

How to Apply

Candidates satisfying the eligibility conditions have to apply through online mode on DFCCIL website only i.e. <https://dfccil.com>. Candidates are advised to read the following instructions carefully before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. **Any mistake committed by the candidate shall be his/her sole responsibility.**

Application through any other mode will not be accepted. No documents are required to be sent to DFCCIL by post in connection with the Application.

Steps for Applying:

STEP-I (Registration):

- a) Candidates can apply online by visiting the DFCCIL website and going to the tab "Career" available at <https://dfccil.com>.
- b) Candidates will get the DFCCIL Recruitment Home/Index page and have to click on "Register" available on this page for new Registration.
- c) Candidates will be redirected to Registration page and further needs to sign-up by filling up Post applied, Name, valid Mobile Number and valid E-mail ID.
- d) After this, candidates will have to Generate OTP and accept the Terms & Conditions by clicking 'I Agree' Checkbox.
- e) Candidates have to re-verify the details after entering the OTP & Captcha.
- f) Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved Category. If vacancy is not available under original Category, then such candidates will be considered as 'Unreserved (UR)'.
- g) After submitting the above details, candidates will receive Login ID & Password on their registered Mobile Number and E-mail ID, hence candidates are advised to cross check the Mobile Number & E-mail ID before proceeding.

STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE

- a) Candidates should now click on the "Go to Application" given in the top right corner of the screen or re-login with Login ID & Password received on registered E-mail ID/Mobile Number.
- b) The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-V (B). The candidate can see Application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post applied, Email-Id and Mobile Number cannot be changed.
- c) Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- d) After submission of application, candidates will automatically be redirected to Payment gateway (if applicable) to deposit the Examination Fee + applicable charges (if any) through different payment mode. Process Flow for deposit of Examination Fee through Payment Gateway of is as under:
 - i. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.
 - ii. Post submission, the candidate will be re-directed to Payment gateway to make the online payment of Application Fee.
 - iii. Kindly verify the Fee details and make the payment for Application fee via any of the different payment modes.
 - iv. Post successful payment of Application Fee, candidate will be redirected to his/her Application Form.

In case of any issue related to submission of online Application and Fee payment candidate may contact via Helpdesk Tab provided in online Application Portal and Helpdesk number +91-9513631887.

Application Form:

Now, Candidates are required to download the online Application Form generated by the System, which may be retained for future reference. This should NOT be sent to DFCCIL.

Instructions regarding scanning of PHOTOGRAPH, SIGNATURE, LEFT THUMB IMPRESSION and CERTIFICATES

Scanned image of candidates Photograph, Signature, Left Thumb Impression and Certificates shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature, Left Thumb impression and Certificates. Click on the respective link to Upload Photograph/Signature/ Left Thumb impression/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Left Thumb Impression /Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The Photograph/Signature/ Left Thumb Impression Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their Photograph, Signature, Left Thumb Impression and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg** formats are acceptable:

i) Photograph:

- a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
- b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.
- c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

i) Signature image:

- a) The applicant has to sign on white paper with Black ink pen.
- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 50kb–80kb in jpg/jpeg format only.

ii) Left Thumb Impression:

- a) The applicant has to put his/her left thumb impression on white paper with Black/Blue ink.
- b) The Left Thumb Impression must be of the applicant only and not of any other person. If at any stage the left thumb impression is not found to be matching with the candidate's actual Left Thumb Impression, the applicant's candidature may be summarily rejected.
- c) Please scan the Left Thumb Impression area only and not the entire page.
- d) Size of file should be between 50kb–80kb in jpg/jpeg format only.

iii) Certificates:

- a) Please scan the relevant certificates i.e. Essential Qualification and SC/ST/OBC-NCL/EWS/Disability/ ExSM, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.
- b) Size of file should be between 100kb–1000kb in jpg/jpeg/PDF format only.
