Instructions for filling Up Online Application

1. This is a common recruitment form for all the positions.

2. All fields marked by (*) and red in colour are mandatory.

3. Filling all mandatory fields is required to make your application Complete.

4. Select the Post for which applying with the help of drop-menu.

5. It is mandatory to fill all the fields and use, select from the drop down menu.

6. The exact percentage of marks should be indicated by the candidates and not by rounding off.

7. Once you finish entering all the details and click the 'Save' button, a preview of all the details filled will be shown for you to cross check your entries, before submission. You can still make corrections at this stage.

8. Form will only be submitted after clicking on **'Final Submit'**. **Note that you cannot make any changes after that.**

9. Candidates are allowed to submit only one application form for one post. Multiple applications for same post of a candidate are liable to be rejected.

10. On successful submission, "Print Me" button will be displayed. Click this button to print the application (i.e. Print out of online application) for future reference.

11. Please note the payment is only to be made through Bank Challan available at our website other mode of payment will not be accepted. MECL will not be responsible in case candidate deposit the fee in wrong account, fee once paid will not be refunded in any circumstances.

12. No hard copies need to send MECL.

13. Candidate has to scanned colour photographs in JPG/JPEG format and size of the image should be not more than 50 KB. i.e. Photo (jpeg/jpg format and Size 150 pixel to 200 pixels (height) and 100 pixel to 150 pixels (width). Photo resolution should be 75dpi to 100 dpi.

14. Candidate has to scanned own specimen signature in JPG/JPEG format and size should be not more than 20 KB.i.e. Signature (jpeg/jpg format and Size 50 to 100 pixels (height) and 150 pixel to 200 pixels (width). Signature resolution should be 75dpi to 100 dpi.

15. If candidate belongs to SC/ST/OBC (NCL) has to scanned caste certificate in PDF format and size should be not more than 350 KB.

16. If candidate belongs to PwD has to scanned PwD certificate in PDF format and size should be not more than 350 KB.

17. Before filling of the online keep ready the detail of the submission of the fee as challan (if applicable) scanned copy of the colored photograph, signature & caste/PwD certificate (if applicable)

17. SC/ST/PwD/Ex-Servicemen/Departmental candidate need not to submit registration fee of Rs. 100/-

18. In case of any technical problems, please send an email to recruitment@mecl.gov.in . Any Correspondence other than this email Id will not be considered.

19. For more detail may visit detailed advertisement for filling of various posts.