



**Electronics Corporation of India Limited**

A Govt. of India (Dept. of Atomic Energy) Enterprise

## HOW TO APPLY

Advertisement No: **38/2017**

Post Name(s): **Tradesman – B [WG-III]**

1. Eligible candidates have to apply 'ON-LINE' through our website "<http://careers.ecil.co.in>" or "<http://www.ecil.co.in>". The on-line application process will be operational from **20.12.2017 (1400 hrs.) to 05.01.2018 (1600 hrs.)**.
2. The candidate can take a print-out of the blank application proforma provided as a link on the main page, fill up the required information (in Capital letters) as per proforma along with the application fee details and apply through on-line so that the data furnished is error-free.
3. After applying on-line, the candidate is required to take the print out of registered on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. Write the system generated on-line application serial number on the **Application Fee receipt** for future reference.
4. **For Candidates those who worked or working with ECIL as Sr. Artisan/Junior Artisan with ITI qualification plus NAC or ITI qualification plus experience of tenure based contract have to provide a copy of reliving letter/service certificate along with list of documents pertaining to date of birth, educational qualifications, experience, Caste etc., during Certificate verification process.**
5. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.
- I. **Making payment of Application Fee (where applicable) ONLINE-MODE:**
  - Prior to payment of Application Fee, the candidate has to take care on his / her eligibility mentioned in the advertisement and proceed for payment of Fee;
  - **If any mistake made by the candidate on payment of Application Fee;** will not be paid back under any circumstances ;
  - General and OBC Candidates are required to pay a fee of Rs.500/- (Rupees Five Hundred only) as Application Fee subject to meeting the eligibility criteria as notified in the advertisement.

### **Instructions for making payment through SBI Collect Online:**

- i. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment"
- ii. Candidate will be redirected to:  
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=871058>
- iii. Click checkbox for terms and conditions and then click on Proceed.
- iv. In Select Payment Category, select Tradesman-B Recruitment.
- v. After entering all the required details in the fields provided; candidate has to proceed for payment through online by Net Banking / Card Payments;
- vi. After remitting the fees, the candidate has to enter the **SB Collect Reference Number** in the column [field] provided in online Application column of "**Journal number**", **Branch Code - "02714"**, **Branch Name - "ECIL"**, Date of payment and Amount under the "SBI payment details of Online / Offline field" and submit the application.

**ii. Making payment of Application Fee (where applicable) OFFLINE [Pre Acknowledgement Payment (PAP) Form]:**

**Instructions for making payment through SBI Collect Offline :**

- i. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment"
- ii. Candidate will be redirected to:  
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=871058>
- iii. Click checkbox for terms and conditions and then click on Proceed.
- iv. In Select Payment Category, select Tradesman-B Recruitment.
- v. After entering all the required details in the fields provided, candidate to proceed for payment through OFFLINE by click on the "OTHER PAYMENT MODES" - SBI BANK BRANCH ONLY.
- vi. Please print the Pre Acknowledgement Payment form and submit in any SBI Branch for payment.
- vii. After remitting the fees, candidate is required to enter the SB Collect Reference Number as shown in the SBI [PAP] **Pre Acknowledgement Payment Form** has to be entered in online application as **Journal Number, Branch Code, Branch Name, Date of payment and Amount** under the "SBI payment details of Online/ Offline field" and submit the application.

**Note: The payment of Application Fee through Online or Offline, the photo copy of Fee remittance has to be enclosed along with the requisite enclosures at the time of certificate verification process.**

**Candidate must upload his Photo, & Signature as per the following specifications:**

**i. Photograph Image:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, taken against a light coloured, preferably Blue background.
- Look straight at the camera with a relaxed face.
- If you have to use flash, ensure there's no "red-eye".
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Size of the file should be less than 50kb.

**ii. Signature Imaging:**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- If the applicant's signature on the OMR Sheet at the time of the examination does not match the signature on the Attendance Sheet / Hall Ticket, the applicant will be disqualified.
- Size of the file should be less than 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- The signature of the candidates should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching either at the time of written examination or document verification before personal interview, the candidature of the candidate will be cancelled.

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