

HOW TO APPLY FOR THE POST OF GRADUATE ENGINEER TRAINEE. ADVT.NO.HR/02/662 DATED 24.08.2022

STEPS FOR APPLYING

STEP 1: Eligible candidates need to apply through KIOCL website. To apply visit the HR-Career link in KIOCL website i.e., www.kioclltd.in

STEP 2: Read CAREFULLY all the instructions given on the advertisement before applying for the post Online.

STEP 3: Fill in the online application form with all the relevant correct details.

STEP 4: The candidate before filling online application, should keep the scanned copies of the following documents ready for uploading during online filling of application wherever necessary:

- a) Upload a colour passport photograph of yourself with **light background**, with a minimum size of **300 x 300 pixels** in **JPG or PNG** format
- b) Signature should **JPG or PNG** format at-least **300x300 pixels**, properly visible in the preview window once you choose a file

STEP 5: After applying online, the candidates are required to send the Print Out of the filled on-line application form along with self-attested photocopies of all the documents in support of the information given by the candidate in on-line application along with Demand Draft (if applicable) so as to reach KIOCL by **30.09.2022 by post**. The copy of successfully filled application form will be sent to applicants registered Email Id. They need to retain a copy of the printout of the application form which will be required to be produced at the time of Personal Interview, if short listed for. Please note down your system generated application number for the post applied, for future reference without fail.

[After submitting application online, candidate will receive system generated application number through SMS and E-mail.

If candidate click Save as Draft button in online application page, Temporary Application Number (TAN) will be generated, and candidate will Receive Temporary Application Number through SMS and E-mail. Candidate needs to enter Temporary Application Number in the Career Page to retrieve the data which is already entered & complete the application. Once candidate enters all the information in the online application, candidate has to click the Final Submit button to upload the application successfully. After successful uploading of application, New Application number will be generated. Same will be received through SMS and E-mail.

Candidate needs to check E-mail to view/print the application in future. If mail is not received in Inbox, please check Spam]

STEP 6: The cut-off date for upper age limit is 31.07.2022.

Candidates are required to use latest & updated Browser.

GENERAL INSTRUCTIONS

1. Online submission of application will be permitted on the website from **02.09.2022 to 24.09.2022**
2. The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. Intimation for interview will be sent by email. Kindly ensure that your email is valid and operational.

3. Any Corrigendum (including extension of the last date of online submission of application-if any) shall be published in KIOCL's website www.kiocltd.in only.
4. Candidates should take print out and retain a copy of online application form for future reference.
5. The following documents shall be sent along with downloaded job application with self-attested photo copies for verification.

- Print out of On-line filled application form
- Recent passport size Photo (2 No's)
- Proof of age (10th /SSLC Certificate, DOB Certificate etc.)
- Educational Qualifications (All year/semester wise Mark sheets & Pass Certificates, from 10th Standard onwards)
- GATE 2021/2022 Score sheet downloaded from GATE Website
- Demand Draft (if applicable)
- Persons with Benchmark Disability shall produce Certificate with photograph issued by the Competent Authority satisfying the minimum degree of disability
- Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) (Non-creamy layer)/EWS certificate from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer.
- Other supporting documents, if any relevant to post applied for

Candidates are informed that it is mandatory to attach the documents as per list mentioned above along with downloaded application form. Post being advertised is subject to specific eligibility criteria such as subjects studied/ degrees/academic percentage, GATE Marks etc. Hence certificates /documents (self-attested photocopies) in proof of age, qualification, GATE marks, SC/ST/OBC/ PwBD /EWS certificate in the prescribed format etc. shall be enclosed along with print out of application form filled online while sending through post to avoid rejection of incomplete applications.

- The downloaded application with self-attested photocopies of all the supporting documents as mentioned above along with **Demand Draft** (if applicable) should reach General Manager (HR), HR Department, KIOCL Limited, Koramangala, 2nd Block, Sarjapura Road, Bengaluru-560 034 on or before **30.09.2022** by Post.
6. **Only those who meet the prescribed eligibility criteria need to apply.** If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified without assigning any reason. KIOCL reserves the right to reject any application without assigning any reason.
 7. KIOCL is not responsible for any candidate for not being able to submit their online application within the last date of submission of application on account of system error or for any other reasons.
 8. KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
