RECRUITMENT FOR PARADIP PORT TRUST

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

The Candidates applying for the examination should ensure that they full fill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional, subject to satisfying all the prescribed eligibility conditions.

INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM FOR PARADIP PORT TRUST: -

1.	The Applicants can apply ONLY through ONLINE MODE.
2.	First, the applicant has to visit the website "https://pptrecruitment.in" and should read notification, instructions and vacancy position carefully before applying online.
3.	Subsequently, the applicant has to click on the link **"REGISTER"**. The applicant must keep ready scanned image of latest passport size photograph and signature in .jpg format before applying online. a) Photo size should be equal to or less than 100-200 KB with 200 dpi. The Dimension should be 3.5 cms (width) X 4.5 cms (height) b) Signature size should be equal or less than 100-200 KB with 200 dpi. The Dimension should be 6 cms (width) X 3 cms (height)
4.	The online application involves the following process: Step 1. Registration/Login, Re-login with Registration No. & Auto Generated Password (A mail and SMS will be sent with unique registration number and password). Step 2. Personal details & Educational qualification Step 3. Uploading of photograph and signature Step 4. Preview – Edit Application / Proceed For Payment Step 5. Complete the Payment Step 6. Print Registration Slip ****Review all your details before you move to Payment. ****Filling in your information correctly is required. Our online system generates an application number and auto generated password.
5.	**Mode of Payment:** The applicant can deposit the fee only through online mode. In case of non-payment of fee, the application registered will not be considered for further process. The applicants are advised to keep a copy of registration slip, for future reference.
6.	PARADIP PORT TRUST reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.

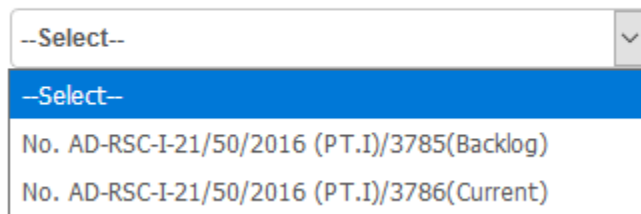To apply, Candidate should visit the website: https://pptrecruitment.in

➢ After Clicking on Register Button, click Register Now, where the Registration page will open up for filling in the basic particulars in the appropriate format, as provided.

➢ Candidate must fill in all the required fields. Fields marked with Red Asterisk (*) are mandatory fields and have to be essentially filled in by the Candidate.

REGISTRATION

Once you click on Register Now, Candidate will be able to see below screenshots.

Advertisement Number: - Candidate need to select Advertisement 1 or 2 from the drop down list as shown below.
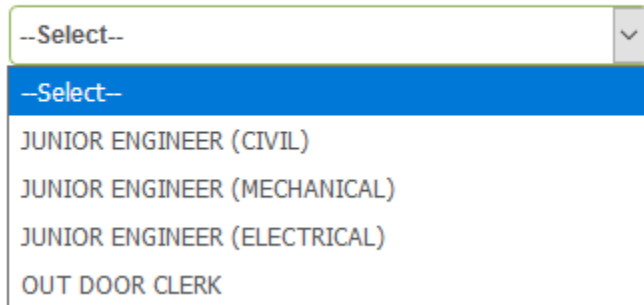
Advertisement Number *

--Select--	⌄
--Select--	
No. AD-RSC-I-21/50/2016 (PT.I)/3785(Backlog)	
No. AD-RSC-I-21/50/2016 (PT.I)/3786(Current)	

Post Applied For: - Please select the Post that you wish to Apply for PARADIP PORT TRUST, from the given Drop-Downs. For example, the snapshots are provided as under:

Post Applied For *

--Select--	⌄
--Select--	
JUNIOR ENGINEER (CIVIL)	
JUNIOR ENGINEER (MECHANICAL)	
JUNIOR ENGINEER (ELECTRICAL)	
OUT DOOR CLERK	

According to the above mentioned dropdown list, please select the Post. If you select for the Post of Junior Engineer in any stream, then below fields will be displayed.

Post Applied For *	Qualification
JUNIOR ENGINEER (ELECTRICAL) ⌄	DIPLOMA IN ELECTRICAL/ ELECTRONICS ENGINEERING FROM A RECOGNIZED INSTITUTION

If you select Out Door Clerk Position, then the below mentioned fields will be displayed

Post Applied For *

| OUT DOOR CLERK | ⌄ |

Qualification

GRADUATE WITH DIPLOMA IN COMPUTER APPLICATION

Do you have a certificate for Diploma from a recognized Computer Institute?
*

| --SELECT-- | ⌄ |

Candidate need to select Yes/No for the below mentioned criteria if they have selected outdoor clerk as mentioned below

Do you have a certificate for Diploma from a recognized Computer Institute?
*

| YES | ⌄ |

| --SELECT-- |
| **YES** |
| NO |

If candidate select Yes, then the below mentioned fields will be displayed.

