3.3 How to Apply

General Instructions for submission of on-line application

- a) Candidates should possess a working mobile number and a valid & active personal email i.d. CEPTAM will not entertain any request for change of mobile number & email address at any stage of recruitment process.
- b) Candidates are advised to submit online applications much before the closing date and not to wait till last date, to avoid the possibility of network congestion or failure to login to the website on account of heavy rush/load on the website during the closing hours/days.
- c) CEPTAM will not be responsible, if candidates are not able to submit their applications within the last date due to the aforesaid reasons.
- d) Candidates must review their application before final submission.
- e) Candidates are required to make online payment of application fee.
- f) Eligibility of the candidate will be considered on the basis of the information furnished in the online application form and documents uploaded. Hence, candidates are advised to fill the application form carefully.
- g) All candidates must apply online through the link available on DRDO website (https://www.drdo.gov.in) under section "Offerings" and displayed at "Vacancies", clicking on the Hyperlink "Click here to Apply", shall redirect the applicant to the Online Application portal.
- h) Please read the instructions carefully and click on the **"Click here"** hyperlink next to the **"To Register"** bullet point to initiate the registration process for the Online Application.
- i) For detailed notification/advertisement, please click the "Click here" hyperlink button in front of the "To read Advertisement". Please read carefully before filling the on-line application.
- j) Before starting to fill-up the application through on-line mode, the candidate should keep ready, the following details/documents:
 - i. Valid e-mail ID & mobile number
 - ii. Scanned copy of the candidate's signature,
 - iii. EQR certificates

All required essential qualification certificates (as on crucial date of eligibility of CEPTAM-11 Advt.), should be kept ready for uploading the scanned copies (in true color) during filling of online application form (as applicable).

- iv. Class Xth certificate
 - To be uploaded for age proof
- v. Certificates in support of reservation/relaxation i.e. SC/ST/OBC-NCL/EWS/PwBD/MSP/ESM, as applicable.
- vi. Active bank account details i.e. Name of Account holder, Account Number, Name of Bank and its IFSC code for online refund of application fee, as applicable.

Note: The uploaded files shall be of size between 100 kB to 1 MB (only .pdf format).

k) The process for submitting the application

Step-I: Registration of personal details and contact details. User id and password will be sent through e-mail/SMS on registered e-mail and mobile number.

- **Step-II:** Re-login to complete the fields of Personal details, additional details, communication details, qualification details, and declaration details, upload live photo, signature, EQR certificate & other related documents and submit application fee.
- Application once submitted cannot be withdrawn. Application fee and other charges (as applicable), once paid will neither be refunded in any case/circumstances nor the same shall be held reserved for any other recruitment OR selection process.

3.3.1 Step-I: Registration

- a) The candidate should fill up all the required information, i.e. personal details, contact details etc. correctly and press **"Generate OTP"** button.
- b) OTPs will be sent to the candidate's mobile no. & e-mail ID, separately. The candidate must enter both OTPs to verify mobile no. & e-mail ID, respectively.
 - Note: The e-mail ID and mobile number entered by the candidate in his/her online application form must remain valid and working throughout the recruitment process. Application sequence number, password and all other important communication will be sent on the same registered e-mail ID & Mobile no. (Please ensure that mails sent to the mailbox of registered E-mail ID is not redirected to junk/spam folder)
- c) Candidates agreeing to the Terms & Conditions may apply by clicking 'I Agree' check box given after the declaration and then re-verify the selected/entered values by clicking the "Re-verify" button and then ticking the Check boxes, if the entered values are displayed correctly, and pressing the "Submit" button.
- d) After clicking submit button/tab, the candidates will receive User ID & Password on their e-mail ID and mobile no. Next, candidate must Click "**Go to Application**" button (given on top right corner) to reach to Step-II.

