

**INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR RECRUITMENT ON CONTRACT BASIS FOR
GROUP C & D POSTS IN
MANIPUR STATE POWER COMPANY LIMITED (MSPCL)**

A. OFFLINE:

Candidates can download the Application form from <https://mspcl.in> for various categories of Group C & D posts of MSPCL and submit the duly filled in Application form (Separate form for every post) in the counter opened in the Corporate Office, MSPCL, Keishampat, Imphal West, Manipur, along with the Application fee and self-attested copies of the following documents during office Hour from 10:00 am till 4:00 pm .

- i) Duly sponsored Employment Exchange Card
- ii) Permanent Resident Certificate (PRC) of Manipur issued by the Competent Authority.
- iii) Class X Passing Certificate & Marksheet
- iv) Class XII Passing Certificate & Marksheet
- v) Other Higher qualifications certificate & Marksheet
- vi) Certificate of Reservation or Category Certificate (OBC/SC/ST) (if applicable)
- vii) Copy of No Objection Certificate (NOC) (if applicable)
- viii) Copy of Person with Disability (PWD) Certificate (if applicable)
- ix) **Age Limit** (as on 31-03-2024)(Minimum Age: 18 Years)
General: 38 Years, OBC: = 41 Year, SC/ST: = 43 Years, Persons With Disability (General): 48 Years, Persons With Disability(OBC): 51 Years, Persons With Disability(SC/ST): 53 Years

B. ONLINE :

Candidates are instructed to fill in the online application form through the link available in <https://mspcl.in> or <https://mspclportal.com>

- i) Candidate must be a permanent resident of Manipur.
- ii) Candidate must get sponsored from the concerned Employment exchange office.
- iii) Separate form should be filled up for every post.
- iv) **Age Limit** (as on 31-03-2024)(Minimum Age: 18 Years)
General: 38 Years, OBC: = 41 Year, SC/ST: = 43 Years, Persons With Disability (General): 48 Years, Persons With Disability (OBC): 51 Years, Persons With Disability (SC/ST): 53 Years
- v) Candidate must have a valid Email id without which form fill up cannot be completed.
- vi) The candidate must have :
 - a) Recent Passport Photograph in Colour (JPEG/JPG/PNG-Width: 138 Pixel, Height: 177 Pixel. Size: maximum 200 KB)
 - b) Photo of signature of the Candidate. (JPEG/JPG/PNG-Width: 100 Pixel, Height: 50 Pixel. Size: maximum 100 KB)
- vii) PDFs version of all educational certificates should have Maximum Size of 250 Kb each.
- viii) Payment of the application fees should be made online.
- ix) After successful submission of the online form, an Application ID will be sent to the registered email ID. Application ID should be kept safe for any future references.

Documents to be uploaded during online form fill up:

- i) Recent Passport Photograph
- ii) Photo of signature of the Candidate
- iii) Scanned Copies of duly sponsored Employment Exchange Card
- iv) Scanned copy of Permanent Resident Certificate (PRC)
- v) Scanned Copies of Class X Passing Certificate & Marksheet
- vi) Scanned Copies of Class XII Passing Certificate & Marksheet
- vii) Scanned Copy of other Higher Educational Certificate & Marksheet
- viii) Scanned Copy of Reservation or Category Certificate (OBC/SC/ST) (if applicable)
- ix) Scanned Copy of No Objection Certificate (NOC) (if applicable)
- x) Scanned Copy of Person with Disability (PWD) Certificate (if applicable)

Application Fee for Offline/Online:

Category			
SC	ST	PwD	General and all others
Rs. 300/- per application + online transaction charge		Nil	Rs. 500/- per application + online transaction charge