Duration of diploma *

| --SELECT-- | ⌄ |

| --SELECT-- |
| One Year |
| 6 months |
| 3 months |
| Less than 3 months |

Candidate's Name: Please type and provide your Name as recorded in the Matriculation/Secondary Examination Certificate. Do not use abbreviations in the First/Middle/Last Name.

For e.g. NIMISHA MATHUR should be written as:

First Name *

| NIMISHA |

Middle Name

| |

Last Name

| MATHUR |

Category: The candidates should fill the appropriate category from amongst the Un-Reserved/OBC/SC/ST. The Candidates belonging to OBC Category and falling under the 'Creamy Layer' are not entitled to OBC reservation as per Government of India Rules. Such Candidates will be treated as belonging to Un-Reserved.

Category *

Select	⌄

Select
UN-RESERVED
SCHEDULED CASTE (SC)
SCHEDULED TRIBE (ST)
OTHER BACKWARD CLASS (OBC)

Under category if candidate selects SC/ST/OBC then one more field will be displayed as mentioned below. Candidate need to select either the caste certificate issued by Odisha Govt or others accordingly.

Caste certificate issued by ? *

Others	⌄

--SELECT--
Odisha State Government
Others

Physically Handicapped: -   Please select if you belong to Handicapped category. If YES, then you would also be required to select the applicable sub-category i.e. Visually Handicapped (VH) or Hearing Handicapped (HH) or Orthopedically Handicapped (OH).

Are you a Physically Handicapped (PH) Candidate (Min. 40% disability) *

--SELECT--	⌄

--SELECT--
YES
NO

If candidates select Yes, they will be able to see below mentioned field with drop down list.
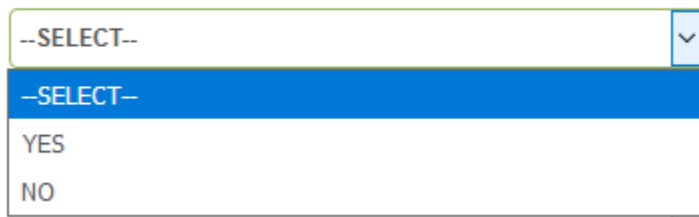
Type of Physical Disability *

--SELECT--
--SELECT--
VISUALLY HANDICAPPED
HEARING HANDICAPPED
ORTHOPAEDICALLY HANDICAPPED
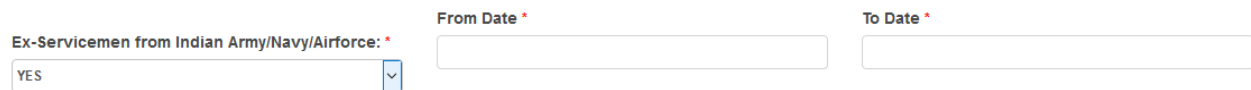
Ex-Servicemen From Indian Army/Navy/Air force: - Candidate need to select Yes/No from the drop down list as mentioned below.

Ex-Servicemen from Indian Army/Navy/Airforce: *

--SELECT--
--SELECT--
YES
NO
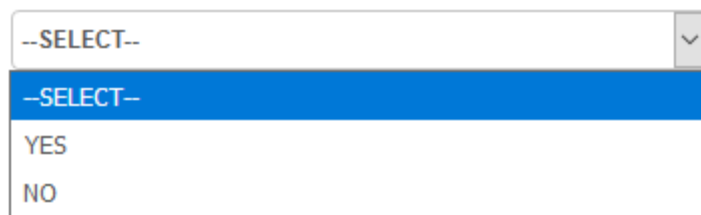
If candidate select Yes for Ex-Service Men, then candidate need to enter From & To Date as per the below mentioned fields.

Ex-Servicemen from Indian Army/Navy/Airforce: *

YES

From Date *

To Date *

Govt. Employee: - In case the candidate is currently employed in a Govt. Organisation, please select YES. Else select 'NO'.

Are you a Govt. Employee? *

--SELECT--
--SELECT--
YES
NO

Email Address: Candidate is required to enter his/her currently active E-mail ID in the below mentioned field.

Email Address *

Mobile No.: Candidate is required to enter his/her Mobile Number and ensure that the same is not in DND list so that they are able to receive the SMS alerts. Do not prefix with '+91' or '0' while entering your mobile number. Simply Place your complete 10-digit mobile number.

Mobile No (Enter a valid 10 digit mobile number) *

Employee of PPT: - If candidate is an employee of PPT, the candidate has to select Yes/No from below drop down list.