3.3.2 Step-II: Filling —Up of Application

- a) After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the "Go to Application" button or if the candidate has logged out after registration, then the candidate can re-login by entering the User ID and Password on Login page and then clicking on "Login" button. Then the candidate must click on "Go to Application" button at top right corner for filling-up Personnel Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (Photo and signature). After filling all required details, Candidate must submit the application and pay applicable Application Fee.
- b) Candidates should take the utmost care in furnishing/providing the correct details while filling-up the on-line application. Candidates can edit the information only before submission of application because once the form is submitted, it cannot be edited.

Note:- Category [General(UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD] once filled by candidate in the on-line application form will not be changed at any stage of the recruitment process. Hence, the candidate must choose the correct category in the drop-down of the relevant field.

i. Instruction regarding Capture of Live Photograph

For filling of application form, the application module has been designed to capture a live photograph of the candidate in real time. For this purpose, the candidate is required to stand/sit before the camera when prompted by application module. Before capturing the photograph, Candidates shall select:

• a place with good illumination & plain background, adjust the camera at eye level and position himself/herself directly in front of the camera and look straight ahead.

- ensure that his/her face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
- do not wear a cap, mask or glasses/spectacles while capturing the photo.

Note Candidate shall not capture the photographs of his/her pre-existing photograph, instead of capturing a live photograph. All such applications where the photographs of candidate's, pre-existing photograph are captured will be rejected. The appearance of a candidate in the examination should be as per the live photograph captured during online application submission. Before submitting Application Form, Candidates must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded in the desired format, his/her application/candidature will be rejected.

ii. Instruction regarding Uploading of Photograph

Please upload one recent passport size photograph with white background.

Size of the image should be min. 100 KB and max. 200 KB.

Image should be .jpg or .jpeg format.

Scanner dpi should be 200 dpi or higher.

Dimension should be 3.5 cm x 4.5 cm.

iii. Instruction regarding scanning of Signature

Signature should be made with **black ink pen with pure white background** only. Signature must be in running letters and should **not be** CAPITAL/DISJOINTED letters. The image should be only .jpg or .jpeg format with size of file between 80 kB to 150 kB and a minimum resolution of 300 dpi is preferable. Non-standard signature (poor resolution, incomplete image, image other than signature, no signature or blank image, blurred/miniature signature) will result in rejection of candidature. Use of different signatures at various stages of recruitment may result in disqualification of candidature.

Note The signature must be made by Candidates only. The Candidate's signature obtained at the time of examination and later stage of recruitment process should match with the signature uploaded during application submission. In case it is found that there is mismatch of Signature, his/her candidature will be cancelled.

c) After uploading documents and signature, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to online payment gateway to deposit the fee, Refer Section 3.1 for Application fee & Mode of payment.

d) Guidelines for payment of fee are as under

- Post submission, the candidate will be re-directed through online payment gateway to make the online payment of application fees.
- Candidates are required to verify the details and make the payment for application fees.
- Post successful payment of application fees, candidate will be redirected to his/her application form.
- Candidate shall keep Payment acknowledgement slip with him/her for future use.

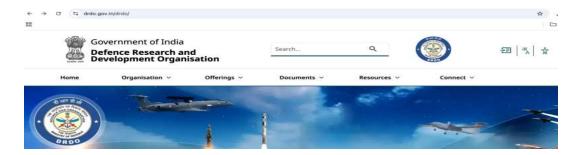
e) Printing of the submitted Application form

On successful submission of the Application form and after payment of the application fee, the candidate should print his/her application form, containing the details submitted by the candidate, by pressing "**PRINT**" button and saving/printing his/her Application form in PDF form.

- Successfully submitted application will be considered provisionally. **No printed copy of application is required to be sent to CEPTAM.** However, candidates will have to produce duly signed printed copy of application at the time of document verification, if provisionally selected. Applications submitted by other means/mode will be summarily rejected.
- f) Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised in the Helpdesk Tab available on the application portal after login or candidates may alternately contact "Help Desk No:022-61087530" between Monday to Friday (During 10 am to 5 am).

