

### **How to apply :**

- a. Registration number provided on the Admit Card for GATE 2023, GATE 2024 and GATE 2025, as the case may be, issued by GATE Authorities has to be used for applying in NPCIL. Candidates need to ensure that they fill up the GATE Registration Number correctly and apply for the relevant discipline in Online Application Form. Requests for correction in GATE Registration number or Discipline will not be entertained.
- b. Eligible applicants may apply through online registration system of NPCIL. Applications submitted in any other form including handwritten/ typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/ application form etc. to NPCIL before interview.
- c. **Instructions for applying online :**
  - i. Candidates are requested to read the eligibility criteria and ensure that they meet all the criteria before applying.
  - ii. Candidates are advised, in their own interest, to apply online much before the closing date and not wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam. NPCIL is not responsible for any delay by candidate in submission of application.
  - iii. Candidate must ensure that she/he has valid GATE 2023, GATE 2024 and GATE 2025 Score with qualifying marks applicable in the discipline against which she/he wish to apply.
  - iv. A candidate has to apply through online application form provided on the website [www.npcilcareers.co.in](http://www.npcilcareers.co.in) only.
  - v. The online application form will be available on the website **from 10/04/2025 (1000 hrs.) to 30/04/2025 (1600 hrs.)**.
  - vi. It is mandatory to put in all the relevant information such as GATE 2023/GATE 2024/GATE 2025 Registration Number as mentioned on GATE Admit Card of the candidate, qualifying degree details, experience details (if any), percentage of marks, email address and mobile no. (as mentioned while applying for GATE 2023/GATE 2024/GATE 2025), address for correspondence, soft copy of scanned photograph and signature (JPEG) to complete the online application process and get the Application number. Therefore, applicants are advised to keep such information ready before applying online.
  - vii. Before applying online candidate should scan her/his **photograph in JPEG format, of size not more than 50KB (maximum 480 X 640 Pixels) and a minimum of 10 KB (minimum 180 x 240 pixels) and signature in JPEG format of size not more than 20KB (maximum 160 x 560 pixels) and a minimum of 80 x 100 pixels**. The photograph uploaded will be printed on the interview call letter and only the applicant whose photograph is printed on the call letter will be allowed to appear for interview, if called for.
  - viii. Candidate is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMS will also be sent to the candidate if an active mobile number for communication is provided. If the mobile number registered by the candidate is in the TRAI NCPR list (formerly called DND), candidate will not receive SMS alerts related to the registration. If candidate wants to receive future SMS alerts from NPCIL related to recruitment of ET-2025, she/he is requested to remove her/his mobile number from the NCPR list through service provider.

ix. The Online registration process consists of following steps :

- Step 1. The applicant is required to furnish information such as GATE 2023, GATE 2024 and GATE 2025 Registration Number as mentioned on GATE Admit Card of the candidate, Discipline, Name, Date of Birth, Category, Email, Mobile number, PwBD details and other exemption details, if applicable. **Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application.** On successful completion of this stage, activation link is sent to applicant's email. Click on Apply=>Online Registration link at top/left corner of web page for registration.
- Step 2. The applicant is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.
- Step 3. On successful completion of this activation, candidate can login using their login id and password to apply online. In this step the applicant is required to fill in all details of his Educational Qualifications, Work Experience etc.

This is a multi-stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages is as follows:

1. Educational Qualification
2. Post Qualification Work Experience, if any.
3. Personal Details
4. Indicate city of preference for interview
5. Indicate choice of 'Reactor Stream'
6. Upload Photo & Signature
7. Submit Application

The links for the above stages are available on Apply Online menu (Apply=>Apply Online). The applicant should start by clicking on the "**Educational Qualifications**" link. Once information is saved, the next stage i.e. **Post Qualification Work Experience** will be made available for filling up the information.

On entering of all the information related to current stage, the applicant can use "**Save and Proceed to Next Step**" option at the bottom of form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in **Apply Online menu (Apply=>Apply Online)**.

The information at any stage can be saved using the "**Save and Proceed to Next Step**" option.

Once the applicant reaches "**Submit Application**" stage, a draft of all the information entered by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered is correct, she/he can submit the application using "**Submit Application**" option. **Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application.** After submission of application, an **Application number** will be generated in respect of candidates who are exempted from payment of Application fees. In respect of candidates (for whom Application fee is applicable), they will be redirected to make online payment, once the form is successfully submitted.

Step 4.

**Payment of Application fee (if Fee is Applicable)**

Only male candidates belonging to General/EWS/OBC categories are required to make a **non-refundable** payment of Rs. **500/-** towards application fee with the applicable bank charges. The application fee can be paid on any day between **10/04/2025 (1000 hrs. onwards) to 30/04/2025 (till 1600 hrs.)** only.

**SC, ST, PwBD, Ex-serviceman, DODPKIA, Female applicants and employees of NPCIL are exempted from the payment of Application Fee.**

Candidates are required to make application fee payment through debit card/credit card/net-banking/UPI etc. online through payment gateway integrated with the application form.

After submitting your payment fee online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE. On completion of the transaction, candidates are advised to login again using their credential and check the status of the payment. In case of payment failure, candidates are advised to repeat the process of payment to avoid rejection of the application.

Once the payment of application fee is successfully completed, **Application number** will be generated.

**IT IS SUGGESTED TO CLOSE THE BROWSER WINDOW ONCE YOUR TRANSACTION IS COMPLETE, TO ENSURE THE SECURITY OF YOUR DATA RELATED TO TRANSACTION.**

No other mode of payment will be accepted. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than the prescribed method, will be rejected. The application fee paid by ineligible candidates shall be forfeited and no correspondence shall be entertained in this regard. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before making payment of application fee.

- d. **The Online Application Process is complete only after all the above mentioned applicable steps are completed.** Then the applicant can view/print the online application form.
- e. Application Status can be seen by the candidate by login through "**Applicant's Login**" link.
- f. **Candidate is requested to make a note of the login id and password**, as she/he will need this to login to the website to check her/his application status. An email will also be sent to the candidate with the application number.
- g. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 59.99% should NOT be rounded off to 60%.
- h. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of the 'Interview Call Letter' online on the website, if shortlisted for the interview. The date, time and venue of the interview will be provided in the 'Interview Call Letter'. They can also login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'Interview Call Letter' to the interview venue, without which she/he will not be allowed to appear for interview.
- i. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.

- j. Applicants are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
- k. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.
- 1. **Important :**

Four Step Process :

- I. Registration
- II. Activation
- III. Fill Candidate Details & Submit Application
- IV. Payment of Application fee (if Fee is Applicable)