Are you an employee of PPT *

--SELECT--

--SELECT--

YES

NO

If candidate is an employee of PPT, after selecting Yes below mentioned drop down list will be displayed, Candidate need to select the drop down list based on the category of employment. (For details please refer information bulletin)

Select your category of employment. *

--SELECT--

--SELECT--

REGULAR

CONTRACTORS/SOCIETY/PPT

COMPASSIONATE APPOINTMENT

If candidate select Contractors/Society/PPT from the above, drop down list then candidate need to select one more drop down list as mentioned below if you rendered 5-year service in port or not.

Have you rendered 5 year service in port. *

| --SELECT-- | ⌄ |

| --SELECT-- |
| YES |
| NO |

Sports Person: - Candidate need to select Yes/No in the below mentioned field if they wish to apply for sports person.

Are You a sports person *

| --SELECT-- | ⌄ |

| --SELECT-- |
| YES |
| NO |
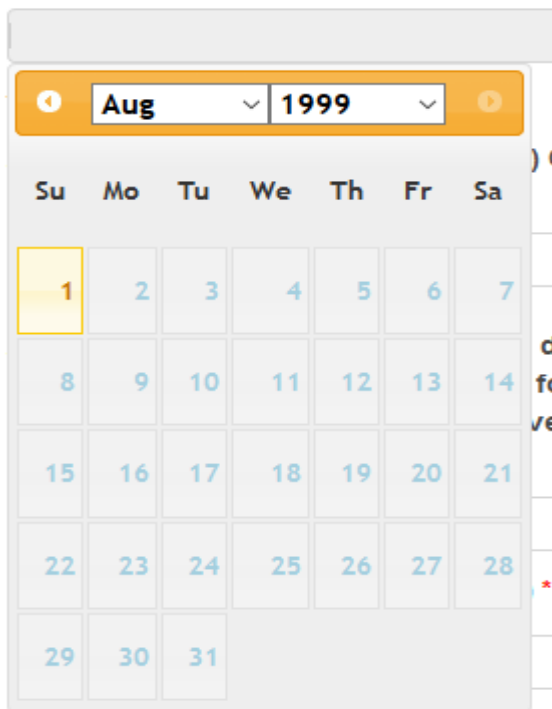
If candidate selects 'Yes' for sports person, then candidate need to select any one of the criteria (National/International/State) from the below mentioned drop down list.

Please select Level *

| --SELECT-- | ⌄ |

| --SELECT-- |
| National |
| International |
| State |

Date of Birth: The Candidate should enter the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate. Please select the Year of Birth first to activate the calendar options of Month and Date.

Date Of Birth *

	Aug ⌄	1999 ⌄	
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Age as on 1st Nov 2017 *

After selecting the DOB Age will be calculated in the above mentioned field.

Captcha Code: Candidate need to enter Captcha Code as shown below.

Captcha Code * F8RXKG Enter Code Shown In Image

Need to check the box of Terms & Conditions and Rules & Policies.

☐ I accept the Terms & Conditions and Rules & Policies

After accepting the above field, Candidate need to **Submit & Continue** as mentioned below.

Submit and Continue   Cancel

After clicking on Submit and Continue, you will be able to see the below mentioned screen for registration completion.

Registration – Step 1 Completed

Dear Candidate,,

Your Application Number is: - PPT1000054

We have sent you an email and SMS message with your login details. Please check your email and mobile number that you have registered.

Click the button below to login with your application number and password sent to your registered email id and mobile number.

If you have any questions, please email us at helpdesk.pptrecruitment@gmail.com for assistance.

Regard's
PARADIP PORT TRUST

Login To Continue

Candidate need to click on "**Login to continue**" as mentioned in the above screen. After clicking on Login to Continue, Candidate is directed to Login Screen as mentioned below. Enter Application Number and Password which was sent to your e-mail and Mobile number.

CANDIDATE LOGIN
Login with your Application Number and DOB

Application Number:

Password:

