview, if short listed for. Please note down your system generated application number for the post applied, for future reference without fail.

[After submitting application online, candidate will receive system generated application number through SMS and E-mail.

If candidate click Save as Draft button in online application, temporary application number will be generated and candidate will receive temporary application number through SMS and E-mail. Candidate needs to enter temporary application number in the online declaration page to retrieve the data which is already entered & complete the application. Once candidate enters all the information in the online application, candidate has to click the submit button to upload the application successfully. After successful uploading of application, New Application number will be generated. Same will be received through SMS and E-mail.

Candidate needs to check E-mail to view/print the application in future. If mail is not received in Inbox please check Spam]

STEP 6: The cut-off date for upper age is 31.05.2020.

GENERAL INSTRUCTIONS

1. Online submission of application will be permitted on the website from **06.07.2020 to 31.07.2020**

2. The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. Intimation for interview will be sent by email. Kindly ensure that your email is valid and operational.

3. Corrigendum (including extension of the last date of online submission of application-if any) shall be published in KIOCL's website www.kioclltd.in only.

4. The prescribed qualification, GATE Score are the minimum requirement and same does not entitle a candidate for participating in the selection process. KIOCL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further interview.

5. Candidates should take print out and retain a copy of online application form(s) for future reference.

6. Those short listed for interview shall be intimated through e-mail. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. They are required to bring the **following original certificates** along with attested photocopies as documentary proof for verification at the time of interview:

   - Print out of On-line filled application form

   - Recent passport size Photo

   - Proof of age

   - Educational Qualifications (All year/semester Mark sheets & Certificates, from 10th Standard onwards)

   - GATE 2019/2020 Score sheet downloaded from GATE Website

   - Persons with Disability shall produce Certificate with photograph issued by the competent authority satisfying the minimum degree of disability

   - Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) (Non-creamy layer)/EWS certificate from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer.

   Candidates are informed that it is mandatory to attach the documents as per list mentioned above along with application form filled online. All positions being advertised are subject to specific eligibility criteria such as subjects studied/ degrees/academic percentage etc. Hence certificates /documents (self-attested photocopies) in proof of age, qualification, SC/ST/OBC/PWD/EWS certificate in the prescribed format shall be enclosed with print out of application form filled on line while sending through post to avoid rejection of incomplete applications.

7. **Only those who meet the prescribed eligibility criteria need to apply**. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. KIOCL reserves the right to reject any application without assigning any reason.

8. KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.

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