

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply online only 17th January 2023 to 05th February 2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph, signature, left hand thumb impression, hand written declaration ensuring that all adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. 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 throughout the recruitment process. All official communication will be sent to the registered e-mail ID and mobile No. under no circumstances a candidate should share with or mentioned email ID to / of any other person. However, Company does not assume any responsibility for the candidates not being able to receive the intimation(s) on the registered e-mail ID and mobile No. The applicants are advised to visit the Company's website www.aicofindia.com regularly for any updation.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)**
PAYMENT OF FEE (ONLINE): 17th January 2023 to 05th February 2023 The amount of fee to be paid is as follows:

Category of Applicant	Amount of Fees (Non-refundable)
SC/ST/PwBD	Rs. 200/- (Intimation charges only)
All other categories	Rs. 1000/- (application fee including intimation charges)

Note: The transaction charge, if applicable, is to be borne by the candidate. Fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

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

Keep the necessary details / documents ready to make online payment of requisite application fee / Intimation charges.

A. Application Registration

1. Candidates to go to the **CAREER** section of Company's website www.aicofindia.com and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New 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. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password may also be sent.
3. In case the candidate 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 candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates 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**.
5. The Name of the candidate 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.
6. Validate your details and Save your application by clicking the '**Validate your details**' and '**Save & Next**' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the **Preview Tab** to preview and verify the entire application form before **COMPLETE REGISTRATION**.
10. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**Payment**' Tab and proceed for payment.
12. Click on '**Submit**' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI.
3. 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**
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. **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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is provision to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Photograph, Signature, left thumb impression & Hand-written declaration

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left Thumb impression and Hand-written declaration as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture of 4.5cm × 3.5cm in size.
- 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)
- File type should be jpg / jpeg
- 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 must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink. (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink (text given below). (The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)
- 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.”
- **The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.**
- Signature / hand-written declaration in CAPITAL LETTERS shall NOT be accepted.
- The left thumb impression duly scanned and not smudged.
- The signature will be used to put on the Call letter and wherever necessary.

- The applicant's signature on the attendance sheet or Call letter, signed at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- File type should be jpg / jpeg

Documents	Size	Dimensions	File size
Signature	3 cm x 3 cm (width into height)	140 x 60 pixels	10 kb to 20 kb
Left hand thumb impression		240 x 240 pixels in 200 dpi	20 kb to 50 kb
Hand-written declaration	10 cm x 5 cm (width into height)	800 x 400 pixels in 200 dpi	50 kb to 100 kb

Scanning the Documents :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the documents, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image 01.jpg or image 01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu and size can be adjusted by using crop and then resize option.
- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for Uploading the Documents :

- While filling in the Online Application Form the candidate will be provided with separate links for uploading photograph, signature, left thumb impression and handwritten declaration
- Click on the respective link "Upload Photograph / Signature / left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / Signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

- Your Online Application will not be registered unless you upload your photograph, signature, left thumb impression and handwritten declaration as specified.
- 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.

Note:

- (1) **Candidate should also ensure that photo is uploaded at the place of Photo, signature at the place of signature, left hand impression is uploaded at the place of left hand impression and hand written declaration at the place of hand written declaration. If any of the document is not uploaded properly at the respective place, candidate will not be allowed to appear for the exam.**
- (2) **In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear/ smudged, the candidate's application may be rejected.**
- (3) **After uploading the photograph/ signature/ left thumb impression / handwritten declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or handwritten declaration, prior to submitting the form.**
- (4) **After registering online candidates are advised to take a printout of their system generated online application forms.**

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Company will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate 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 a later stage.