

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

NOTE:

- CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. IDCO SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
- PLEASE RETAIN PRINT-OUT OF APPLICATION FORM FOR FUTURE REFERENCES.
- PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF IDCO.

Important Dates	
Opening Date for On-line Registration of Application	15-07-2021
Closing Date of submission of Application	14-08-2021
Last Date of submission of Online Application Fee through Debit/Credit Card / Net Banking / Wallets (Payment of Application Fee through portal)	14-08-2021

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions	
1	Read the Instructions carefully and proceed further.
2	For detailed Notification/Advertisement, read the Advertisement carefully before filling-up the on-line application.
3	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: <ul style="list-style-type: none">• Valid e-mail ID & Mobile Number.• JPG/JPEG/PNG file of the recent passport size color Photograph. Candidates should ensure that the same photograph is used throughout this recruitment process.• Required certificates and documents as mentioned in the Advertisement.
4	Category and Sub-category [General (UR) / SC / ST / SEBC / PWD / Ex-Serviceman] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
5	For technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: ---recruitment2021@idco.in

How to Apply	
1	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
2	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION IN STEP-II . Once the form is submitted, it can't be edited.
3	The step by step process for submitting the application form is given below: Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID. Step-II: Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents. and submit Fee (if applicable) online via SBI MOPS through net banking/debit card/credit card/wallets
4	Submit Fee (if applicable) online through net banking/debit card/credit card/wallets
5	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
STEP – 1 (Registration)	
1	New Applicant can Register in Recruitment Portal by Click on the “NEW APPLICANT” Link, available in the home page or available in the Login section which is redirected to Sign Up/ New Registration Page.
2	In the Sign Up/ New Registration Page Applicant Select Salutation from the drop-down box. Enter the First Name, Middle Name (Non-Mandatory), Last Name, Valid Mobile No and Email ID. Click on Register button.
3	Username and Password will be sent to the applicant through e-mail on registered e-Mail ID. If the Applicant forgot his Password, he can Reset his Password by click on “Forgot Password” Link.

4	By using this login credential the applicant will be successfully login into the application.
STEP – 2 (Completion of Application Form)	
1	<p>Fill-up the Personal Details in the Application form.</p> <p>Select the Post Name from the drop-down box.</p> <p>Upload recent passport size Colour photograph, scanned in the "jpg/jpeg/png" format up to 1 Mb</p> <p>If the Applicant belongs to non-other than General category, Upload the Specific Category Document in pdf format (If Any).</p> <p>(Maximum size of the PDF file should be 500 kb throughout the application where is Applicable)</p> <p>Upload the Birth/ 10th Certificate document in pdf format . (Mandatory)</p> <p>If the Applicant belongs to Ex-Serviceman then upload the specific document in pdf format . (Mandatory)</p> <p>If the Applicant belongs to PWD then upload the PWD Category document in pdf format . (Multiple documents can also be uploaded by click on Action (“+”) Button.)</p>
2	<p>Enter Correspondence Address details.</p> <p>If Permanent Address is same as Correspondence Address, Click on Yes button.</p> <p>Otherwise enter the Permanent Address details.</p>
3	<p>Enter the Mandatory Information as per the Requirement.</p> <p>Upload the Highest score Card document within the last 3 Years.</p> <p>Enter the Qualification details as per the Requirement.</p> <p>Upload the specific Qualification document in pdf format. (Mandatory).</p> <p>To add more Qualification details click on Action (“+”) button.</p> <p>Select the value from the drop down box.(Select from the following Odia Language Eligibility As Applicable) (Mandatory)</p>
4	<p>Enter the Experience details (If Any).</p> <p>If the applicant working in State/Central Government/PSUs/Autonomous Bodies of Government then Upload No Objection Certificate (Mandatory).</p> <p>If experience available fill up all the details as per the Requirement.</p> <p>To add more experience details click on Action (“+”) Button.</p> <p>Upload full Specimen Signature of the Applicant in "jpg/jpeg/png " format up to 1Mb</p> <p>After fill up all the details click on, I Agree Check box.</p>

	<p>Take a printout of the Application form for future reference.</p> <p>Click on Save button, to save the details in Draft mode.</p> <p>Click on “Submit & Go for Payment” button to redirect to Payment Gateway Page.</p>
STEP – 3 (Guidance for Remittance of Fees)	
1	<ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to Payment gateway to make the online payment of examination fees. • Kindly verify the details and make the payment for examination fees via the different payment modes. • Retain a copy of payment receipt of application fees as well as Application Form for future reference.
1	<ul style="list-style-type: none"> • To Apply for a new post click on the "Apply for new post" link under Profile section.(Once the payment done). Follow the same steps as described above to fillup the application and make payment against the specific Application .