

## **GENERAL INFORMATION**

1. **Applications for the Graduate Engineer Apprentice Trainee will be accepted ONLINE only. Last Date: 16<sup>th</sup> Nov 2019.**
2. **Diploma Engineers may appear directly for the Interview**
3. Candidates should register before applying online.
4. The attested copies of all relevant documents in support of date of birth, educational qualifications (supported by appropriate mark sheets indicating the subjects offered at the examinations), caste, experience, etc. should be carried at the time of written test / interview.
5. **Candidates who report for the written test/interview without any of the supporting documents will not be allowed to appear for written test/interview.**
6. The facility of online application will be closed on **16/11/2019** at midnight.
7. All fields in the online form are compulsory and need to be filled in.
8. If information sought pertaining to your case is not applicable please mention NA.
9. Candidates should upload passport sized scanned photograph in jpeg format. The size of file should not be more than 100 kB.
10. Educational qualifications should be entered in chronological order from 10<sup>th</sup> standard onwards (SSC,HSC etc)
11. Candidates can add additional/higher qualifications by clicking on the button provided for the purpose.
12. Once the form is submitted, the candidates should download a copy of the on-line application (Fullform.pdf) and summary sheet (Summary.pdf)
13. Print both the files in A4 size, color or black and white
14. **The printed and signed copies of application form as well as summary sheet should be carried when you come for the written test / interview.**

## **GUIDELINES FOR FILLING APPLICATION FORM ON SAMEER WEBSITE**

### **1. REGISTRATION**

For filling up the online application form candidates have to first register at <http://recruitment.sameer.gov.in> using their email address. Confirmation of registration will come to your email address. After authentication from email inbox, the registration will be completed.

If the authentication is not done, registration will not be complete and the form will not be submitted. All information that you fill in will be lost.

Candidates can only fill one application form per registration.

### **2. FILLING UP APPLICATION FORM**

Application form is divided into multiple pages. Only after you finish entering all the entries on one page you can go to next page and so on.

If you fill some pages of the form and logout (or some other interruption occurs) before submitting the form, then you will have to fill the whole form again.

Once you finish all the entries on last page you can **SAVE** the form and then the form will be seen on DASHBOARD by clicking **HOME** button.

After you **SAVE** the form then in the **HOME** menu there will be 3 links

**PREVIEW:** To view all the fields of the form.

**EDIT FORM:** To edit the form again.

**FINAL SUBMIT:** This will submit the form.

You can preview the form and make changes by using EDIT button as many times as you wish

Once the form is ready, press SUBMIT button.

Once the form is submitted **NO Changes** can be done.

After you submit the form, on the **HOME** menu you will see **Summary.pdf** and **Fullform.pdf**

Once you have saved the form by submitting it, then you can download and print the above files.

### **3. Application Form (Page Educational Qualification)**

You have to fill Educational Qualification details starting from SSC onwards. At first you have option to fill up only SSC details. On the top left corner there is a link called "ADD QUALIFICATION"

After you click on "ADD QUALIFICATION" you will get option to fill educational qualification for next level. for example: HSC

After filling HSC details you again click "ADD QUALIFICATION" to add more entries. Continue adding entries as per your requirement. Please be careful and not add extra blank entries.

In case you ADD qualification by mistake, fill NA in all the fields.

No field can be left blank. **Fill NA if the field is not applicable to your application.**

#### 4. Professional Training / Employment record

Similar to Educational details you have to fill up one entry at a time starting with the oldest Employment/training first.

Then use the "ADD TRAINING" / "ADD RECORD" to add more entries.

In case you ADD a field by mistake, fill NA in all the fields.

#### 5. LIST OF ATTACHMENTS

- a. Candidates are **required** to print copy of online application and **sign it**
- b. Print the files **Summary.pdf** and **Fullform.pdf** in A4 size, color or black & white; sign the form and bring it along with other documents at the time of screening test/ interview
- c. Online applications will be **rejected** if hard copy of downloaded form, one set of attested copies of all documents and originals of all documents for verifications are not carried along with at the time of screening test / interview.