

## **HOW TO APPLY FOR ONLINE APPLICATION FOR CEPTAM – 08 ADVT.**

**(Online Application facility will be available from 16<sup>th</sup> January – 08<sup>th</sup> February 2016)**

Online Application is mandatory for STA 'B', Technician 'A', Junior Translator, Admin Assistant 'A', Store Assistant 'A' and Stenographer Grade II. For Asstt. Halwai-cum-Cook and Vehicle Operator 'A' a candidate can apply online or offline.

### **PRE-REQUISITES FOR APPLYING ONLINE**

Before applying online, candidates should have scan copy of their -

Photograph, left hand thumb impression, signature, driving license ( Only for Vehicle operator 'A' ), Experience certificate (Only for Asstt. Halwai-cum-Cook ), 10<sup>th</sup> class certificate, caste certificate (wherever applicable) and one certificate for Essential Qualification Requirement (EQR) as per specifications mentioned further.

### **CANDIDATE HAS TO UPLOAD ONLY ONE CERTIFICATE FOR EQR i.e.**

For STA 'B'	: Diploma/B. Sc. Certificate (Final / Provisional)
For Junior Translator	: Post Graduation / Graduation Certificate
For Stenographer Grade II, Admin Assistant 'A'	: 12th Class Certificate
Store Assistant 'A'	: 12th Class Certificate
For Technician 'A'	: ITI Certificate (Final / Provisional)
For Vehicle Operator 'A'	: 10th Class Certificate (Final / Provisional)
Assistant Halwai-cum-Cook	: 10th Class Certificate (Final / Provisional)

Candidate must have a valid personal email ID, which should be kept active till the completion of the Recruitment Process. DRDO may send registration details, information, and 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 before applying on-line and must maintain that e-mail account. Under no circumstances, a candidate should share with / mention e-mail / Password to any other person.

### **INSTRUCTION FOR FILLING REGISTRATION FORM**

After clicking the link "Online Application for CEPTAM – 08 Advt." (Available on CEPTAM notice board on [www.drdo.gov.in.](http://www.drdo.gov.in)) you will be redirected to Online Application home page. For first time registration. Clicking on "New Registration" link would take you to the page where you are required to enter mandatory details like Name, Date of Birth, Gender, Email ID, mobile number, Security code which will be used for the online application. As soon as candidate click on the "SUBMIT" button a message will come "Do you want to save the registration". After clicking OK a message will be shown on screen your registration is successfully completed and user id (email id entered at the time of registration) and a system generated password will be sent to your email id. Candidate can login the application via his registered email-id and password for applying. Candidate can also change their password after first login. If candidate forgets the password then based on certain information filled by candidate, password will be reset and sent to his registered email-id. Registration can be done once with same e-mail id. After successful registration candidate can apply for one or more than one post with same registration but name, date of birth, gender, category, sub-category, will not be editable after completing one application.

**Field indicated with \* are mandatory**

1. **Candidate name:** Candidates name field has been broken into three parts i.e. first name, middle name, last Name. First name is mandatory. If candidate leave the first name field blank then proper Message will come. MESSAGE WILL FLASH “PLEASE fill your FIRST NAME:” name can contain letters only. Candidate Name must be as per 10<sup>th</sup> class or equivalent certificate.

2. **Date of birth:** This will be in drop down mode in DD MM YYYY format. DOB cannot be left blank. Candidate DOB must be as per 10<sup>th</sup> Class certificate. If candidate leaves this field blank then proper Message will flash “Please fill your date of Birth”

3. **Gender:** Checkbox with option **Male, Female**.

4. **Mobile No:** 10 digits only (Without prefix zero)

5. **E-mail.:** Email id will be your registration id after successful registration. Validation of Email id will be done at the time of registration by sending password.

6. **Security Code:** Alphanumeric code display in the box has to be entered in the textbox.

