

9.0 TRAINING:

PSPCL may depute the selected candidates to undergo training at Technical Training Institute, PSPCL, Patiala or any other institute in India.

10.0 GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION: -

- a) Carefully read the advertisement and the guidelines regarding online filling/ submission of application form.
- b) Candidates will apply online through PSPCL website in English only. **No other means/mode of submission of applications including manual/paper will be accepted under any circumstances.**
- c) Candidate should have a valid personal mobile number and personal e-mail ID. These should be kept active during the entire recruitment process. After submission of requisite details for registration, Registration number will be sent on registered mobile number. Communication for document checking or any other communication will be sent through the registered e-mail ID and will be uploaded on PSPCL website. The candidates are, therefore, requested to check their registered e-mail and visit PSPCL website on regular basis for any communication from PSPCL. Under no circumstances, the candidate should share/mention e-mail ID password to any other person.

10.1 STEP-I: REGISTRATION FOR ONLINE APPLICATION FORM:

- 10.1.1 Please visit PSPCL website www.pspcl.in and click on "**Recruitment**" tab on website's home page and then click on - **Recruitment of AE/OT (Electrical) in the discipline of Electrical Engineering in PSPCL on the basis of GATE 2024 marks against CRA-310/24** and follow the instructions on this link.
- 10.1.2 Select CRA and then Click on 'NEW REGISTRATION' (for first time registration) or 'REGISTERED CANDIDATE' (if already registered).
- 10.1.3 **New Registration:** Enter Post Applied, GATE 2024 registration number, Name (as mentioned in GATE 2024 Scorecard and Date of Birth (DOB). Fill other details and verify the OTP received on registered e-mail ID and mobile number.
- 10.1.4 After successful verification, fill all the details, on the next screen, required in the online application form (including Photo and sign).
- 10.1.5 "Save Draft" is for partial saving of information entered. A candidate can edit or view his/her information any time.

"Save and Preview" will save the complete information and will show the preview of completely filled form to the candidate for confirmation. Here the candidate can "Submit" or go back to edit any information. If a candidate clicks "SUBMIT" button on confirmation screen, he/she will not be able to edit his/her information anymore.

- 10.1.6 Before submission of his/her Step-I details, by clicking check boxes, accept the Terms & Conditions and Self-declaration.
- 10.1.7 Candidates who appeared in final year examination (2023-24 session) of qualifying degree should write '**RESULT AWAITED**' in the column: 'Year of Passing' in case the result is not declared yet.
- 10.1.8 On completion of Step-I, a message will be sent to candidate's registered mobile number conveying his/her completion of online application and will be informed to deposit the application fee. This completes the Step-I of online registration process.
- 10.1.9 Instructions regarding scanning of Photograph of applicant and Signature of applicant: Candidates should upload the scanned (digital) image of their photograph and signature in JPG/JPEG format, as per the process given below:

a) **Photograph:**

- Dimensions should be 150 x 200 pixels (preferred).
- Size of file should be between 20kb-50kb and should not be more than 50 kb. Photograph must be a recent passport size colour picture.

b) **Signature:**

- Dimensions should be 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb and should not be more than 20 kb.
- The applicant has to sign on white paper with **Black** ink pen only.
- The signatures must be signed by the applicant herself/himself only and not by any other person.

10.2 **STEP-II: DEPOSITING ONLINE APPLICATION FEE (NON REFUNDABLE)**

It is advised to deposit the requisite fee as and when the application form is submitted and do not wait for the last date of fee deposit. PSPCL shall not be held responsible, if any candidate(s) are not able to submit application and fee due to last time rush or any internet issue or any other reason whatsoever. After successful submission of online application, the candidate shall be directed to fee payment link, where the candidate should deposit the requisite application/processing fee and bank charges (if applicable). If candidate has not submitted the fee at the time of application submission the candidate can pay the fees as under.

10.2.1 Please visit PSPCL website www.pspcl.in and go to "Recruitment" tab on website's home page and then click on – " Recruitment of AE/OT (Electrical) in the discipline of Electrical Engineering in PSPCL on the basis of GATE 2024 marks against CRA-310/24".

10.2.2 Click on "Pay Fee" button, which will be redirected to Payment Page of SBI Payment Gateway.

10.2.3 Select the On-line payment option i.e. Internet Banking/UPI/Credit Card/Debit Card. Kindly make the online payment and retain the transaction number for future reference.

10.2.4 Applicants are informed that at the time of online fee deposit, if fee receipt is not generated due to some technical reasons, then probably payment failure message will be received from the bank within one hour and applicants shall have to deposit the fee again. In such cases fee shall be refunded back to applicant's account in few days. Otherwise, applicants may wait for 48 hours for success of their fee deposit.

10.2.5 After successful completion, the candidate should **take printout of Payment Receipt (Subject to Realization).**

10.3 **STEP III: PRINT APPLICATION FORM:**

10.3.2 After successful deposit of online application fee, login again after clicking on **REGISTERED CANDIDATE**.

10.3.3 **Check Fee Status:**

- If fee status is Not Paid, then payment is still not updated,
- If fee status is Paid, then payment is updated.

10.3.4 Click on **PRINT APPLICATION FORM**. It should be noted that no e-mail will be sent to the registered candidates containing final application form. It is suggested that candidates should download and retain the application form carefully for future reference.

10.3.5 On successful registration of online application, candidates are advised not to attempt for registration for the same post again since multiple registration numbers may create problem for candidates in future.

**For any queries/issues faced in applying online the candidates may write an email to the Helpdesk at helpdesk-recruitment@pspcl.in*

11 **ACTION AGAINST MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application. If at any stage (during document checking/issue of appointment letter/even after his/her joining PSPCL) any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged/bogus or does not meet the eligibility criteria(s) as mentioned under the CRA, the candidature of a candidate will be rejected ab initio and action may be taken against him/her as per law.