एन टीपीसी−सेलपावरकम्पनीप्राइवेटलिमिटेड
(एन टीपीसी−सेलकासंयुक्तउद्यम)

NTPC-SAIL Power Company Private Limited
(A Joint Venture of NTPC & SAIL)
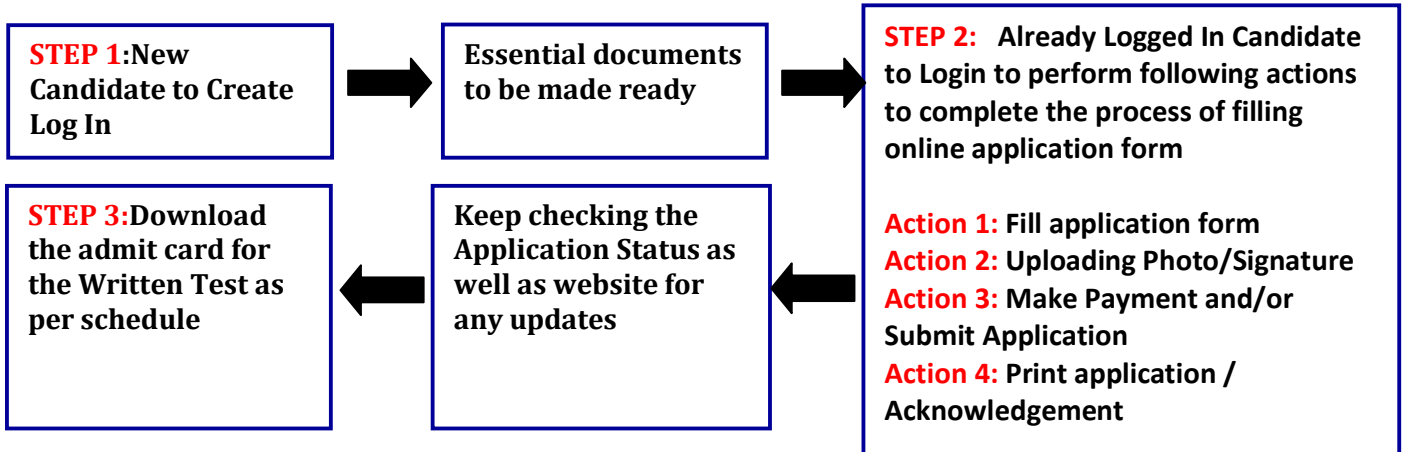
HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through website: **http://nspcl.co.in/** and click on **Careers**
2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

| STEP 1:New Candidate to Create Log In | → | Essential documents to be made ready | → | STEP 2: Already Logged In Candidate to Login to perform following actions to complete the process of filling online application form |

Action 1: Fill application form
Action 2: Uploading Photo/Signature
Action 3: Make Payment and/or Submit Application
Action 4: Print application / Acknowledgement

| STEP 3:Download the admit card for the Written Test as per schedule | ← | Keep checking the Application Status as well as website for any updates | ← |

STEP 1 : New Candidate to Create Log In

Login to Apply Online

◯ Fresh Candidate (CLICK HERE) to Create Log In

◯ Already Registered Candidate(CLICK HERE) to Apply

➡ New Candidate to visit the NSPCL website **and** click : **Fresh Candidate (CLICK HERE) to Create Log In**

➡ You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In for future use.

➡ Press the button "Submit". Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.

➡ **Note: Once the information filled here will not be changed.**

➡ The confirmation for the registration will also be sent on your email entered.