*(After registration, you are required to enter your registered email id and password (Sent on your email id) for applying online application)*

**INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**

Online Application form is spread over five different Modules / Sections designed to capture information related to (1) Personal Details (2) Exam details / Educational Qualification / other details (3) Upload scanned copies of Photograph, thumb impression, signature, driving license (Only for Vehicle operator ‘A’), Experience certificate (Only for Asstt. Halwai-cum-Cook), 10<sup>th</sup> class certificate, caste certificate (wherever applicable) and one certificate for Essential Qualification Requirement (EQR) (4) Review/Finalize and (5) and Fee payment (wherever applicable). Details can be filled in multi-session after Registration. Once registered, you can apply for more than one post codes with the same registration. Before closing each session candidate must save the information filled by clicking ‘Save & Continue’ button. Candidate can also go back for editing the filled details. Before filling up the Online Application, candidates are advised to go through carefully the relevant Advertisement published in the Employment News dated 16-22 Jan 2016. Visit to <http://www.drdo.gov.in/> to access the Online Application. If already registered then user can login for online application by clicking “**LOGIN**” otherwise go to “**NEW REGISTRATION**” for register yourself. Candidate can login the application via his registered email-id and password sent your e-mail id. After entering registered email id and password home page of Online Application will open. Click on "Online Application" link for applying.

**1. Personal details (Step 1):**

**Candidate’s name:** It will be imported from registration details but in editable mode.

**Father's name:** Father's name field has been broken into three parts i.e. first name, middle name, Last Name. First name will be mandatory. If candidate leaves the first name field blank then proper Message will flash "Please fill father's first name." Name can contain letters only.

**Mother's name:** Mother's name field has been broken into three parts i.e. first name, middle name, Last Name. First name will be mandatory. If candidate leaves the first name field blank then proper Message will flash "Please fill mother's first name." Name can contain letters only.

**Date of birth:** Candidate's Date of birth will be imported from registration details but in editable mode. Candidates must verify his eligibility as per age calculated against this field. For eligibility refer our advertisement.

**Gender:** Imported from registration details but in editable mode.

**Nationality:** Drop down with options **Indian** and **others**. But as soon as candidate selects '**others**' specify it in the text box.

**Mobile no.** will be imported from registration details.

**Email-ID:** It will be imported from registration details and will be in non-editable mode.

**Category:** Check the relevant radio button. Only one can be chosen. It will be mandatory

**Sub-Category:** Check the checkbox in relevant box. More than one can be chosen.

**Identity proof:** select from drop down list and fill the ID card number in text box. It will be mandatory. Aadhar card number will be preferred.

**Physical measurement:** enter the height (in cm) and weight (in Kg) details. It will be mandatory.

**Identification marks:** Enter the identification marks details. It will be mandatory.

**Address Details:** Here system asks for your contact details such as your c/o, address, state, pin code. All are mandatory. In case your correspondence address and permanent address are same, you are not required to enter it again. Click the link "**CLICK HERE IF PERMANENT ADDRESS IS SAME AS ABOVE**" In case your correspondence address is different than the permanent address, then fill up the details of permanent address. These addresses should not be changed throughout the recruitment process.

**Landline no. :** Total 11 digits (STD Code (with 0) + Telephone No.) only. This is not mandatory.

**Security Code :** Candidates should enter the characters as shown in CAPTCHA image.

*Click on save & continue button to save the entered details and proceed to next step.*

## 2. Examination/EQR/ other Details (Step 2):

**Applying for post:** Choose the post code – post name – subject from the Drop Down list. It will be mandatory. Candidate has to fill the higher qualification details, Diploma / Bsc. Details and etc as asked by system.

**Exam City Preferences:** Choose the Preference for exam city code-city name from drop down list. This is mandatory. Candidates are required to fill all three preferences. All three exam city preference cannot be the same.

**Educational Qualification(s):** Here system asks for details of your educational qualification (s) to provide details of 10<sup>th</sup> / 12<sup>th</sup> / ITI / B.Sc. / Diploma / Graduation / Post Graduation qualification as per the post selected. Auto checked qualifications are mandatory. For other than essential qualifications check the checkbox and enter the details.

