

REQUIREMENT BEFORE FILLING ONLINE APPLICATION FORM

- a) Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply ONLINE for the position.
- b) The relevant link to apply ONLINE shall be available on the company website <https://www.mrpl.co.in/careers>. Candidates should read the instructions carefully and fill the ONLINE application form giving correct and complete information.
- c) Candidate should have following documents ready for uploading on the ONLINE portal during registration:
 - Scanned copy of recent color passport size photograph, not older than 6 months. Candidates are advised not to upload photograph taken using mobile phone.
 - Scanned copy of Signature
 - GATE 2022 Score Card
 - Caste Certificate (OBC(NCL)/SC/ST) / PwBD Certificate/ Income and Asset Certificate (for EWS category) as applicable
- d) Prior to applying ONLINE, Candidate would be required to register their email id and mobile number in the online portal. Therefore, they must have a valid email id and mobile number, both of which should remain active for minimum 01 year from the date of registration. Communications to the candidates to apprise them about various stages of recruitment process will be sent on their registered email id and/or mobile number only.
- e) Post registration of email id and mobile number, request for change of Mobile number and e-mail ID will not be entertained.
- f) Candidate must read the On-Screen instructions very carefully while applying and filling the entries in the ONLINE form. Candidate must keep on verifying their entries repeatedly prior to submitting their ONLINE application, as no request for changes in the entries shall be entertained after submission of the ONLINE application form.
- g) Candidates are required to ensure that the documents uploaded in the application portal are clearly readable else the application may get rejected. Uploading of false/incomplete documents also may lead to rejection of application. Candidates are advised to use a flatbed scanner for scanning documents for uploading.
- h) For the advertised position, only the registration done on our ONLINE portal shall be acceptable and no other mode/format of application shall be acceptable.

I.HOW TO APPLY

Step 1: Candidates meeting the prescribed eligibility criteria for the post, may visit the website <https://www.mrpl.co.in/careers> and Click on respective advertisement link. Click on "[Click here to register online](#)" for generating Login ID and password.

Step 2: After generating Login ID and Password, click on "[Sign In](#)" for logging in to apply for the suitable post. Furnish particulars/details pertaining to educational qualifications, caste etc. and such other information as sought in the online application form.

Step 3: Upon submission of particulars (Step 2), the online system will generate an Application ID which will be sent to the candidate through email/SMS.

Step 4: Next step to be followed by the candidates shall be as under:

For General, OBC (NCL) and EWS candidates	For SC/ST/PwBD/ExSM category candidates
<p>(a) Click on 'Pay Now' and Select Payment Category and then complete the payment process submitting the relevant details like Application ID etc. and making online payment of application fees of Rs.100/-. Upon payment, save and take a print of the payment confirmation receipt for further application process and records. This also needs to be uploaded in the next stage.</p> <p>(b) Now click on "Already Paid" in the home page and then sign-in using Login-ID and password to submit details viz. SBI e-Collect Reference Number (starting with DU), Payment Bank Name and Payment Date. Also upload the payment confirmation receipt in pdf format. Then click "Next".</p> <p>(c) Upload the digital copy of photograph, signature and other required documents and finally click "Submit". 'Application process is completed' message will be displayed along with the final Application.</p>	<p>(a) Upload the digital copy of photograph, signature and other required documents and finally click "Submit". 'Application process is completed' message will be displayed along with the final Application.</p>

Once the submission of application is complete, candidate must keep PDF format of the ONLINE application form in their safe custody for future reference. **Candidates do not have to send this printout to MRPL.**