

## **Instruction to the Candidates for filling “Online Application”**

### **A. Who can Apply for the posts:**

1. Candidate who has passed 10<sup>th</sup> class.
2. Candidate who has acquired NTC/NAC certificate in the respective trade which has been mentioned against each post as on 10-03-2017.
3. Ex-Serviceman who has relevant trade for the post which has been advertised.
4. PWD candidate with disability of OL, BL, HH & LV.
5. Sports person who has possess the qualification mentioned above Para A – Sub Para 1 & 2
6. Candidate who has got certificate readily in their hand in respect of 10<sup>th</sup> class/NTC/NAC/PWD/Sports/Community atleast by 10-03-2017.

Note:

- Ex-Trade Apprentices and Local Employment Exchange sponsored candidates also to apply through online.
- Age relaxation of different category viz. OBC/SC/ST/Ex-Serviceman/PWD/Sports Person/Ex-Trade Apprentices of Ordnance Factories please refer Information to Candidates Para 3 Sub Para “b” for details

### **B. Requirements in hand before filling up the “Online Application”:**

1. The candidate should posses one valid Email id and Mobile Number, which should be valid till completion of recruitment process.
2. The candidate should posses JPEG image of recent passport size (3.5cm X 4.5cm) colour photograph of 200 X 230 pixel resolution and size of the image should be between 20 KB – 50 KB.
3. The applicant has to sign in a rectangular box of size 2cm X 7cms (Height X Width) on white paper with black ink pen and then scan the image in the JPEG image format of 140 X 60 pixel resolution and size of the image should be between 10 KB – 50 KB.
4. The candidate has to scan following documents( as applicable) in JPEG/PDF format and the size of each document should be between 50 KB – 200 KB:
  - 10th class School Certificate (for All candidates)
  - NAC/NTC Certificate (for all candidates except Ex-Serviceman)
  - Community Certificate(in case of OBC\* /SC/ST)  
(\*OBC certificate of non-creamy layer shall be of latest and not more than one year)
  - PWD Certificate (in case of PWD candidates)
  - Discharge Certificate and Class I,II & III certificate as applicable (in case of Ex-Serviceman)
  - Sports Certificate (in case of sports person)
5. Candidates need to log on to [www.onlinesbi.com](http://www.onlinesbi.com) to get familiarisation for payment of Application fee through State Bank Collect using Debit/Credit card/Net Banking and Challan (to be remitted in any SBI Branch)
6. Permanent Address and Address for communication with pin code must be ready.
7. SC/ST candidates must be ready with Bank Account Number, Bank IFSC Code, Bank Branch Name for crediting Travelling Allowance.

8. SC/ST candidates must be ready with nearest Railway Station for claiming Travelling Allowance. The railway station nearer to the Address for Correspondence is acceptable.
9. OBC/SC/ST candidates must be ready with the information regarding Officer who has issued the community certificate.

