

INSTRUCTION TO FILL THE APPLICATION FORM FOR INSTRUMENT MECHANIC

For Any Queries, call 022-29210402 or email at recruit.gsecl@gmail.com

1. Last Date for Online Registration of application and Online Payment

11th December 2017(06:00 PM)

2. Last Date for payment of Fees through SBI Challan

17th December 2017

3. User Registration Process.

- a. Candidate has to click on create User on Portal
- b. Enter the mobile no. , System will be sending an OTP that will be valid for 15 mins.
- c. Enter the OTP once you get on your registered mobile no.
- d. After doing correct OTP entry system will be validating the mobile no. and move on to next page for candidate registration.
- e. Candidates will be getting user id and password through Email and SMS.

4. User Login

- a. User has to do login by Correct User ID and password that has been sent on registered mobile and email.
- b. If logged in by incorrect user ID and Password more than five times User ID will be locked.

5. Age Criteria :

Age limit: (As on the date **06.11.2017**):

1. 35 years for UR Candidates
2. 40 years for SC, ST and SEBC candidates

Relaxation in upper age limit to other categories shall be given as under:

Category	Age Relaxation
PH Candidates	10 years
Female Candidates	5 Years
Ex Armed Force Personal	10 Years
Dependent of retired employee of the company	Up to age of 40 years

The upper age limit shall be 45 years after effecting all the age equations

6. Education Qualification:

Post Name	Required Qualifications
Instrument Mechanic	Diploma in Instrumentation & Control

7. How to Unlock the User Id.

User has to unlock the user id by processing forgot User ID or by forgot password.

8. Photo and signature Size

The size of photo and signature should be min 50kb and max 80 kb.

9. Payment :

- a. After filling of the application form, Candidates will need click on proceed to pay
- b. You will be redirected to SBI payment gateway page.
- c. You will have an option to pay by net banking, Credit Card, Debit Card and Cash mode.
- d. In case of Cash mode, user will have to take the Challan print out and do the cash payment in any branch of SBI.
- e. **Once you have selected the cash mode for payment, you will not be able to opt for the other payment mode before 6 days**
- f. In case of online payment mode, if you don't get any response for your payment, try again after 15 mins.
- g. **You will have only 7 attempts for doing you payment with a particular User ID.**
- h. For interest of candidates, it is advisable to make online payment (Credit Card, Debit Card or Internet Banking) for faster process.

Note: (Abbreviation)

- **Exchange = Employment Exchange**
- **BOAT APPRENTICE = Board of Apprenticeship Training**
(Apprenticeship done at GSECL)