"How to Apply-Step By Step"

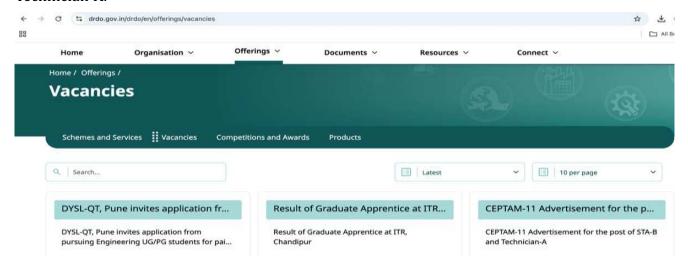
- Please visit to the official website of www.drdo.gov.in
- 2 Click on the option of "Offerings" appearing on the Top Ribbon of Website Homepage.



3 Click on the option of "Vacancies" appearing under tab of "Offerings" at Website Homepage.



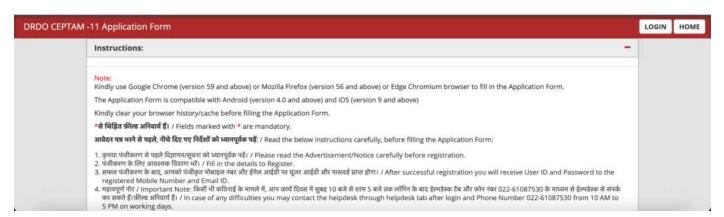
4. Click on the Option of "**View More**" under CEPTAM-11 Advertisement for the post of STA-B and Technician-A.



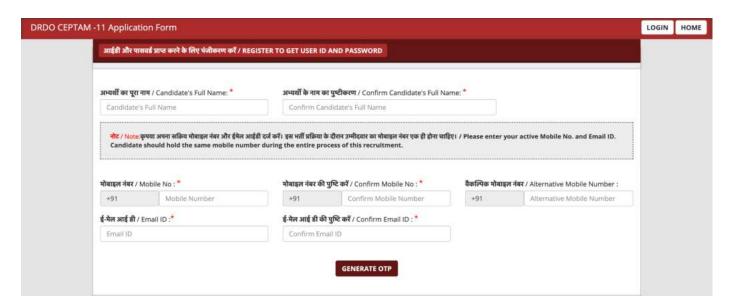
Upon Clicking" Click here to Apply", the applicant will be redirected to the Online Application Portal

5. The homepage of the Online Application Portal will appear as shown in the image below.





Please scroll down and fill in the Details in the respective fields to proceed with registration.



Once all details are filled in, Click 'Generate OTP'. The OTP will be sent to your registered mobile number and email. Enter the received OTP in the designated field to complete verification.

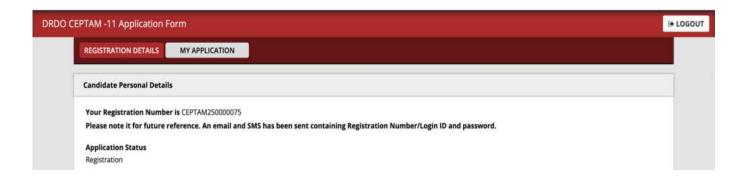


After OTP validation, scroll down to the declaration section, review the entered personal details, and then submit.

6. After completing the registration process, the applicant will receive a User ID (same as the Registration Number) and a password on the registered and verified mobile number and email address.

7.



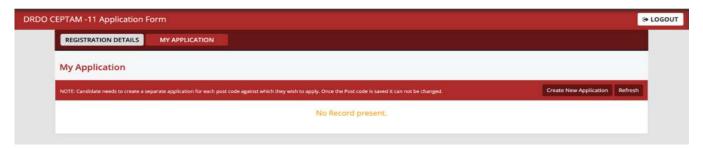


The applicant may proceed by clicking 'My Application' to continue filling the form, or choose to log out by selecting the 'LOGOUT' button and complete it later.