**C. Procedure to fill up the Online Application:**

1. Click on Registration tab
2. To Sign Up in the "Online Application" portal to get Registration Number with entry of Mobile No., Email id and self generated 8 character password
3. The User id will be pop- up in the page on which sign up is done and also Candidate will receive User id and password on Registered Email id and Mobile No.
4. Note down User id. and 8 character password for future reference. In any future correspondence mention this User id
5. Log in using User id and password for filling up of the application
6. Select the Name of the Post
7. In case of selecting Fitter, Machinist, Turner & Welder option will be asked as for Preference one & Preference two. Candidate may give his/her 2<sup>nd</sup> preference based on his/her desire. Provision is given to forego with the second preference.
8. Name of the candidate to be filled in Capital Letters.
9. Fill either or both Father's/ Mother's Name.
10. Select category out of the option UR/OBC/SC/ST
11. In the case of non availability of post in the category, a row will appear after category with the information that "Post applied against the vacancy of : UR" means the candidate application has been considered against UR vacancy since there is no vacancy in the reserved category though person belongs to reserved category. In such cases no age relaxation will be given for the category in which his/her has entered against community.
12. Select Disability status
13. If "Yes" then select Disability type.
14. If the Disability type is OH, then select the disability OH category.
15. Select Scribe Required or Not.
16. If "Yes" then select Self Scribe or OFMK scribe.
17. If self scribe is selected then download the declaration form from downloads tab and produce on CBT day at test venue after duly filled, photo pasted and signed by both the candidate and scribe.
18. Also Select the Disability Percentage.
19. Select whether you are a Govt. Servant.
20. If "Yes" Select Number of Years of Permanent Service, Type of Service and furnish Name of the Department, Name of the Post Held, Date of Appointment
21. Select whether are you a Ex-Serviceman.
22. If "Yes" Furnish Name of the post at the time of Discharge, Date of Joining, Date of Discharge, Service rendered
23. Enter Date of Birth.
24. Select Gender.
25. Enter Permanent Address & Address for Correspondance
26. Enter Alternate Mobile Number (if available)
27. Enter Aadhar Card Number (If available)
28. Select are you a meritorious sports person
29. If "Yes" furnish Name of the sport, highest level sport.
30. Select whether are you an Sangareddy (Medak Dist) employment Exchange sponsored candidate and receipt of letter from Ordnance Factory Medak.
31. If "Yes" furnish OFMK Letter No. & Date.
32. Select SSC/Matriculation (10<sup>th</sup> class) passing year.

33. Indicate passing year of NTC
  - Indicate Passing year of NAC
  - Select whether you are Ex-Trade Apprentices of Ordnance Factories
  - If “Yes” Select Name of the Factory, Year of Passing and Duration of Training.
34. In case of Ex-Serviceman select Upgraded Technician Certificate details, Name of the Trade and Year of issue.
35. Save and update
36. Go to the top page of the portal and check whether the page pops up with the Fill-up default, if not, click on continue
37. The option for uploading photo will appear.
38. Click on Choose option for selecting the photo as per the specifications from stored location and then upload. If the image is not uploaded follow the instruction given in Para B sub para 2 above. Once the image is uploaded click on continue.
39. The option for uploading signature will appear.
40. Click on Choose option to select the signature as per the specifications from stored location and then click upload. If the image is not uploaded follow the instruction given in Para B sub para 3 above. Once the image is uploaded click on continue.
41. Click on continue then the option for uploading documents will appear
42. Click on the choose option to select the documents (as displayed) as per the specifications from stored location and then click on upload. If the image is not uploaded follow the instruction given in Para B sub para 4 above. Once the image is uploaded click on continue.
43. Preview of the application with the option of editing application, photograph and signature will be displayed. If any editing is to be done that can be under taken and then click on proceed to submit form. Thereafter, click on submit the form.
44. A declaration box will appear on the screen after reading if acceptance is clicked the payment hyperlink will appear in case of UR & OBC Male candidates. For others click on view/print tab and download the application form.
45. In case of UR& OBC Male candidates, follow the following procedure:
  - i. Go to: [www.onlinesbi.com](http://www.onlinesbi.com)
  - ii. Click on “**State Bank Collect**” on the top of the website.
  - iii. Read for terms and conditions and then click on Proceed.
  - iv. In State of Corporate/Institution, select “**Telangana**”
  - v. In Type of Corporate/Institution, select “**Govt. Department**” and then click on Go
  - vi. In Govt Department Name, select “**ORDNANCE FACTORY MEDAK**” and then click.
  - vii. Select the Payment Category select “**Examination Fee**” and then click.
  - viii. To fill all the fields on the screen then select for payment gateway and submit:
    - Internet Banking
    - Debit / Credit Card
    - Other payment mode(for Cash payment) click SBI bank and then printout Challan for making payment in any branch of SBI.
  - ix. After entering all the required details, you may proceed to payment through online or download the challan and remit the payment in any of the SBI Branches.
  - x. After remitting the fees, candidates may enter the **Journal number / “State Bank Collect” Reference ID** in “Online Application” portal for downloading the application form.
  - xi. The downloading of application can be done only after payment of application fee at “State Bank Collect”.