

## Corrigendum to Rectt Advt No. 05/2018

### HOW TO APPLY:

- I. Eligible and interested candidates would be required to apply online only through RINL website [www.vizagsteel.com](http://www.vizagsteel.com) under the link "Careers". No other means/mode of application shall be accepted.

**Starting date for online registration** - **3<sup>rd</sup> August 2018**

**Closing date for online registration** - **22<sup>nd</sup> August 2018**

II. Steps for Applying:

**STEP 1:** Log on to [www.vizagsteel.com](http://www.vizagsteel.com) and click on the link "Careers"

**STEP 2:** Read **CAREFULLY** all the instructions given on the website.

**STEP 3:** Have the following readily available:

- a) e-mail ID (which must be valid for minimum of next Twelve Months)
- b) Latest passport size photograph in digital format (.jpg file of 20 KB to 50 KB size) and digital format of the signature (.jpg file of 10 to 20 KB size) for uploading with the application form. The recommended dimensions of the passport photograph are 200 X 230 pixels. The recommended dimensions of digital format of the signature is 140 X 60 pixels
- c) Scanned copies (pdf format) of date of birth proof (SSC / 10<sup>th</sup>), qualification and experience certificates. The size of file should not exceed 500 KB.

**STEP 4: Registration**

- d) 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 will also be sent.
- e) 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.
- f) 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 FINAL SUBMIT BUTTON.
- g) 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.
- h) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- i) 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".
- j) Candidates can proceed to fill other details of the Application Form.
- k) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- l) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

- m) Click on upload documents. Candidates need to upload certificates pertaining to Date of Birth, Qualification and experience in Pdf format.
- n) Click on 'Payment' Tab and proceed for payment.
- o) Click on 'Submit' button.

**III. Guidelines for uploading the documents are as under:**

- i. Please ensure that Documents uploaded are clear and readable.
- ii. Once uploaded, documents cannot be edited, after submission.

**A. Documents:**

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 KB.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then please adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

**B. Document Scanning:**

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set color to True Color
- iii. File size as specified above.
- iv. Crop the image in the scanner to the edge of the documents like certificates, then export/save as PDF (as specified above)
- v. If the file size and format are not as specified, an error message will be displayed

**C. Procedure for Uploading Document:**

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the PDF has been saved.
- iv. Select the file by clicking on it.
- v. Click the 'Upload' button.
- vi. Click Preview to confirm the document is uploaded and accessible properly before submitting the application.
- vii. Once submitted, Documents uploaded cannot be changed.

**IV. Guidelines for uploading Photograph & Signature are as under:**

**A. Photograph Image:**

- i. Photograph must be a recent passport style colour picture.
- ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii. Look straight at the camera with a relaxed face
- iv. 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
- v. If you have to use flash, ensure there's no "red-eye"
- vi. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Dimensions 200 x 230 pixels (preferred)
- ix. Size of file should be between 20kb–50 kb

- x. 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.
- xi. 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.
- xii. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- xiii. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**B. Signature Image:**

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Attendance sheet and wherever necessary.
- iv. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- v. Dimensions 140 x 60 pixels (preferred)
- vi. Size of file should be between 10kb – 20kb
- vii. Ensure that the size of the scanned image is not more than 20kb
- viii. Signature in CAPITAL LETTERS shall NOT be accepted.
- ix. Candidates should ensure that the signature uploaded is clearly visible

**C. Scanning the photograph & signature:**

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- iii. File Size as specified above
- iv. Crop the image in the scanner to the edge of the photograph/signature, then use the upload

**D. Procedure for Uploading the Photograph and Signature**

- i. There will be two separate links for uploading Photograph and Signature
- ii. Click on the respective link “Upload Photograph / Signature”
- iii. Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- iv. Select the file by clicking on it
- v. Click the ‘Open/Upload’ button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

**Note:**

- In case the face in the photograph or signature is unclear the candidate’s application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

V. **PAYMENT OF FEES through Online Mode:**

- a. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- b. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- c. 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
- d. On successful completion of the transaction, an e-Receipt will be generated.
- e. 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.
- f. 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.**
- g. 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.
- h. To ensure the security of your data, please close the browser window once your transaction is completed.
- i. **There is facility to print application form containing fee details after payment of fees.**

**Dt. 03-08-2018**

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