

authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

G. HOW TO APPLY

Candidates can apply online only from 14.12.2024 to 12.01.2025 and no other mode of application will be accepted. Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) scan their:

- own photograph (4.5cm × 3.5cm)
- own signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand-written declaration (on a white paper with black ink) (text given below)
- ensuring that the all these scanned documents adhere to the required specifications as given in Annexure II to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand-written declaration is as follows –

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

(v) The above-mentioned hand-written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates or other category candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CWC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

H. APPLICATION FEE / INTIMATION CHARGES

SC/ ST/ Women/ PwBD/ Ex-Servicemen candidates will be exempted from the payment of application fee; however, they will be required to pay intimation charges of Rs. 500/-. Other Candidates belonging to Unreserved (UR), EWS and OBC shall be required to pay an online application fee of Rs. 850/- +Intimation charges of Rs. 500/-. The amount is inclusive of GST. However, applicable payment gateway charges for online payment facilitation shall be borne by respective candidate.

Category of candidates	Application Fee	Intimation Charges	Total
SC, ST, PwBD, Ex-Serviceman and Women candidates	NIL	Rs. 500	Rs. 500/-
Other candidates belonging to Unreserved (UR)/ EWS and OBC category	Rs. 850	Rs. 500	Rs. 1,350/-

Note: Above non-refundable fee is required to be paid by respective categories of candidates through online payment gateway only. Payment made through any other mode like DD, Cheque, Postal Order will not be accepted.

Procedure for applying online

- (1) Candidates are first required to go to the CWC's website www.cewacor.nic.in and click on the link "Career @CWC (Direct Recruitment)-2024" and then click on the option "[CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NO. 2024/01](#)" to open the On-Line Application Form.
- (2) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (3) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Handicapped candidates should fill the application form carefully and verify/ get the details verified to

ensure that the same are correct prior to final submission.

- (4) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- (5) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the 10th Class Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (6) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (7) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (8) Candidates can proceed to fill other details of the Application Form.
- (9) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- (10) Modify details, if required, and click on COMPLETE REGISTRATION only after verifying and ensuring that the photograph, signatures uploaded and other details filled by you are correct.
- (11) Click on 'Payment' Tab and proceed for payment.
- (12) Click on 'Submit' button.

I. Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

- (i) The application form is 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 (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI, IMPS, Cash Cards/ Mobile Wallets.
- (iii) 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
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fees. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

Note:

- 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
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the CWC.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CWC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature, inhuman/ inappropriate photograph and/ or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.