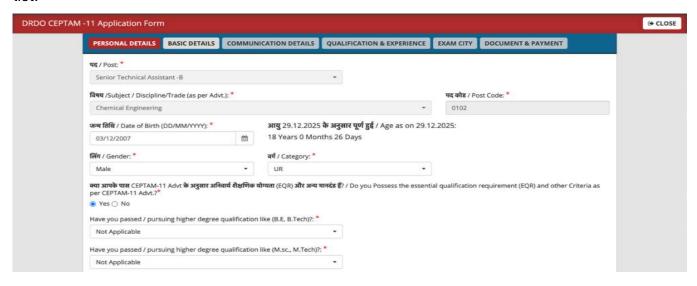
8. If the applicant logs out and wishes to log in again, they can do so using the User ID/Registration Number and the password sent to their registered mobile number and email.



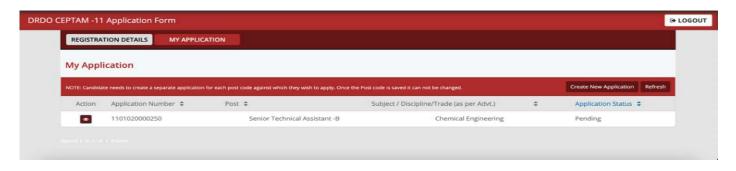
- Once the details are entered, the candidate may log in and proceed with the application by selecting 'My Application' as shown at the serial Number 7.
- 10. Since no application exists at the beginning, the list will appear empty. The candidate must click 'Create New Application' on the left panel to start the process. This will open a new Browser tab where personal details, post, and discipline must be entered."



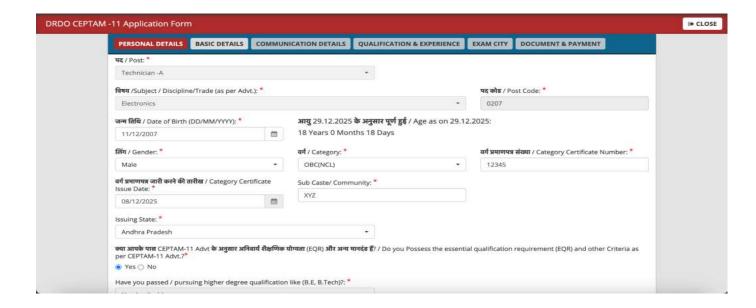
"After filling all the required information in the Personal Details tab, the applicant must click on 'Save and Next' to proceed to the next section of the Basic Details. At this stage, the candidate may switch to the main browser tab to view the saved Post and Discipline, which will now be visible in the application list."





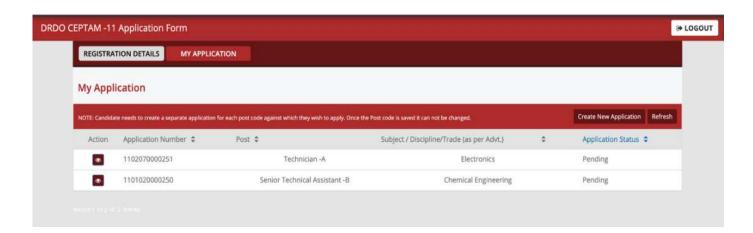


Please note that the candidate must complete the application form for each post in the respective browser tab opened for that post. If the candidate wishes to apply for multiple posts, they must click 'Create New Application' again in Main Browser Tab. A new browser tab will open, and the personal details and information for that specific post must be entered in that tab only.

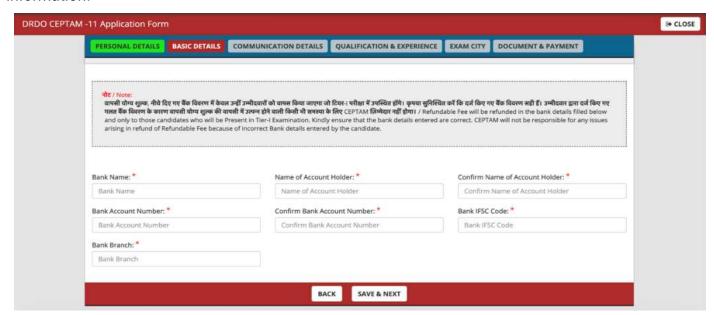


The candidate can verify that both applications are registered by returning to the main browser tab, where both applications will be displayed.



