

General Instruction to fill Online Application Form

1. Candidates are advised to go through instruction carefully before filling up application form. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she does not apply properly as per the given eligibility criteria.
2. Online submission of application can be made through website www.sudha.coop. Detailed Instruction are available at the site. Candidate should read the instructions carefully before filling up the form or making any entry or selecting options. Candidates are advised to take print out of Instruction part to avoid mistake in filling online application. Candidate should supply all the required detail while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
3. Candidates should have valid personal email ID and active mobile number. It should be kept active during the entire recruitment process for communication of further instructions.
4. The filling of online application contains five parts.
 - a) Part I Registration of candidate
 - b) Part II Application form
 - c) Part III Document Upload
 - d) Part IV Payment of Application fee through payment gateway.
 - e) Part V Confirmation and taking print out of the filled up form.
5. The step by step process for submitting the application form is given below:

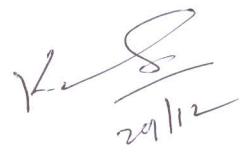
Step I: Open the home page of COMFED on www.sudha.coop

Step II: Click on the link "**APPLY for Recruitment 2019**".

Step III: Click the trade of Jr. Technician for which you have to apply.

Step IV: Proceed to "Apply Now". The filling of online application contains four parts.

- i) **In part I registration**, candidate will have to fill basic information. Fill details like Identification type (select any Identity as applicable), Candidate's Name, Fathers Name, Mobile No., Category, Email ID and Date of Birth,
- ii) **Part II Application Form**. Login to complete the Personal Details, Qualification, and Declaration. It consists of six parts.
 - a) Registration Information. All data comes automatically from registration part.
 - b) General Information.
 - c) Contact Information.
 - d) Professional Details.
 - e) Work Experience.
 - f) Declaration.



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- iii) **Part III Document Upload.** Login to upload latest photograph and legible, signature/documents/ certificate. Following six documents are required to be uploaded:-
- a) Latest Colour Photograph of candidate
 - b) Signature of candidate
 - c) Matric Certificate issued by Board
 - d) ITI Certificate issued by Board
 - e) Recent Experience Certificate
 - f) Caste Certificate (if applicable)

Candidates should ensure at this stage that all data entered are correct through preview option and make correction, if required. Once the application fee has been deposited through payment gateway as mentioned in step IV, it will not be edited.

- iv) The payment of Application fee through payment gateway.
- v) Print application form for record and future reference.

On successful completion of your complete application, an auto generated confirmation will be sent on your registered email ID/Mobile number. In case email is not received by you please recheck /above submission of the application submitted on line by you.

6. Candidates should take utmost care to furnish the correct detail while filling in the online application. **YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP IV. Once the application fee has been deposited through payment gateway as mentioned in step IV, it can't be edited.** The same will be treated final for all purposes.
7. Filling of online application will be treated as valid from 10.00 AM of 08.01.2019 to 05:00 PM of 08.02.2019. and applicant making force entry beyond the above timing and date will be treated as invalid.
8. After submitting online application, candidates should keep the printout copy of application form. Please keep this form for future reference against this recruitment process.
9. **Candidates are NOT required to submit hard copy of application form to COMFED at this stage.**
10. **Please apply well in time. Do not wait for the last day to fill the form. The Federation will in no way be responsible. In case candidates fail to do on line transaction due to any reason what so ever or inability to uplink data electronically onto the application portal.**
11. The application will be treated incomplete without payment, uploading of scanned photographs & signature in the prescribed perform.
12. The candidates applying should ensure that they fulfil all eligibility criteria/ condition. Their admission at all stages is purely provisional. Mere issue of letter for written test or interview will not imply that candidature has been shortlisted. Verification of all original certificates will be done at the time of interview. The candidature of candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria or canvassing in any manner.

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13. Candidates who meet the qualifying criteria and whose online application has been accepted will be shortlisted for written test and/or interview. The decision of Federation in all matter relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/interview will be final and binding on the candidates.
14. The candidate for respective sub group of post may have to appear for written test either online or manually as decided by management.
15. All original document such as Matric Certificate, ITI certificate and marksheet, caste certificate (if applicable), experience certificate etc. will be checked at the time of interview. Non production of original documents will debar the candidate from appearing for the interview.
16. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or after joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement.
17. The Management reserves the right to create and operate a panel of shortlisted candidates.
18. The Qualifying Requirement/Experience & Age limit shall be reckoned for as on the last date for online submission of application.
19. Mere possession of the requisite qualification and experience will not confer any right to be called for interview.
20. The Management reserves the right to increase or decrease the number of posts or consider for lower post/grades to meet the organisational requirement.
21. If a candidate submits more than one application on-line, his/her candidature shall be liable to be cancelled and the candidate may also be debarred for future examination(s). No communication will be sent in this regard.
22. Scanned photograph should be in JPG format. The digital size of the file should not exceed 300 KB each. The scanned image of latest photograph is required to be uploaded to avoid the inconvenience at centre, as this photograph will be matched with the candidate appearing in the examination.
23. Two copies of the same photo (as uploaded on the application) should be retained for future use. Candidates are advised to utilise the same photograph (latest) till the recruitment process is complete.
24. Candidates will have to pay application fee online through HDFC payment gateway. Examination Fee for various categories is as stated below:

CATEGORY	Fees
For General /OBC	Rs.700.00
For SC/ST	Rs.350.00

Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying.

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25. General Rules /Instruction.

- a) All educational certificate should have been obtained from recognized Board/University /Institutions in India.
- b) Date of birth as recorded in Matric Certificate will only be accepted as proof of age.
- c) Candidates need not submit /send application printout or copies of any other certificate at the time of online application to the COMFED.
- d) Candidates should satisfy themselves about their eligibility for the post and COMFED shall not entertain any request from candidates seeking advice about their eligibility to apply.
- e) Canvassing in any form will lead to disqualification.
- f) Candidates will have to visit COMFED's website for downloading call letter of written examination and intimation to that effect will also be sent through reg.mobile and email. The candidate is required to use (a) Mobile No.(b)Date of birth for downloading the call letter. The candidate must appear at the test centre with (a)call letter (b)Photo Identity Proof as stipulated in instruction.Original Photo Identity Proof may be brought along with photocopy.
- g) The candidates will have to appear for the exam / interview at their own cost.
- h) Category (Gen/SC/ST/BC) once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible later on.
- i) The number of vacancies is tentative and may increase or decrease will be at the sole discretion of COMFED as per requirement.
- j) Before starting to fill up the online application, the candidate should keep at hand the following details/documents: -
 - i) His / Her educational qualification as per eligibility criteria.
 - ii) His / Her personal details.
 - iii) His/her scanned photograph, signature & matric certificate having date of birth, ITI certificate, experience certificate and caste certificate
- k) Successful candidates shall be required to get his/her pre-employment medical examination done in a State Govt. Hospital and if found unfit then his / her candidature may be rejected. COMFED reserves the right to re-examine or review the Medical examination submitted by the candidate without assigning any reason and decision of COMFED will be final and binding.

26. Queries if any may be addressed to recruitmentcomfed2018@gmail.com Or over Phone No.0612-2222387 only between 10 AM to 5 PM on normal working days. Applicants may kindly note that only such queries which are relevant to this advertisement shall be replied to.

