



टीएचडीसी इंडिया लिमिटेड
THDC INDIA LIMITED
(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)
(Schedule “A” Mini Ratna Government PSU.)

Date-07.11.2025

Instructions and procedures for online application form



1.	Applicants are strongly advised to read the Detailed Advertisement carefully before filling up the Application Form.
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A. General Instructions
<ol style="list-style-type: none">Before starting to fill up the application through online mode, the candidate should keep ready the following details/documents<ul style="list-style-type: none">Valid E-mail ID & Mobile Number.Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process.Scanned signature.Details/documents regarding his/her educational qualifications as per the eligibility criteria (from class 10th/Matriculation onwards), Caste certificate, Ex-Servicemen certificate, CTC/ Pay Scale etc.Category [General (UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD] once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible.Details/ documents regarding experience for the post as required. Experience Certificate clearly mentioning details given in the advertisement is perquisite.Ensure all the scanned copy are clear and readable, else the application shall be summarily rejected.
B. How to Apply
<ol style="list-style-type: none">Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/her Online Application Form must remain valid for at least next one year from the date of filling application.Candidates should take utmost care in furnishing/providing the correct details while filling up the online application. You can edit the information only before submission of application because once the form is submitted, it cannot be edited.The process for submitting the application is given below:<ol style="list-style-type: none">Step-I: Registration of Personal Details, Additional Details, Communication Details, Test City, Contact details along with selected post. User-ID and password will be sent through SMS on Mobile Number and Email.Step-II: Complete the fields of Qualification Details, Declaration, upload relevant Documents (photo/signature, relevant certificates, etc.) and submit Application Fee (wherever applicable) online via Payment Gateway.Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case/circumstances.
C. Step-I: Registration
<ol style="list-style-type: none">The candidate should fill up all the required information correctly and press Generate OTP button.OTPs will be sent to the candidate's Mobile No, separately. The candidate has to enter OTPs to verify Mobile No.Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Check box and then re-verify the selected/entered values.After clicking the SUBMIT button, the candidates will receive Application Sequence No. (User ID) & Password on their Mobile Number and Email.
D. Step-II: Filling-Up of Application Qualification Details
<ul style="list-style-type: none">After signing up, candidates need to fill up Qualification Details, Test City, and give Declaration and Submit it to save and proceed for the NEXT STEP which is DOCUMENTS UPLOAD.

E. Step-III: Filling Up of Application (Documents Upload)	
<ul style="list-style-type: none"> After Step-II, candidates need to upload relevant documents like photo, signature, educational qualification certificates, caste certificate, Ex- Servicemen Discharge certificate etc . While uploading documents, ensure that the mark sheet and certificate are uploaded together for the following qualifications: <ul style="list-style-type: none"> 10th Certificate (10th Marksheet and 10th Pass Certificate). 12th Certificate (12th Marksheet and 12th Pass Certificate). Graduation Certificate (Final Marksheet and Degree Certificate). Post-Graduation Certificate (Final Marksheet and Degree Certificate). While uploading documents for experience, ensure that all experiences are uploaded in the chronological order as a single file. 	
F. Step-IV: Application Fees Payment	
<ul style="list-style-type: none"> After all the steps are completed, applicants need to pay Application Fee if applicable through online via Payment Gateway. 	
<p>Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg format, as per the process given below:</p> <p><u>i. Photograph Image:</u></p> <ul style="list-style-type: none"> The photograph must be a recent passport size colour picture with a light background (not older than 03 weeks). Look straight at the camera with a relaxed face. The size of the scanned image should be between 10KB to 200KB in jpg format only. <p><u>ii. Signature Image:</u></p> <ul style="list-style-type: none"> The applicant has to sign on white paper with a black ink pen. The signature must be signed only by the applicant and not by any other person. Please scan the signature area only and not the entire page. Size of file should be between 4KB to 30KB in jpg format only. <p><u>iii. Documents</u></p> <ul style="list-style-type: none"> Size of file should be between 10KB to 1MB in pdf format only. 	
<ul style="list-style-type: none"> After uploading Photograph and Signature, click on "Preview" tab and check whether particulars filled are correct. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates will be redirected to Payment Gateway to deposit the fee. <ul style="list-style-type: none"> Unreserved (UR) candidates: Rs. 600 Other Backward Classes (OBC) and Economically Weaker Sections (EWS):Rs. 600 Scheduled Caste (SC), Scheduled Tribe (ST), Ex-Servicemen , PwBDs and Doob Kshtera: No fee 	
<ul style="list-style-type: none"> Guidelines for Remittance of Fee: <ul style="list-style-type: none"> Post submission, the candidate will be redirected to Payment Gateway to make the online payment of application fees. Kindly verify the details and make the payment for application fees via the different payment modes. Post successful payment of application fees, the candidate will be redirected to his application form. Keep the payment transaction number safe for future use. THDC will not be responsible for failed/multiple/duplicate payments arising out of technical/network errors. 	
<ul style="list-style-type: none"> Printing of the Submitted Application Form: On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/her Application Form by pressing the “PRINT” button and saving/printing it in PDF form. Please retain the printout of the application form for future references. 	
<ul style="list-style-type: none"> More than one registration/application should not be submitted by any candidate for any particular post. In case of multiple applications for one post, only the latest valid application will be considered. 	
<ul style="list-style-type: none"> For technical queries/clarifications relating to the filling up of the online application, please feel free to contact the Grievance portal available in the application portal. 	

Candidates are advised to complete the online filling of application process at the earliest to avoid last minute difficulties and ensure timely submission of their online application to avoid last minute rush.

Instructions regarding Documents to be uploaded:

- Candidates are advised to upload the degree and marksheet as one file.
- In the document upload section, the drop down includes Other Documents in which candidate may upload any additional documents.
- Candidates applying for the post of Assistant Manager-Civil/Electrical/Mechanical and for whom the “Large Infrastructure Company (Paid up Capital of atleast Rs 20 Crores/ Annual Turnover of not less than Rs 200 Crores) involved in National reputed projects” is applicable they are advised to mandatorily upload the documents related to same in the the drop down of Other Documents in the document upload section.
- Candidates working in private sector are required to upload CTC certificate (having details of last 3 years) issued by the employer in the the drop down of CTC/ Pay Scale Certificate in the document upload section.

5. Candidates working in government sector/ PSU are required to upload Pay Scale certificate (having details of last 3 years) issued by the employer in the the drop down of CTC/ Pay Scale Certificate in the document upload section.
6. In case Date of Birth is not mentioned in Class Xth Marksheet or Pass Certificate, such candidates are advised to upload Xth Marksheet, Xth Pass Certificate and DOB proof as one file in the the drop down of Xth certificate in the document upload section.