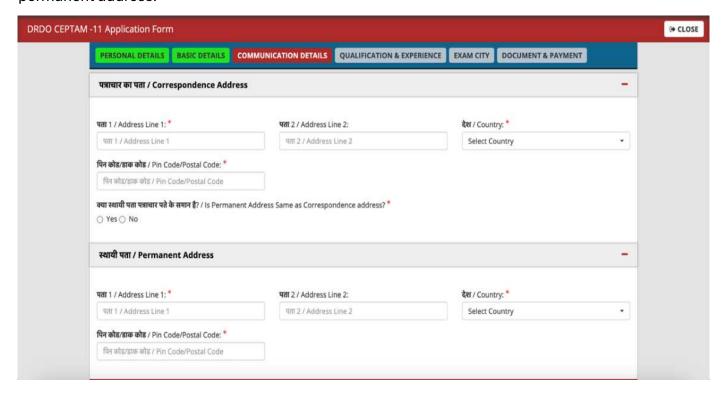


11. For the selected post, the candidate may now proceed to the 'Basic Details' tab and enter all required information, including parent details, nationality, community, identification details, and bank information.



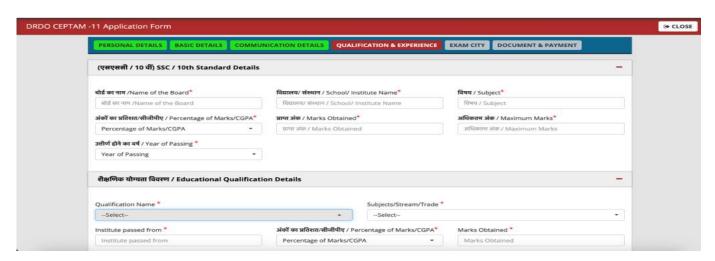
By clicking 'Save & Next', the candidate will move to the next tab: 'Communication Details'.

12. In the Communication Details tab, fill in all relevant information related to the correspondence and permanent address.

