

## HOW TO APPLY ON-LINE

Candidates have to apply only online through the Company's website i.e. [www.ifcilttd.com](http://www.ifcilttd.com) from October 05, 2016 to October 27, 2016. No other means/mode of application will be accepted.

### (A) Guidelines for Scanning & Uploading the Photograph & Signature and Certificates/ Documents:

Before applying online a candidate must possess a scanned image of his/her photograph, signature and other required certificates as per the specifications given below:

#### (I) Photograph Image:

- i. Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
- ii. Look straight at the camera with a relaxed face.
- iii. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- iv. If you have to use flash, ensure there is no "red-eye".
- v. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vi. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- vii. Upload jpeg or jpg file only, **sized less than 20 kb.**

#### (II) Signature Image:

- i. The applicant has to sign on white paper in Black ink.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The Applicant's signature obtained on the attendance sheet at the time of the interview should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.
- iv. Upload jpeg or jpg file only, **sized less than 20 kb.**

#### (III) Certificates/ Documents

- i. Scanned Copy for the proof of date of birth: Upload jpg, jpeg or pdf file only, **sized less than 100 kb.**
- ii. Scanned Copy of qualifying educational certificates (10th onwards): Upload pdf file only, **sized less than 500 kb.** Upload only the passing certificate or degree or the final mark sheet in a single pdf file.
- iii. Scanned Copy of present employment certificate. Upload only the current or last employer certificate (in case not employed currently). Upload pdf file only, **sized less than 100 kb.**
- iv. Scanned copy of proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 Upload pdf file only, **sized less than 100 kb.**

- v. Scanned Copy of caste certificate: Upload pdf file only, **sized less than 100 kb.**
- vi. Scanned Copy of Disability certificate: Upload pdf file only, **sized less than 100 kb.**
- vii. Scanned copy of proof confirming status of Ex-serviceman: Upload pdf file only, **sized less than 100 kb.**
- viii. Scanned Copy of NOC (No Objection Certificate) from current employer, as mentioned in General Conditions S.No. 3(a) of the detailed advertisement: Upload pdf file only, **sized less than 100 kb.**
- ix. Resume: Upload pdf, doc or docx file only, **sized less than 100 kb.**

**Please Note:**

- a) In case the photograph, signature and other requisite certificates/ documents are unclear, the application may be rejected.
- b) Candidate may edit and re-upload the photograph/ signature and other requisite certificate/ document in such case.

**(B) Pre-Requisites for applying online:**

- i. Scan your photograph, signature, proof of date of birth, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable) and Resume. Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs must upload No Objection Certificate (NOC) at the time of submission of online application [please refer General Conditions serial no.3 (a)].
- ii. Keep the necessary details/documents ready to make online payment of the requisite cost of application. The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of cost of application. The name of the candidate or his/her father/husband, etc. should be spelt correctly in the application as it appears in the certificates/mark sheets.
- iii. Candidates should have a valid E-mail id which should be kept active till the declaration of final result. This is essential for him/her in getting communication/interview advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder. No change in E-mail id will be entertained during the entire process of the recruitment.

**(C) Procedure for applying Online:**

- i. Candidates satisfying the conditions of eligibility as on September 30, 2016 are first required to visit our website [www.ifcilttd.com](http://www.ifcilttd.com) >Career >Current Openings >Select the post and click on apply.
- ii. Select the category, whether UR/OBC/SC/ST. Candidates belonging to SC/ST category are exempted from paying the cost of application, so they can apply directly on selection of the category.
- iii. UR and OBC candidates, on selecting the category, need to select whether Persons with Disability (PwD) candidate- Yes or No. If Yes, please refer instructions given in Para (B) iv. If No, they would proceed for payment. They will be directed to SBI payment gateway. Fill all the requisite details and proceed for payment. Once the payment is made, a SBCollect reference number will be generated. Save the page as

pdf because the same needs to be uploaded at the time of filling up the application form. Revisit the website [www.ifcilt.com](http://www.ifcilt.com)>Career >Current Openings >Select the post and click on apply and select the category. On selection of category click Yes to cost of application paid. And start filling the application form displayed therein.

