Instructions to the candidates applying for CEPT Technical Posts

[Deputy Manager/Assistant Manager/Technical Supervisor]

General Instructions:

1. Please refer to the detailed instructions and eligibility criteria as per Notification issued by Assistant Director [Technology], CEPT vide F. No. CEPT-1/STA-FTP/2020 dated 23rd June, 2020.
2. As per Notification, applications are invited from eligible and willing Central Government Employees for filling up of the Posts ON DEPUTATION BASIS.
3. As per Para 3 of the Notification, applications are invited from Willing and Eligible applicants through Online in the link mentioned below:
   http://ccc.cept.gov.in/ceptposts
4. It was also mentioned in the notification that, after submission of the application online, copy of the same has to be printed, signed by the applicant and to be submitted to their Cadre Controlling Authority along with all the supporting documents.
5. Last date for submission of applications through Online is 14th August, 2020.

Procedure for applying through online website:

1. Registration is compulsory through the web site mentioned below for the candidates applying for CEPT Technical Posts.
   http://ccc.cept.gov.in/ceptposts
2. Preferred browser is Google Chrome in Desktop Computer for the Website.
3. Candidate has to click on **Register** Button for proceeding to Registration. In the Registration form, candidate has to furnish the details of Name, Valid email ID, Mobile Number, Password of his choice for login and a security Question with Answer for the purpose of Forgot Password option etc.,
4. Once Registration is successful, message will be displayed to the user with the needful instructions.
5. For the purpose of Login, user has to check their mail box and Click on the Link sent to their registered mail ID.
6. On successful validation, user is able to Login to the Website through the above web url for applying to the CEPT Technical Posts.
7. For Log In, user has to enter their email ID as user name and the password mentioned at the time of registration.
8. After Log In, user has to submit his profile with all the relevant data called for.
9. All the fields which are marked with (*) are mandatory fields. Before filling up of the profile details, user has to keep his Photo and Signature ready in JPEG format for uploading. Size of photo and Signature should be below 100 KB.

10. After filling up of the profile details, uploading the photo, Signature etc., user has to click on **Preview** button to cross check the data entered with photo, Signature uploaded.

11. If any correction is required to the data, user can click on "Back" button and do the changes to the fields. After correcting the details user has to click on **Preview** button and **Submit Profile** button to save the profile details successfully. Profile details saved can be viewed through "View Profile" option.

12. After cross checking the data, User has to enter captcha and click on "**Submit Profile**" button to save the profile details. No modifications can be done after submitting the Profile.

13. After submission of the profile, candidate can apply for the Technical Posts of Deputy Manager, Assistant Manager and Technical Supervisor as per their eligibility to the post.

14. Before applying for a particular post, the candidate has to check whether the eligibility conditions towards service and educational/technical qualifications are satisfied by the candidate, as per the notification issued.

15. Candidate has to apply for each category of post separately as per the option provided, if he is eligible and willing to apply for more than one post.

16. Print application option has been provided to the candidate for each category of post applied for.

17. After submission of the application online, copy of the same has to be printed, signed by the applicant and to be submitted to their Cadre Controlling Authority along with all the supporting documents for onward submission to the General Manager CEPT, Mysuru -570010.

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