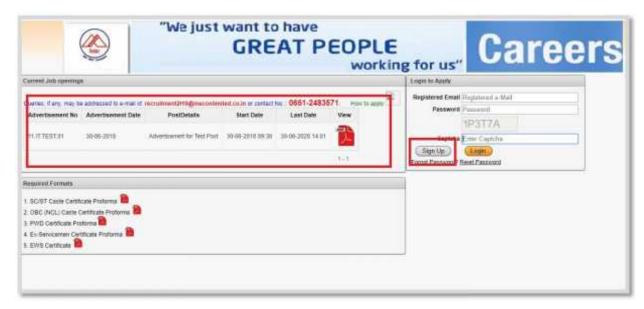
How to Apply for Online Recruitment

1. For New users, click on "Sign Up" and register into Online Recruitment Portal. Existing users may login using their credentials and skip to Step 4.



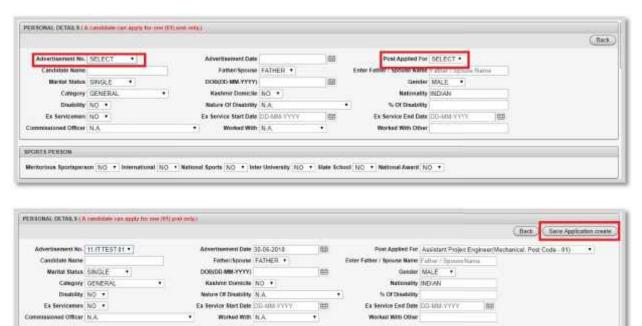
2. In User Sign-Up – New Registration, enter all details and click "Register". Read Important Notes carefully.



- 3. Upon successful registration, Login to the portal using your credentials.
- 4. Click on "Apply against a new Advertisement".



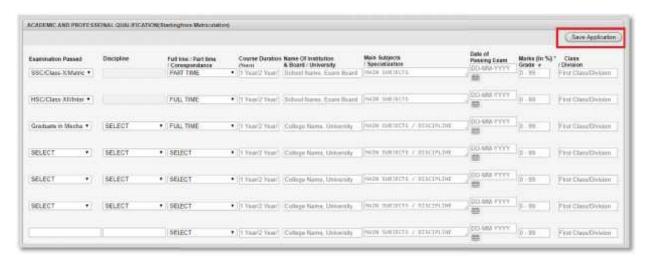
5. Application form will appear. In Personal Details Section, Select the "Advertisement Number" for application, "Post applied for" from the drop-down list. Click on "Save Application Create". Enter other Details in the section.



6. Enter details of Sports Person if applicable and Save Application.



7. Enter Academic and Professional Qualifications and Save Application.



8. Enter Additional Qualifications / Trainings Undergone (if any) and Save Application.



9. Enter Work Experience Details and Save Application.



10. Details of Online transaction for application fees payment to MECON(if applicable) will be updated automatically once payment is done within 24 hours of payment.



11. Enter Address details and click on "Save Application".

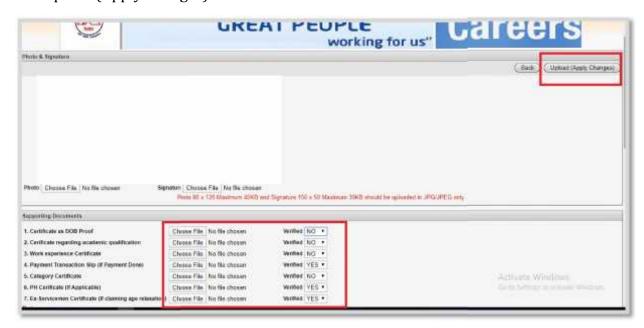


12. Candidate needs to upload Relevant Documents as per applicability. Click on "Upload Supporting Documents."



- 13. Instruction for uploading supporting documents are as below:
- Each document should be duly self-attested, in PDF Format, and not exceeding 1 MB.

- In case of multiple documents in work experience, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.
- Candidates are requested to check and verify the uploaded documents using View link available in this page.
- Candidates are requested to check and verify the uploaded documents using View link available in this page.
- In case of the documents uploaded are not legible (not viewing properly), then the application is liable to be rejected.
- Choose files against mentioned document and select Verified as "Yes". Click on "Upload (Apply Changes)".



14. Read the declaration carefully. Click "Agree" to agree for declaration. Candidates are requested to check the application before clicking "Confirm Application".

Once confirmed, no changes shall be allowed in the application form.



- 15. On clicking "Confirm Application", if candidate is not eligible, error message will be displayed. Candidate shall not be allowed to submit the application if he/she is not eligible.
- 16. After "Confirm application", confirmation page with your **Application Number** will be displayed. Note down the Application Number for future reference. Click "Back". If candidates have to pay fees then click on "Proceed for Online Payment".



- 17. Next step is payment of application fees by candidates, if applicable, whose status is "PAYMENT NOT RECEIVED". If status of application is "SUBMITTED" skip to step 20.
- 18. Candidates are advised to Read "Steps to follow for Online Payment" carefully. Click on "Proceed for Online Payment" to make online Payment. Application will be "SUBMITTED" automatically subject to successful transaction and receipt of application fees by MECON.



- 19. Transaction details will automatically get updated once payment is received by MECON done through Online Payment Mode and can also be viewed by candidate.Refer Step 10.
- 20. Once application is "**SUBMITTED**", "**Print**" option will be enabled. Candidates may take print out of application form for future reference. No need to send any Hardcopy of application.



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