

HOW TO APPLY:

Applicants are requested to follow the detail procedures/guidelines as indicated below:

A. Application Registration Procedure

B. Payment of fees Procedure

C. Guidelines for uploading of Photograph, Signature Scan, Left Thumb Impression and Hand Written Declaration.

D. Other Guidelines

Applicants can apply online only from 02.09.2023 to 25.09.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should.

Scan their:

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below) ensuring that all these scanned documents adhere to the required specifications as given below.

ii. Signature in CAPITAL LETTERS will NOT be accepted.

iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

iv. The text for the hand written declaration is as follows –

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required”.

v. The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

vi. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MIDC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE:

Bank Transaction charges (if any) for Online Payment of application fees/intimation charges will have to be borne by the candidate.

I. Application Registration Procedure:

I. Applicants have to visit MIDC's website and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.

II. To apply online, choose the tab "Registration" and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

III. In case the applicant is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

IV. Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

V. The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

VI. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

VII. Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under.

VIII. Applicants can proceed to fill other details of the Application Form. IX. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION BUTTON.

X. Modify details, if required, and click on 'COMPLETE REGISTRATION BUTTON' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

XI. Click on 'Payment' Tab and proceed for payment.

XII. Click on 'Submit' button.

II. Payment of Fees procedure (Online Mode):

I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.

II. The payment can be made by using Debit Cards (RuPay/Visa/ MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.

III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

IV. On successful completion of the transaction, an e-Receipt will be generated.

V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

VI. Applicants are required to take a printout of the e-Receipt and online Application Form. (Please note that if the same cannot be generated online transaction may not have been successful.)

VII. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

VIII. To ensure the security of your data, please close the browser window once your transaction is completed.

IX. There is facility to print application form containing fee details after payment of fees.

X. No other mode of payment of fees will be accepted.

Guidelines for Scanning Photograph, Signature, Left thumb impression and Hand-Written Declaration:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

i) Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature.
- If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

ii) Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- Dimensions: 140 x 60 pixels (Preferred) for Signature.
- File Size : The size of image should be between 10 KB – 20 KB for Signature.
- Ensure that the size of scanned image is not more than 20 KB for signature.

iii) Left thumb impression:

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

iv) Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person. Hand written Declaration

- File type: jpg / jpeg

- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e.10 cm * 5 cm (Width * Height)

- File Size: 50 KB – 100 KB

Procedure for Uploading Photograph, Signature, Left Thumb Impression and Hand-written Declaration:

- While filling in Online Application Form, there will be provided separate links for uploading Photograph, Signature and Hand-written Declaration.
- Click on the respective link "Upload Photograph /Signature/Hand-written Declaration".
- Browse & Select the location where the Scanned Photograph/ Signature/ Hand-written Declaration file has been saved.
- Select the file by clicking on it. Click the 'Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity /quality.

- In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- After uploading the left thumb impression/ hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression/ hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her left thumb impression/ hand written declaration, prior to submitting the form.
- After registering online candidates are advised to take a printout of generated online application forms.
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

OTHER GUIDELINES:

- I. Applicants are advised to submit on-line application before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the MIDC's website on account of heavy load on internet website jam. MIDC takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the MIDC.
- II. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him /her are found to be false at any stage.
- III. MIDC shall not be responsible for any application made/wrong information provided by any unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

Frequently Asked Questions: For On-Line Registration Process

1. What should I do if there is lot of delay in accessing the page?

Speed for Registration of On-Line Application on Internet, is based on various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the pages for registration immediately, please retry after a gap of 15 minutes or during off-peak hours in the night.

2. How do I know that my application is registered?

Successful Registration is indicated by the Page displayed after clicking the Submit Button indicating the generated "REGISTRATION NO." and "PASSWORD". Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-Print the Application and download the Call Letter, results etc.

3. I did not receive the email intimation for registration of my application?

"REGISTRATION NO." and "PASSWORD" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or bounce back such mails without accepting it due to heavy number of emails generated by our Applications. In case of Govt./official /company Email Ids, delivery is controlled by your Company Policies. You may be guided accordingly.

4. How do I re-confirm that my application is saved?

In case of doubt about the successful Registration, candidates are advised to visit the Page for Re-Print of Application / e-Receipt, generate the Printout and preserve the soft copy and hard copy (printout) of the Application.

5. I got Blank / Zero Registration No. after submission of application on-line?

In rare cases Candidates may get Zero (0) Registration No. with valid Password. Candidates are advised to Re-Register the Application and check the Printout through Re-Print Application.

6. After filling up the complete form, I got Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved / registered?

Please refer to Point No.4. If you do not get the application printout / e-Receipt through Re-Print option, your application is not saved. Please re-apply.

7. I did not receive the acknowledgement / reply to my email communication?

"Reply to" Email Id for the Application is created for the convenience of the Candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment", "Vacation Mail", "Friendship Offers", "Sales Offers" etc. Our Email Server is configured to delete such emails automatically.

8. What details should I retain while replying to auto-response emails?

While writing back by replying the confirmation emails for genuine problem, please retain the text containing "REGISTRATION NO." and "PASSWORD" details on the email.

9. What details should I provide while writing for the problem?

Please do not forget to provide following details while writing to us: (1) REGISTRATION NO. (2) MOBILE NO. (3) EMAIL ID as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operating System (like Windows, Linux etc.) & Internet Browser & versions used.

10. I want to change / correct the details I entered in the Application?

Prior to submission of the online application, please choose the 'EDIT' option to correct the details. Please remember to take fresh print out after modifying any details. Candidate should note that the data entered cannot be modified after complete registration/submission of the application.

11. In case of Tablets/iPads/Smartphone, all the Static documents like Guidelines of Photo/sign, how to apply, Guidelines for scribe, Important points to be noted, Definition of disability etc., are placed in the index page of the application.
12. 'ID & Others' means intellectual disability including autism, specific learning disability and mental illness

"In case you face any difficulty in online registration or if you haven't received auto response mail within 24 hours, inform us by clicking on the link under the heading **"Candidate Grievance Lodging and Redressal Mechanism"** on IBPS official website i.e. **www.ibps.in**. giving following specific details to enable us to provide quick resolution of the error encountered by you - (a) Registration Number (b) Name of the Bank (c) Name of the Post applied for (d) Your Email Id (f) Your Mobile no) (g) Your Operating System Windows or Linux (with Version number) (h) Browser with its version number (i) Whether java script is enabled (j) Copy of Exact Text of error message you encounter.

Please make one more attempt from any other PC with different browsers with java script enabled before filing the complaint with our help desk."

IMPORTANT POINTS TO BE NOTED

- ❖ Candidates are requested to ensure that they fulfill the eligibility criteria, on the date of eligibility.
- ❖ Admission to On-line Test will be purely provisional without verification of documents.
- ❖ Application form (containing fee payment details) & E-receipt should be printed by the candidate and kept for reference with him/her.
- ❖ Not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- ❖ Candidates are advised to visit MIDC's website at regular intervals for information regarding date of Online examination.
- ❖ Candidates will have to download the Call letter for Online Test and Information Handout (IH) from the MIDC's Website.
- ❖ MIDC reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. MIDC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- ❖ Please ensure to check your junk e mail folder also for registration related emails.
- ❖ FOR OTHER DETAILS, PLEASE REFER TO DETAILED ADVERTISEMENT ON MIDC's WEBSITE.

