

## STEP-BY-STEP GUIDE ON HOW TO REGISTER & Fill Application ONLINE

In order to make the online application process convenient for candidates, below is 2 step processes:

### Step-1: One-time Registration:

One-time Registration will be a permanent database for candidate. The unique Registration ID and Password can be used by the candidate for filling the online application. This facility would be available to the candidates to register themselves with OMC for applying for the Non Executive Posts.

How to register for the first time:● - In the recruitment landing page as show below,

Click on Register button on top right.

Post	Advertisement No.	Advertisement Date.	Advertisement	Instructions	Total Posts	Vacancy List	Key Dates	Scale of pay & GP of the Post																		
Jr. Pharmacist		27/12/2016	<a href="#">Click here to read the advertisement</a>	<a href="#">Click here to read the instruction</a>	14	<table border="1"><thead><tr><th>Category</th><th>Men</th><th>Women</th></tr></thead><tbody><tr><td>UR</td><td>6</td><td>2</td></tr><tr><td>SC</td><td>2</td><td>0</td></tr><tr><td>ST</td><td>2</td><td>2</td></tr><tr><td>SEBC</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>10</td><td>4</td></tr></tbody></table>	Category	Men	Women	UR	6	2	SC	2	0	ST	2	2	SEBC	0	0	Total	10	4	Application Start Date - 30/12/2016 Application Closing Date - 30/01/2017	Rs 5200-20200/- & GP Rs 2800/
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The following screen would appear.

Inbox - smaranika@Sele... x OMC Recruitment x  
omcrecruitment.in/v2/register.php  
OMC Odisha Mining Corporation Ltd. LOGIN  
FILL IN BELOW REGISTRATION DETAILS  
Select Post\*  
Select  
Candidate Name\*  
Enter Your Name  
Email Address\*  
Enter Email ID  
Mobile Number\*  
Enter Mobile Number  
Catagory\*  
Select  
Activate Windows  
Go to Settings to activate Windows.

Candidates should fill all the input boxes carefully. Once the candidate has filled all the relevant fields, he/she can click on 'submit' button. On clicking the 'submit' button, the data/ details entered so far will be saved in server and cannot be changed. If the candidate clicks 'close' button before clicking Submit, the data/ details will not be saved and the candidate will be able to exit from the registration window/ process.

On successful completion, Username and Password will be sent to the candidates registered Email ID and the following page will be displayed.

Click on "Proceed to Apply" button to proceed further with application filling process OR click on the 'Home" button, to abort the application filling process and return back to Post details page.

**Note:** If the candidate after registration finds that he has made some mistake while entering details in the registration part, he/she cannot change the details and is advised to call support number displayed on Post details page for advice. The candidates are therefore, advised to exercise due care while filling in the details and making corrections before clicking Submit.

### **Step -2: Application Filling Procedure (Application Part)**

Registered candidate may log into the system and can proceed for application filling.

How to fill application :• - In the recruitment landing page as show below,

Click on **Candidates Login** Page button on top right.

The screenshot shows the OMC Recruitment website interface. At the top right, there are two buttons: 'Register' (red) and 'Candidates Login' (green). Below the header is a table with the following columns: Post, Advertisement No., Advertisement Date, Advertisement, Instructions, Total Posts, Vacancy List, Key Dates, and Scale of pay & GP of the Post.

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The following screen will be shown

The screenshot shows the 'CANDIDATE LOGIN' page on the OMC Recruitment website. The page features the OMC logo and the text 'Odisha Mining Corporation Ltd.' at the top left. On the right side, there is a 'LOGIN' button. The main heading is 'CANDIDATE LOGIN'. Below the heading, there are two input fields: 'Application Id' and 'Password'. A blue 'Sign in' button is positioned below the password field. Below the button, there is a message: 'Please click on [Register](#) to proceed for filling the Job Application'. At the bottom right, there is a watermark for 'Activate Windows'.

Enter the details send to candidates registered email ID on the above page and click Sign In.

The following page will be shown.

The screenshot shows a web browser window with the URL `omcrecruitment.in/v2/form1.php`. The page header features the OMC Odisha Mining Corporation Ltd. logo and a 'Logout' button. A progress bar at the top indicates six steps: 1. Personal Details (highlighted), 2. Contact Details, 3. Basic Qualification, 4. Additional Qualification, 5. Experience, and 6. Upload Certificates. The 'Personal Details' section includes a 'Select Job Type' dropdown menu with 'MCT Teacher' selected, a 'Candidate Name' field with 'Smaranika Mohapatra', a 'Father's/Husband's Name' field with 'Sidarth pattanaik', and an 'Email Address' field. A Windows watermark is visible in the bottom right corner.

The application has sections – Personal Details, Contact Details, Basic Qualification, Additional Qualification, Experience and Upload Certificates.

The data/ details filled in by him earlier, at the time of registration Photo process, will automatically be filled in the respective fields in the application form and Non Editable. The remaining empty field should be filled by the candidate.

After filling details of each section, candidate should click on Save and Continue button for the data to be saved in server.

If candidate wants to come back later and complete the application, Please click on Logout on top right, before closing the browser.

Also, don't save username password on browser prompt if using public computer.

**OMC** Odisha Mining Corporation Ltd. Logout

D.O.B\*

Category\*

Sub-Catagory  
 Ex-Serviceman  Sportsman  PWD  
 OMC Employee

Marital Status\*  
 Married  Unmarried  Divorced

Gender\*  
 Male  Female

Save & Continue

Activate Windows  
Go to Settings to activate Windows.

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At any point of time if previous section details need to be updated or changed, click on the section and make the changes. Note: - Candidates can update their application multiple times, unless they have submitted the application by clicking Submit button on **Declaration Page**. Once application is submitted, by clicking Submit on Declaration Page and acknowledgement number is generated, application cannot updated/details cannot be changed.

Declaration Page is shown below:

**OMC** Odisha Mining Corporation Ltd. Logout

## OMC-RECRUITMENT

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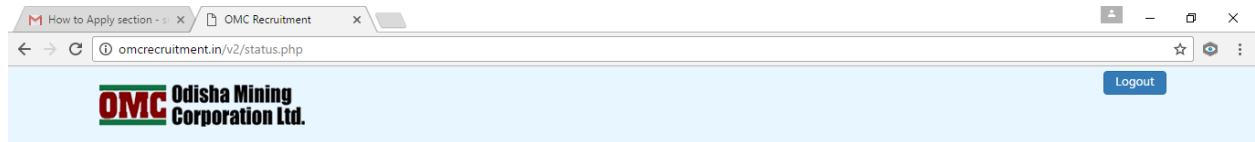
I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature / appointment is liable to be cancelled / terminated without any notice to me.

I Agree.

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Activate Windows  
Go to Settings to activate Windows.

Once candidates click Submit on Declaration Page, Acknowledgement number is generated as below:



## OMC-RECRUITMENT

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Thank You , You have completed successfully and your Acknowledgement Number is

**MCTR1612292**

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Activate Windows  
Go to Settings to activate Windows.