

HOW TO APPLY

The candidates are required to apply through the Portal only accessible from Link which will be available on MECL Website (www.mecl.co.in) under “Careers” Section under “Advertisement Notices & Results” Tab.

The relevant link will be made available from 12.09.2026 to 11.10.2026. Applications received through any other mode will not be accepted.

Candidates belonging to SC/ST/OBC(NCL)/EWS/PwD/Ex-SM category should be careful while filling up category option in the online application as this will not be allowed to be changed at later date/stage of recruitment process.

MECL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other beyond the control of the MECL.

DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 12.09.2026 to 11.10.2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan there:
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink)
 - a hand-written declaration (on a white paper with black ink) (text given below)
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand-written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above-mentioned hand-written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary documents (in PDF Format) ready.
- (vii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (viii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MECL may send intimation about various steps/procedures through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE:

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
9. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

B. PAYMENT OF FEES :ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below:

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light- colored, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image and documents:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.

- Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The applicant should upload the latest/relevant documents as per the list given below which includes all the necessary information.
 - File type: PDF
 - File Size: 20 KB – 500 KB
- The signature, left thumb impression, the hand-written declaration and the documents should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

The following documents, clearly scanned and self-attested need to be uploaded with the application form on the MECL Recruitment Portal before submitting application:

S. No.	Document Name	Format	File size limit & Dimensions
1	• Aadhaar ID Proof (mandatory) • Valid Driving License (mandatory for applicants for Jr. Driver post only) • Caste/Community Certificate i.e. (SC/ST/OBC-NCL (Latest)/ EWS) certificate (wherever applicable) • PwBD Certificate (wherever applicable) • Ex-SM Certificate/ documents clearly indicating tenure of service in Armed Forces issued by Competent Issuing Authority (wherever applicable)	PDF	500 KB (All certificates to be scanned in one PDF)
2	• Essential Qualification Marks Statement (all terms/ semesters OR consolidated) issued by concerned University/Institute/ITI • Essential Qualification Passing/Degree Certificate issued by concerned University/Institute/ITI	PDF	500 KB (All certificates to be scanned in one PDF)
3	• 10th Standard Marks Statement & Passing Certificate issued by concerned Board • 12th Standard Marks Statement & Passing Certificate issued by concerned Board • Copy of Norms adopted by candidate's university/ institute /ITI indicating equivalent percentage of marks for CGPA / OGPA or grading system in Degree (as applicable)- issued by concerned University/Institute/ITI – as applicable	PDF	500 KB (All certificates to be scanned in one PDF)
4	• Experience certificate of various organizations (post acquiring essential qualification) duly signed and stamped by issuing authority indicating date of appointment, date of relieving and nature of duties	PDF	500 KB (All certificates to be scanned in one PDF)

5	- Valid proof in support of the Nature of Duties/ Role and Responsibilities (post acquiring essential qualification, if any) – wherever applicable - Salary Slips of last 03 months (wherever applicable) - NOC from present employer, wherever applicable (if presently employed in CPSE/SPSE/Central Govt./ State Govt./ Autonomous Body etc.,)	PDF	500 KB (All certificates to be scanned in one PDF)
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Kindly ensure to upload the documents in the specified order in the specified space only.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression, hand written declaration and documents.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ documents"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file/ documents file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and documents as specified.

Note:

- In case the face in the photograph or signature or left thumb impression or the hand-written declaration is unclear / smudged the candidate's, application may be rejected.
- After uploading the Photograph / signature / left thumb impression / hand written declaration/ documents in the online application form candidates should check that the images are clear and files have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand-written declaration or documents is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand-written declaration or documents, prior to submitting the form.

- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.