Captcha Code: X7GJ77   Enter Captcha Code
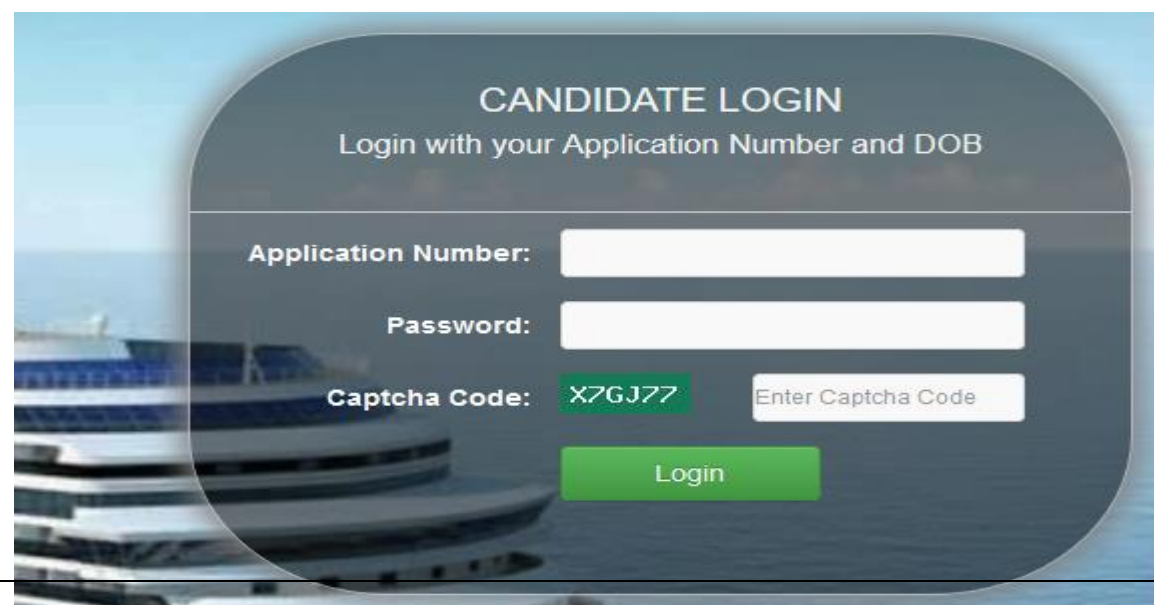
Login

After clicking on Login, you will be directed to second step of the registration and the tab title **"Personal Detail"** will open, personal Information details will be displayed, candidate has to enter some more information accordingly.

Registration Second Step Personal Details: -

Gender: The Candidate should select the applicable Gender from the drop down box menu as shown below.

Marital Status: The candidate should choose from Unmarried /Married /Others from the below drop down menu.

Nationality: Candidates need to select their Nationality from the drop down list.

Nationality *

--SELECT--	⌄
--SELECT--	
INDIAN	
OTHERS	

Father's/Husband's Name & Mother's Name has to be entered in the below mentioned fields.

Father's/Husband's Name *

FATHER NAME

Mother's Name *

MOTHER NAME

Address for Correspondence: -

In the address for correspondence fields, candidate need to enter House No/ Locality, Village/Street/Town, Country, City/District, State, Pin code accordingly as mentioned below.

ADDRESS FOR CORRESPONDENCE

House No / Locality *

Village /Street / Town *

Country

INDIA

State/UT *

SELECT STATE

City/District *

PLEASE SELECT A STATE FIRST

Pincode *

VALID PINCODE

Permanent Address: -

Permanent Address need to entered in the below mentioned fields, if permanent address is same as correspondence address please tick the box as mentioned in below screenshot.

Education Details: -

The candidates should furnish and fill the appropriate information correctly, such as: Examination Passed, Board/College/Institute/University, Year of Acquiring Qualification, course type, course duration, total marks/CGPA, secured Marks/CGPA & and % obtained

If candidate enters Total Marks & Secured Marks in the above educational details, then % obtained will be automatically calculated.

Experience Details: -

Candidate need to enter his/ her experience details as mentioned below. Like candidate need to mentioned Name of the Organization, Designation, From & To Dates, Nature of Employment & Scale of Pay/Salary Drawn.

Test City Preferences: -

Candidate need to select Preference Exam City 1 & I2 accordingly. Check the Terms & Conditions box and click on Save & Continue.

After clicking on "**Save & Continue**", candidate will be directed to the 3rd step of registration as follows.

Registration 3rd Step Upload Photograph: -

In the 3rd step of registration candidate need to upload Photograph & Signature as mentioned below by following the steps provided to upload.

After uploading Photo & Signature, candidate have to click on Save & Continue as mentioned above. Then candidate will be directed to Preview Details page.

Registration 4th Step Preview Details: -

In this Step candidate need to check all the details entered in 2nd and 3rd steps of registration. Candidate can now edit the fields if found any incorrect data entered. After checking all the details candidate need to check the box provided at the bottom of page and click on proceed to payment page as mentioned in the below screen.

Registration 5th Step Payment Details: -

Need to check the box provided in this step as mentioned below and click on click to pay.

For candidates belonging to SC/ST/PWD/Departmental candidates of PPT, no payment option will be available. It will directly take to final Registration process.

After clicking on click to pay, it will be redirected to Payment page as below.

As per the above mentioned payment page, candidate need to select the mode of payment and click on continue to payment.

After payment, Candidate need to Download/Print Application Summary.

Note: For any queries regarding your login details, payment, registration process, please send an email mentioning your application number in subject line to helpdesk.pptrecruitment@gmail.com