➡ Now click:**Already Registered (Logged In) Candidate (CLICK HERE) to Apply**to log in to fill the application form. Here to log in you have to fill the following:

Registered Candidate Login

Email ID*	
Post Applied For *	--Select Post-- ▼
Date of Birth*	▼ ▼ ▼
Password*	
	Submit

Fields marked with * are mandatory
Forgot Password? | New User click here

Essential documents to be made ready

➡️ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information

  a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for atleastnext one year.

  b) Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).

  c) All certificates/testimonials in respect of qualifications (all semester/year-wise mark sheet and Degree certificate starting from matriculation onwards).

  d) Experience Certificate/documents, if any, issued by the employer in support of experience details mentioned by the candidate in application form.

  e) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB

  f) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB

STEP 2: **Already Logged In candidate log in to complete the process of filling online application form**

Action 1	⇨	**Fill Application form**
Action 2	⇨	**Uploading of Photograph and Signature**
Action 3	⇨	**Make Payment / Submit Application**
Action 4	⇨	**Print Application /Acknowledgement**

➡️ Already Logged In Candidate to visit the **website: http://nspcl.co.in/**and click on Careers **and login by clicking Already Registered (Logged In) Candidate (CLICK HERE) to Apply**

➡️ On clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply** **page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:**

Action	Status
Click on the buttons given below	
Action-1: Fill Application	**To be Completed**
Action-2: Uploading of Photograph and Signature	**To be Completed**
Action-3: Make Payment/ Submit Application	**To be Completed**
Action-4: Print Application/ Acknowledgement	**To be Completed**

▶️ **Action 1: Fill Application (Click on the button to fill application form)**

  ⇨ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details and Experience Details** in the sequence as given below:

Click here to Fill Personal Details	Click here to Fill Qualification Detail	Click here to Fill Experience Detail

  ⇨ While filling the Personal Details, Qualification Details Experience Details, please save the information by clicking the button "**SAVE**".

  ⇨ In case you wish to edit any information you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information again by clicking the button "**SAVE**".

  ⇨ *Note: The information filled will not be saved unless the button "SAVE" is clicked.*

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▶ Action 2 : Uploading Photograph and Signature

⇨ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

⇨ **Upload Scan of Signature**- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

▶ Action 3 : Make Payment and / or Submit Application

⇨ Candidate to read the undertaking and accept the same.

⇨ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information again by clicking the button "**SAVE**".

No Fees is required to be paid by SC, ST & PwD candidates. On submitting application, the Action 3 stage will be completed and online registration number will be generated.

General/OBC category candidate is required to make the payment of₹ 300/- (Rupees Three Hundred only) plus bank charges (as applicable) through State Bank Collect facility of SBI only as per details given below:

⇨ Candidate to read the undertaking and accept the same. Application Reference Number will be issued on accepting the undertaking. This Application Reference Number is a provisional number issued for making the payment on SBI site. Now click on "Proceed to SBI Collect Payment"

⇨ Accept the terms and conditions and click "Proceed"; then Select Payment Category as "Officer Finance and Accounts E1" and proceed; now enter the Application Reference Number, other details and proceed for making payment. Confirm the particulars filled and proceed. Select any mode of payment options available and make the payment.

⇨ Note down the "**Payment Reference No.**" generated after making the payment.

NOTE: Once the payment has been made; you will not be allowed to change/modify any information.

▶ Action 4 : Print Application/Acknowledgement

Now visit the **NSPCL Registration Portal website: http://nspcl.co.in/** and click on **Careers** and login by clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply**

⇨ Click on Print Application /Acknowledgement

⇨ Enter the Payment Reference No. and Date of making the payment.

⇨ On submitting the above information "Registration No" will be generated alongwith Application Form. This "Registration No." issued is subject to the reconciliation of the payment made by you with the State Bank of India. Keep checking the Status of Your Application.

⇨ **Candidates should keep note of the same as this will be used for downloading admit card/interview call letter etc.** Candidates should also retain their copy of printed application form, Payment Receipt as they can be asked to produce it for future reference.

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Download the Admit Card

n the basis of information given in the Online Application Form, Admit Card of provisionally eligible candidates for the written test will be available for download from website: **http://nspcl.co.in/and click on Careers**as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card – On the due date for Admit Card, re-login to the website: **http://nspcl.co.in/and click on Careers** A link for downloading Admit Card for written test, containing the details of the time schedule, centre for the written test will be available.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the written test without a valid Admit Card.

NOTE: Candidates are advised to regularly check the status of applications and website for updates.