



**ELECTRICITY SERVICE COMMISSION
SLDC CAMPUS (NEAR MANTRI AWAS)
VIBHUTI KHAND, PHASE II, GOMTI NAGAR
LUCKNOW-226010**

ADVT. NO. 2/VSA/2016/AE

Important Note: Please fill all the details very carefully. After submission of form candidate will not be able to edit/delete any fields.

HOW TO APPLY

Online Applications are invited from Eligible Indian national Candidates for recruitment of the posts of **Accounts Officer** against vacancies in **Uttar Pradesh Power Corporation Ltd. (UPPCL)** advertisement no. **2/VSA/2016/AE**. No other mode of submission of application is available or acceptable.

Before the filling of the Online Application, for convenience, the Candidate should have scanned images of following documents ready (soft copy) with file size of 80KB (maximum) for photo and signature in JPG/JPEG format only.

Mandatory: (a) Recent Colored Photograph (b) Signature of the candidate

A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application. **This E-Mail id and Mobile number should be kept active till the declaration of results. Electricity Service Commission (ESC)** will send important information with regards to your application and examination on this registered E-Mail/Mobile number.

Please note that after submission of Application Form the particulars mentioned in the form like Name of the Candidate, Father's name, Mother's name, Date of Birth, Mobile Number, Email Id etc. will be considered as Final. Candidate will not be able to edit/delete any fields after submission of form.

Applications without appropriate Application Fee, required documents & information as per recruitment notifications are liable to be rejected. Electricity Service Commission (ESC) however have the right to cancel any of the Examination City, Center and/or add some other cities/centers depending upon the response, administrative feasibility, or any force-major conditions etc.

Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained at later stage.

IMPORTANT STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION

Instructions and Important Links will guide you to fill the Application Form. Please read them carefully and follow them strictly.

Step 1: Candidates are first required to go to the **Uttar Pradesh Power Corporation Ltd. (UPPCL)** website: www.uppcl.org and click on the link “Apply Online against Advt. No. **2/VSA/2016/AE** for the **Post of ASSISTNAT ENGINEER-ELECTRICAL**”

Step 2: You will be directed to the web page to the following information. Please make a note of the Important Information's.

- Advertisement
- How to Apply
- Fee Deposit procedure

Step 3: Candidate are asked to click on “**APPLY**” Link on Index Page. Now the Candidates will fill his/her

- (a) Personal Details (Communication details & Category)
- (b) Qualification Details
- (c) Document Upload (photo and signature)
- (d) Fee Details

By click on respective tabs/next button. Now candidate can see preview. Click on Preview Button will only show you the Application form as filled by you. You can always edit the Application Form before clicking SUBMIT Button. After confirming and ensuring that the filled form is correct, please click on SUBMIT button. After submission of form candidate will get SMS/Email on his/her mobile no./Email id with his/her application number. Please preserve your application no. for future use.

Important Note: Please fill all the details very carefully. After submission of form **candidate will not be able to edit/delete any fields.**

Step 4:

Application Fee Payment Modes

- **ONLINE PAYMENT** — Please use Debit Card/Credit Card/SBI Net banking mode to make the online payment after Submitting form.

- **CHALLAN PAYMENT** — Generate the Challan after Submitting form through SBI website only.

NOTE: Download the Challan and Make the payment in State Bank of India Branches only.

PLEASE PRESERVE YOUR APPLICATION NO. AND PASSWORD AS YOU WILL REQUIRE TO DOWNLOAD YOUR HALL TICKET/ADMIT CARD.

IMPORTANT NOTES

1. PLEASE FILL YOUR APPLICATION CAREFULLY.
2. TAKE CARE TO UPLOAD THE RIGHT DOCUMENTS AT RIGHT PLACE AS MENTIONED) IN THE APPLICATION FORM.
3. ONLY LATEST COLOURED PHOTOGRAPH TO BE UPLOADED.
On the page of www.uppcl.org
4. Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
5. Candidates should keep at least 6 numbers of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
6. Court of jurisdiction for any dispute will be at Lucknow.
7. Candidates must remain in constant touch with **Uttar Pradesh Power Corporation Ltd. (UPPCL)** website: www.uppcl.org for important information's and guidelines.
8. **Uttar Pradesh Power Corporation Ltd. (UPPCL)** reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However **Uttar Pradesh Power Corporation Ltd. (UPPCL)** does not owe any responsibility for error committed by candidate.
9. Canvassing in any form will disqualify the candidate.
10. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. are not permitted in the examination Hall.