

Annexure B

Instructions for application to the Posts of Assistant Manager of Centre for Excellence in Postal Technology

A. General Instructions:

1. Please refer to the instructions issued in the Notification released by General Manager, CEPT, Bengaluru dtd 07.02.2024
2. Applications from willing and eligible applicants can be submitted through Online mode at <https://ccc.cept.gov.in/technicalposts> as indicated in Para 3 of the Notification.
3. The hard copy of the application duly signed by the applicant has to be sent to their respective Cadre Controlling Authority along with all the supporting documents as mentioned in the Notification.

B. Procedure for applying Online:

1. Registration is compulsory through the web site <https://ccc.cept.gov.in/technicalposts> for the candidates applying for the Technical Posts in CEPT.
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 Verification Link sent to their registered mail ID.
6. On successful validation, user will be able to Login to the Website through the above URL & submit the application for the Technical Posts in CEPT.
7. For Log In, the user has to enter their eMail ID as user name and the password mentioned at the time of registration.
8. After Log In, the user can submit his/her application for the Technical Posts in CEPT.
9. All the fields which are marked with (*) are mandatory fields.
10. **Before filling up of the application, the user has to keep proof of his date of birth & educational qualifications, Experience certificate, APARs in PDF format and Photo & Signature ready in JPEG format for uploading. Size of the documents should be as per the instructions mentioned in the application.**
11. **Candidates are required to furnish details of their Cadre Controlling Authority (CCA) in the application form. The application details will be forwarded to the concerned CCA based on the information provided by the applicant. Therefore, the applicant should ensure that correct details of the CCA are provided.**
12. While entering the details in the form, the form will reload multiple times to fetch the required fields. Please wait for the process to complete while filing the form.
13. After filling up of the form, uploading the required documents, APARs, photo, Signature, entering of Captcha etc., the user has to click on "**SAVE**" button to cross check the data entered with photo, Signature uploaded.
14. After cross checking the data, the User has to click on "**Final Submit**" button to submit the application. No modifications can be done after final submission.
15. 'FINAL SUBMIT' can be only done with OTP verification through mobile number, submitted by the applicant during the time of registration.
16. If any correction is required to the data, user can click on "Cancel" button and do the changes to the fields. After correcting the details user has to click on SAVE button and Final Submit button to submit the application successfully.

17. **Please note that once the application is submitted, there is no provision to correct the data**
18. User has been provided with option to print the application immediately after "**Final Submission**". User must print the application and sign it before sending the same to their Cadre Controlling Authority.
19. Options have been provided to the user to Change Password, Download/Print the application submitted etc., at any point of time.

C. Special instructions

1. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016, the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay matrix level or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.
2. Pay, Deputation (Duty) allowance, tenure of deputation etc., to the above Ex-Cadre posts will be regulated in accordance with the instructions issued by Department of Personnel & Training in OM No.6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time.

Signature
13/02/2024

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