Important Steps for filling Online Application for DRDO Entry Test-2014 (CEPTAM-07 Advt.)

[Facility will be available from 29th Sep – 17th Oct, 2014]

Online Application is Mandatory for STA 'B', Personal Asstt. 'A', Asstt. Hindi, Admin Asstt. 'A', and Store Asstt. 'A'. However other may apply online or offline

Candidates are advised to read the full advertisement published in Employment News dated **27th Sep - 03rd Oct, 2014** and is also available on our website www.drdo.gov.in. The detailed instructions/ Frequently Asked Questions (FAQ's) for Online Application are also available on our website www.drdo.gov.in

CAUTION

Concealing/ falsification/ misleading of any information in the online application may lead to disqualification of the candidature from current and future recruitments of DRDO and the same would also be a criminal offence for which appropriate legal action can be taken.

Step 1: Online Registration

- Candidates are advised to keep their certificates/ documents ready while filling up Online Application
- Click on **"Online Application for CEPTAM-07 Advt."** link and then click on **"New Registration"**
- All fields for Online Registration are mandatory and can't be left blank
- Submit the details, a system generated password will be sent to your registered E-mail id

Note : Online Registration is mandatory for filling Application online, candidate may apply more than one post code through a single Online Registration

Step 2: Filling up Online Application

- Click on **"Login for Online Application"** link
- Enter your registered E-mail id and password for login
- All fields , marked (*) are mandatory
- Fill every section (Personal details, Examination/EQR/Other details, Upload documents, Preview/ Payment of Fees etc.) of Online Application Form
- Each section will have ` SAVE & CONTINUE ` button for storing the data given in that section & clicking on it will take the process in next section where he/ she can continue the online application form also he/she can go back to previous sections.

Step 3: Uploading of Scanned images & EQR documents

- Scanned images must be in **.jpg/.jpeg** format only
- Recent Passport size Photo must be in **20-50 Kb** in file size and **4.5cm x 3.5cm** in dimension
- Thumb (Left Hand) impression must be in **10-20 Kb** in file size and about **4.5cm x 3.5cm** in dimension box
- Signature must be in **10-20 Kb** in file size and **4.5cm x 3.5cm** in dimension box
- Preview & upload good quality images only
- EQR certificates in **.pdf** format (not more than **2MB** file) is to be uploaded.

Note : Uploading of Blur/ edited images will lead to disqualify the candidature

Step 4: Online Payment of Fee

- Candidates are advised to preview his/her filled application before making payment of fee
- All candidates (except Women/ SC / ST / ESM / PWD candidates) must pay examination fee through online payment mode only
- Candidates can pay fee by Credit card/ Debit card/ Net banking

Step 5: Finalize the application

- After successful payment of fee, the Application to be finally submitted and candidate will get a system generated **"Online Application Number"**
- The same number will also be sent to their registered e-mail id
  Note :
    I. *Only finally submitted applications will get the "Online Application Number".*
    II. *Candidates should verify their EQR before applying for any post.*
    III. *Candidates will provisionally be called for written examination.*

Step 6: Printing of Finalized Online Application Form

- Candidates are advised to take a print out of their finally submitted online form for future references from **"My Application"** menu by login in Online Application

  *Note : The print out copy of Online filled application form and other related documents **NEED NOT** to send to CEPTAM, DRDO office for appearing in written examination. However, it will be required in future, if shortlisted*

Steps 7: Editing/ Updating of Online Submitted Application

- Candidates may advise to check all their details while filling up of online application , however they may edit/correct it up to closing date of online application after that the functionality will be deactivated and no further correction in application will be entertained