**Employment Record:** Here system asks for details of your past or current employment in Central or State Government / PSU. If you click on yes button then system asks for details of your employment record Information i.e. name of organization, post held, pay scale/grade pay, period, nature of duties performed. Fill the relevant details. For ESM and GS candidate this is mandatory.

**Any other relevant information:** candidate can mention other important details.

*Click on save & continue button to save the entered details and proceed to next step.*

*Click on yes, upload the images and files if available as per specification, or can be uploaded later*

## 3. Upload images / Documents (Step 3)

**As per following Format / Size,** candidate may upload his / her **images / Documents**

IMAGES / DOCUMENTS	SIZE	FORMAT
Photograph (recent color passport size picture) (4.5 mm & x 3.5 mm)	5 – 20 KB	JPG / JPEG
Left Thumb Impression (on white paper with Blue / Black stamp pad)	5 – 20 KB	JPG / JPEG
Signature (on white paper with Blue / Black pen)	5 – 20 KB	JPG / JPEG
10 <sup>th</sup> class Certificate	30 – 100 KB	JPG / JPEG
Educational Qualification Requirement Certificate	30 – 100 KB	JPG / JPEG
Caste Certificate (Only for Reserved Category)	30 – 100 KB	JPG / JPEG
HMV Driving license(For Vehicle operator only)	30 – 100 KB	JPG / JPEG
Experience certificate as per Advt.(For Asst. Halwai-Cum-Cook only)	30 – 100 KB	JPG / JPEG

Uploaded photograph, Thumb Impression and specimen signature must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected and no representation from the candidate will be entertained. After uploading, the page shows the preview of the uploaded images of Photo, Signature, Thumb Impression, Driving License and EQR document. Here the candidates are advised to see his / her uploaded images that the images are clearly visible / identifiable. If the candidate is satisfied with the uploaded images, he may click on save and continue button and proceed for next section. If for any reason uploaded images are not up to the mark then the candidate can RELOAD these images.

#### **Review the filled application (STEP – 04):**

Here, the system displays all the information filled in by the candidate in the Online Application for verification at his / her end. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. If candidate is not satisfied with their details filled by them, he may change their details by going back to respective sections and if candidate is satisfied with all filled details, he has to check the “I declare” checkbox and he has to click on “final submit and proceed to payment button”. This will be redirected to fee payment page (exempted for SC / ST / ESM / PWD / WOMAN Categories).

#### **Online Fee Payment (Wherever Applicable) (STEP – 05):**

All the applicants for online application (exempted for SC / ST / ESM / PWD / WOMAN Categories) must have to pay application fee through online payment method. Until payment is made application cannot be submitted.

A fresh page opens up showing options of payments, "**Pay by Card**" and "**Pay by Net Banking**".

1. Select the choice of your payment option.
2. Internet banking facility would be directed to their respective sites and after completing payment process would be directed back intimating payment details.

After the successful completion of **Fee Payment** (exempted for SC / ST / ESM / PWD / WOMAN Categories) every candidate will be allotted a unique, system generated **ONLINE APPLICATION NUMBER** which must be carefully preserved. It will be sent on candidate email-id with the message that online application has been saved successfully. It will be used as reference for all the further correspondences and downloading of the admit card etc. The application will also be sent to registered email id.

**Note:** Once an applicant has successfully submitted the application through online, the same gets registered with the DRDO and the applicant is **NOT** required to send a hard copy of the print out of his/her application to the DRDO's office. However, the candidate must keep a hard copy of his /her application for his/her own record and also should submit at the time of document verification/trade test/interview, with all original documents.

**SAVED APPLICATIONS:** There will be four columns for each application i.e. “Edit Personal Details”, “Edit Application”, “Upload Documents” and ‘Review Application’ under this module. Those applications which are not completed in all respect will be shown here without Application number and those applications which are completed and finally submitted will be shown here with Application number. Candidates can click their application and can edit their applications details before final submission only. Candidates are advice to check and ensure that information given in the application form is correct before final submission only. Candidates can also view and print their finally submitted applications in this module. If candidate apply for more than 01 post, he can view and take print out of all applications from here. Candidate may also delete his applications which are not finally submitted in this module.