- iv. PwD candidates belonging to SC/ST category, can apply directly upon selection of the category. If PwD candidate belongs to UR/OBC, on selection of the category, please select whether a PwD candidate- Yes and start filling the online application form displayed below.
- v. Candidates will have to enter their basic details and upload the photograph, signature, qualifying educational certificates (10th onwards), present/last employment certificate, caste certificate (if applicable), disability certificate (if applicable), proof confirming status of Ex-serviceman (if applicable), proof confirming domicile of J & K during 1/1/1980 to 31/12/1989 (if applicable), NOC (if applicable) and Resume in the online application form as per the specifications given under "**Guidelines For Scanning & Uploading The Photograph, Signature And Certificates/ Documents:**".
- vi. Candidates are advised to carefully fill and verify the details filled in the online application themselves and click PREVIEW BUTTON before submitting the application as no change will be possible/ entertained after clicking the SUBMIT BUTTON.
- vii. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- viii. Validate your details and Save a copy of your application.
- ix. Click on the Preview Tab to preview and verify the entire application form before finally clicking SUBMIT button.
- x. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of cost of application so collected shall be entertained.
- xi. To avoid last minute rush, candidates are advised to pay the cost of application and apply online at the earliest.
- xii. IFCI does not assume any responsibility for the candidates not being able to submit their applications within the prescribed last day application on account of aforesaid reasons or any other reason, whatsoever.

**(D) Mode of Payment for Cost of Application:** Candidates have to make the payment of requisite cost of application through the online mode only:

- i. The application form is not integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards, Credit Cards, Internet Banking and Pre Acknowledgement Payment (PAP) Form for Payment through any SBI Branch (may be called Bank Challan).
- iii. Once the applicant is directed to the SBI Payment Gateway, the following information needs to be filled up before proceeding for the payment.
  - i. Candidate Name:
  - ii. Father Name
  - iii. Date of Birth
  - iv. Mobile No

- v. E-Mail Address
- vi. Position Applied for
- iv. After filling all the details as mentioned in serial no. D (iii) the applicant may proceed for payment upon clicking submit button.
- v. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- vi. On successful completion of the transaction, an e-Receipt will be generated with a SBCollect Reference Number.
- vii. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. In case of any disruption in connectivity, a candidate is required to use the link "Make Payment" available in the IFCI page to reach to SB Collect site. On failure of payment, candidates are advised to again follow the procedure for payment mentioned above and repeat the process of payment. In case a page asking for information like State of Corporation/ Institution and Type of Corporation, then following procedure needs to followed-
  - a. In State of Corporation/ Institution select All India and in Type of Corporation select PSU- PUBLIC SECTOR UNDERTAKING. Then Click on Go button.
  - b. In PSU- PUBLIC SECTOR UNDERTAKING Name select IFCI LTD and click submit button.
  - c. In "Select Payment Category" select Recruitment 2016 and you will be directed to the payment page. Now follow the instructions mentioned under "**Mode of Payment for Cost of Application**" serial no. iii, iv, v and vi.
- viii. Candidates are required to take a printout of the e-Receipt and also save the pdf file of the same as it needs to be uploaded at the time of filling the online application. Please note that if the same cannot be generated, online transaction may not have been successful. In case the candidates are paying the cost of application through Pre Acknowledgement Payment (PAP) Form (may be called Bank Challan), they need to upload the scanned copy of Depositor Copy at the time of filling the online application.
- ix. In case the candidate needs to regenerate the e-receipt, a candidate is required to use the link "Make Payment" available in the IFCI page to reach to SB Collect site. Upon clicking Make payment you will be directed to the SBI payment gateway page. Kindly select the option "Payment History" shown in the right side of the page and "**Select a date range to view details of previous payments (OR)**", enter your date of Birth, Mobile Number, Start Date and End Date. Now enter the Enter the text as shown in the image and click Go. You will be now able to view your payment history and can print the same.
- x. To ensure the security of your data, please close the browser window once your transaction is completed.
- xi. It is advised to save a copy of the final application form after submission.

**(E) Procedure for Uploading the Photograph, Signature and Certificates/Documents**

- i. There will be separate links for uploading Photograph, Signature and Certificates/Documents.
- ii. Click on the respective link for uploading.
- iii. Browse and carefully select the location where the file has been saved.

- iv. Select the file by clicking on it.
- v. Click the 'Upload' button.

**Your Online Application will not be registered unless you upload all the requisite documents, photo and signature as specified.**

**(F) Confirmation of application**

On successful submission of online application, the applicant will receive a confirmation mail and a separate mail will be sent in regard to confirmation to payment only to the candidates who had paid the cost of application