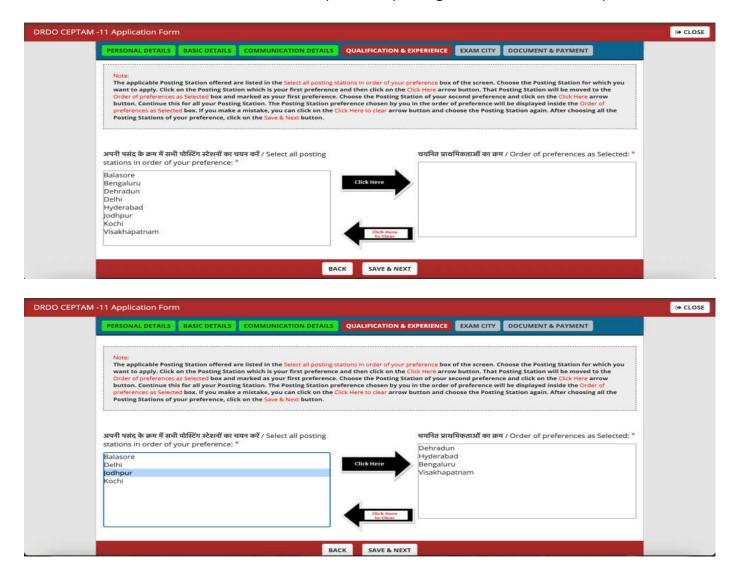


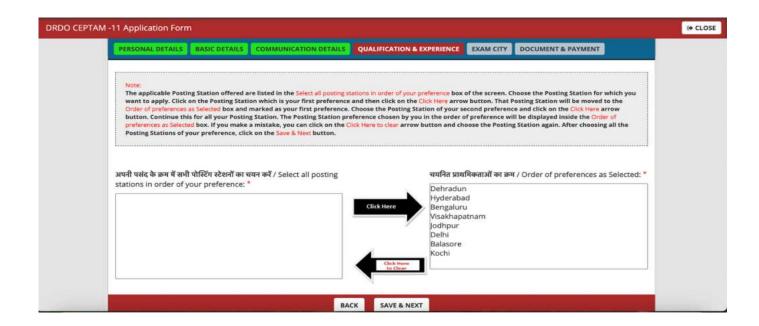
By clicking 'Save & Next', the candidate will proceed to the next tab: 'Qualification and Experience'.

13. In the 'Qualification & Experience' tab, please fill in all relevant details, including 10th and other educational qualifications, and provide answers to all other questions as required.



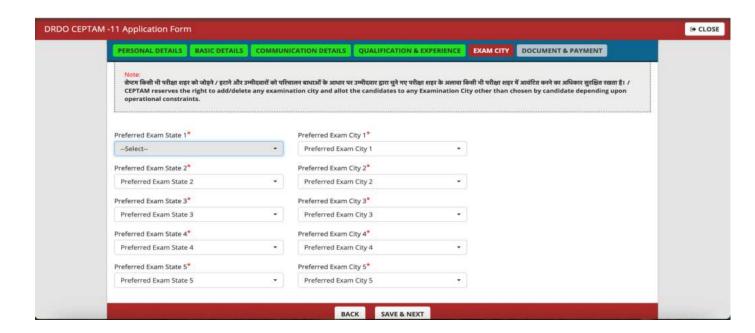
At the bottom, candidates must select their preferred posting stations in order of his preference.



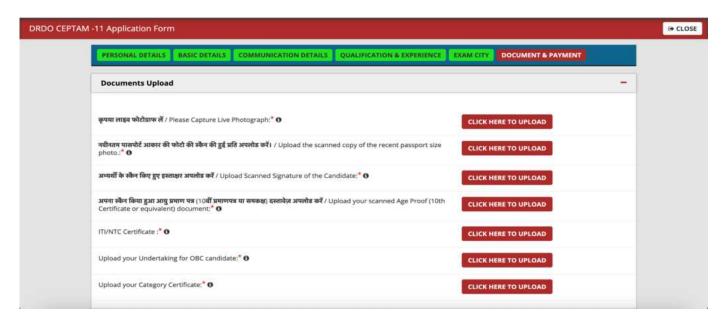


After completing the information, click on 'Save & Next' to proceed to the next tab, 'Exam City'.

14.

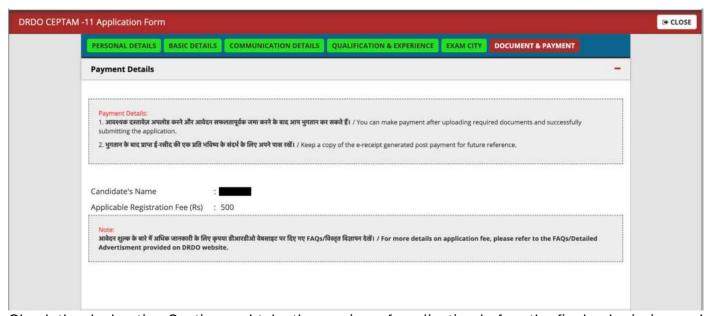


Please choose the exam city and 'Save & Next' to proceed to the next tab, 'Document & Payment'.



Upload the document as applicable and asked.

Scroll down: Amount of Fee shall also appeared in the same tab, Please check the same as well.



Check the declaration Section and take the preview of application before the final submission and clicking on the submit, Applicant shall be redirected For the payment gateway for paying the Application Fee.