HOW TO APPLY

Candidates applying against Adv. Against Adv No – 648/303-0128/--/2013 dated 28.10.2013 for the Various Posts in "U.P. JAL NIGAM" are required to apply online ONLY through the official website of U.P. JAL NIGAM (http://www.upjn.org) . Application will NOT be accepted by any other mode.

Before the filling of the Online Application, for convenience, the Candidate should have scanned images of following documents in CD/DVD/Pen drive with file size of 80KB (maximum) for each document in JPG format only.

Mandatory: (a) Recent Coloured Photograph (b) Signature of the candidate (C) Thumb impression (Left thumb for Male and Right thumb for Female) (d) DOB Certificate (As per 10th, High-school certificate) copy (e) Graduation Certificate/Mark sheet

If Applicable:(f) Caste Certificate (g) PH Certificate

The above documents in soft copies will be required for uploading and final submission of your Online Application.

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. U.P. JAL NIGAM.** will send important information with regards to your application and examination on this registered E Mail/Mobile number.

Please note that after submission the particulars mentioned in the Online Application in each stage including Name of the Candidate, Post Applied, Caste Category, Date of Birth, Address, Email-ID, Mobile No. etc. will be considered as Final. After the submission of the online application at each stage, candidate will not be able to edit/delete any fields of the Online Application.

Applications received without appropriate Application Fee, required documents & information as per recruitment notification are liable to be rejected. U.P. JAL NIGAM, 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 religiously.

Step 1: Candidates are first required to go to the U.P. JAL NIGAM website:
http://www.upjn.org and click on the link **"Recruitment-3"** and click the link "**Online Application Form**".

Step 2: You will be directed to the following information. Please make a note of the Important Information's.
Helpdesk & Important dates.
Recruitment Advertisement No. Adv No – 648/303-0128/--/2013 dated 28.10.2013
How to Apply.
Frequently Asked Questions.

Step 3: For registration of online Application click "Online Application Form" and fill your (a) Personal Details (b) Qualification Details (C) Declaration and click on" Submit & Print". Now of the Application Form is complete.

Step 4: Deposit the requisite Application fees through portal of State bank of India after 2 working days of the application filling date.

Application Fee Payment Modes

• ONLINE PAYMENT — Please use Debit Card/Credit Card/SBI Net banking mode to make the online payment through State bank of India website link

https://www.onlinesbi.com/prelociin/icollecthome.htm

• OFFLINE PAYMENT — Generate the challan from State Bank of India website link
https:/lwww.onlinesbLcom/reloqinhicoIlecthome.htm
Download the Challan and Make the payment in State Bank of India Branches

Step 5: After 2 days of application fee deposit date, Candidates are required login on the website: http://www.upjn.org and follow step 1,2,3 to reach "APPLY ONLINE" with the APPLICANT-ID and password to be provided on the registered mobile and E-mail ID.. The link for login can be accessed by opening the online application form and click on 'VIEW & PRINT' provided on the header note of the online application form & using the credentials received on registered email Id and mobile no. The candidates are required to click on button "View & Print" for printing of Online Application.

Step 6: Please keep handy the following scan copies with the file size of maximum 80KB for each document In JPG format only.

Step 7: Please upload the following documents as stated in Step 6-

Mandatory: (a) Recent Colored Photograph (b) Signature of the candidate (c) Thumb impression(Left thumb for Male and Right thumb for Female) (d) DOB Certificate (As per 10"! High-school certificate) copy (a) Graduation Certificate/Mark sheet

If Applicable: (f) Caste Certificate (g) PH Certificate

Step 8: On successful submission of Part-A & Part-B of the Application Form & deposit of application fee, you will be able to view the complete application submitted by you including your Photo, Signature & Documents along with the message of Successful submission. Please take a print out of this application form for future correspondence & **APPLICANT-ID** printed on it.

Step 9: Attach the following documents to your printed application; Self-attested copies of Certificates and community certificate (If Applicable) Documentary proof for date of Birth (Mandatory) Eg; copy of Xth or XIIth certificate bearing D.O.B. should be attached)

Send it by Speed post so as to reach on or before the Due date to;

Application Applied for

Accountanat /Divisional Accountant/Senior Auditor
UTTAR PRADESH JAL NIGAM,
6-RANA PRATAP MARG,
LUCKNOW-226001
U.P. (INDIA)

Post filling the complete details in the online application form, the applicant will receive Applicant-ID and Password through an automated E-Mail on you registered email address and /or SMS on your registered Mobile Number.

PLEASE PRESEVE THIS APPLICANT-ID AND PASSWAORD 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 MENTIONEE) IN THE APPUATION FORM.
3. ONLY LATEST COLOURED PHOTOGRAPH TO BE UPLOADED.
4. On the page of" RECRUITMENT-3". 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. OBC certificate should have been issued within one year from the closing date of the application in the prescribed format as per latest guidelines of U.P. Government. SC/ST/EXSM certificate should be in the prescribed format as per latest guidelines of U.P. Government.
6. Candidates should keep at least 6 numbers of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
7. Court of jurisdiction for any dispute will be at Lucknow.
8. Candidates must remain in constant touch with UTTAR PRADESH JAL NIGAM.'website http://www.upjn.org for important information's and guidelines. The eligible candidates, whose applications are available on the Master list & do not receive the admit card for written:examination in time, may check the status of their application and also download the admit card through UTTAR PRADESH JAL NIGAM.'s website as per schedule & instructions notified on UTTAR PRADESH JAL NIGAM's website in advance.
9. U.P. JAL NIGAM reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However U.P. JAL NIGAM does not owe any responsibility for error committed by candidate.
10. Canvassing in any form will disqualify the candidate.
11. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. are not permitted in the examination Hall.

N.B.: In case of any discrepancy in advertisements published in various newspapers etc. the content as put on UTTAR PRADESH JAL NIGAM's website i.e. **http://www.upjn.org** will prevail.