

### **How to proceed for submission of online application**

- To apply visit [www.ntppcareers.net](http://www.ntppcareers.net) and click on “Recruitment of Artisan Trainees and Lab Assistant Trainees”.
- **Read the detailed advertisement carefully & other conditions available on home page. Candidates are requested to verify their eligibility before online registration. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.**
- In case of General/ OBC candidates, please take the print out of Pay-in-slip which is available on side menu and make the payment of Rs. 200/- towards registration fee in any branch of State Bank of India. Apply online only after making the payment at SBI and getting the Journal no. from bank.
- Click over “Apply Online” and Select the name of Post for applying.
- The candidate is required to fill up the application form.
- After filling the application form, the candidate has to click on Preview button. On clicking “Preview” button, the confirmation page will appear. Here candidate can make some changes/correction in his application. If no changes are to be done, the candidate can click on ‘Final Submit’ button.
- Now a registration number will be generated by the system and the same will be mailed at the email id given by the candidate in the application form.
- Now the candidate has to Login in his account (Link given on side menu of home page “**Login Registered user**”) with the registration number and his date of birth and following steps are to be completed:
  - **Step 1:** Upload the scanned copy of photograph (File format jpeg, jpg and file size upto 50 kb), scanned copy of signature (File format jpeg, jpg and file size upto 50 kb), pay-in-slip (in case of General/OBC candidates), caste certificate (in case of SC/ST/OBC (NCL) candidates) and PWD certificate (in case of PWD candidates) (File format jpeg, jpg and file size upto 250 kb for pay-in-slip, caste and PWD certificates).
  - **Step 2:** Print the Registration slip. Now, send the printout of registration slip with copy of pay-in-slip (in case of General/OBC candidates), self attested copy of Caste certificate (in case of SC/ST/OBC(NCL) candidates) and PWD certificate (in case of PWD candidates), through ordinary post at “**Post Box No. 10543, New Delhi – 110067**”. Last date of receiving the print out of registration slip with other documents is 20.08.2014. NTPC will not be responsible for any postal delay.