

1. HOW TO APPLY ONLINE

(i) Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form, once uploaded, shall not be entertained under any circumstance. The Directorate shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

(ii) Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

(iii) You are required to apply online through NCC Dte PPHP&C website www.nccmts.in No other means/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) will be accepted.

(iv) First of all ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as the Directorate may send intimations for written test etc. through this.

(v) Please scan your Photograph and Signatures individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, Scan your Xth (Secondary School) (or Equivalent) Certificate, and Reservation Category Certificate individually and save them individually in PDF format, otherwise you will not be able to submit your online application.

(vi) Please keep following details ready with you before clicking on the registration button for starting your online application.

- a) Personal demographic details including Date of Birth and Nationality.
- b) Mobile Number
- c) Personal Email ID
- d) Reservation category details
- e) Xth / Secondary School percentage
- f) Soft Copies of Scanned Photograph, Signatures and Xth / Secondary School Pass Certificate, DOB Certificate and Category Certificate.

YOU ARE NOW READY TO APPLY ONLINE.

(vii) Go to the website www.nccmts.in Click the link 'Online Application'. Clicking on this link will open the Online Application form.

(viii) Carefully fill in these details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the Xth / Secondary School certificates/mark sheets. Any change/alteration found may disqualify the candidature.

(ix) Re-Check that all details are filled correctly.

- (x) Go through each and every point under the Declaration Para. If you fulfill all those conditions and criteria, then and only then click on 'I Agree' box. Any wrong information may cancel your candidature.
- (xi) Now you are ready to submit the Application form by clicking on the button Submit Form.
- (xii) Once you click the button Submit Form, you will get your login ID and password. Please note these down and keep them safe with you as you will require these while logging into the recruitment portal. In fact you will be required to download the Admit Card from this portal later on by logging through same login ID and password.
- (xiii) Upload the scanned copies of photograph, signatures and certificates.
- (xiv) Click on the link 'BANK CHALLAN' and take a print out of the challan form.
- (xv) Based on the category in which you intend to apply, the following fees will have to be paid through the above generated challan form only;
- a) General : Rs.100/-
 - b) SC/BC/PHC/Ex-Servicemen : Rs.NIL
- (xvi) It is important to note that the requisite fee can only be deposited in any branch of Punjab National Bank as Directorate has only nominated Punjab National Bank for collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.
- (xvii) After depositing the fee, you will get One leaflet (Candidate's copy) out of two leaflets. Bank copy will be kept by the bank where you will deposit the fee.
- (xviii)** Please take TWO print outs (THREE in case of Regular Govt Employees) of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.**
- (xix) **Regular Govt. Employees** must send Hard Copy (Downloaded from website) of his/her application, alongwith all relevant documents, to the NCC Dte, PHHP&C, Kendriya Sadan, 5th Floor, Sector 9, Chandigarh through proper channel so as to reach within TEN days from the last date of Deposit of Fee.
- (xx) This application print out with photograph affixed on it will have to be submitted during document verification / counseling alongwith the original copies of the following:-
1. Xth / Secondary School Certificate.
 2. Reserved Category Certificate issued by the Competent Authority (if applicable)
 3. Original counterfoil of the Fee Payment Challan (Department Copy)
 4. Proof of Date of Birth Certificate of Xth (Secondary School)/Higher Secondary.
 5. Proof of being Govt. Employee, if applicable.

If you are an ex-serviceman, additional certificate/documents mentioning the following:

1. Date of Enrolment
2. Date of Release/Discharge
3. Reason of Release/Discharge

(xxi) To download your Admit Card, you will visit the website www.nccmts.in and click the same link, which will take you to the same recruitment portal where you had filled your online application form. You can click on LOGIN button, put in your login ID and password to download and print your Admit Card. Intimation about when to download the Admit Card will be sent to you through email.

The applicants will be required to paste his/her photograph, duly attested by a Gazatted Officer, on the E-Admit card. The photograph must be same as uploaded by the applicant in his/her online application. In case of nonmatching of photograph with the uploaded photograph, applicant will not be allowed to enter the examination centre and no request in this regard will be entertained in any circumstances at that time or later.

Applicants are advised to visit the website of Directorate and check their Email accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Department should be avoided.