

Read all the instructions and Advt. carefully before filling Online Application:

THDCIL Online Registration starts from 01.12.2014(10:00 AM) to 31.01.2015(05:30PM)

Instructions:

1. All applicants are advised to read the instruction carefully before filling online application
2. Fill complete details on the “**Online**” registration(application) form. Manual/Paper application is not allowed.
3. Please keep ready the entire necessary document before filling the application form as applicable.
4. The “**Online**” registration requires upload of **scanned soft copies of your following documents** while filling the online application format:

List of Documents to be uploaded in online application form:

1. **Passport size colour photograph (The passport size colour photograph, to be scanned should be approx. 3.5cmx4.5 cm. Please note that the size of the photograph should not exceed 50KB(JPG/PNG/PDF format)**
2. **Degree Certificate & Marksheet (B.E./B. Tech/B.Sc Engg) Size: 125KB(JPG/PNG/PDF format)**
3. **Signature using Blue ink(Signature should not be in capital letter and should be clear and not taken from Mobile camera. Size: 20KB(JPG/PNG/PDF format)**
4. **Caste Certificate (mandatory if applicable). In the prescribed format provided on THDCIL Website. Size: 125KB (JPG/PNG/PDF format)**
5. **A certificate for conversion of Grades/CGPA to percentage of marks shall be based on the procedure certified by the University/Institution from where they have obtained the bachelor degree. Size: 125KB(JPG/PNG/PDF format)**

Note: Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online application.

Login to **www.thdc.gov.in** and click on Recruitment go to **Advt. No.THDC/01/2014 GATE 2015** then click **Apply now**.

1. After filling the online application form with full details and uploading necessary attachments, submit the form. On submission a unique registration no. shall be allotted to each candidate.
2. Please **note down the unique registration number** displayed after saving the application.
3. Click on **PRINT** button and a **RESUME** will be generated which shall contain all particulars filled in the application format containing unique registration number allotted.
4. Simultaneously an auto generated mail will be sent to registered mail id of the candidate.
5. The candidate has to take a print of the Resume generated (completed application form) containing unique registration no. and send the Resume duly signed on the space provided with photocopy of all mark-sheets and certificate (self attested) attached with application form, and **three coloured passport size photograph** (Self attested). (Write name, THDCIL registration no. on the back side of photographs). The photograph should be same as which has been scanned and uploaded.
6. The candidate has to fill all the mandatory columns in the online application format.
7. Application registered with invalid GATE registration number and without relevant documents attached and send by post as mentioned above shall be summarily rejected.
8. Candidate should retain his/her unique registration number for further reference.
9. No candidate should register more than once.
10. The envelope containing print of application form, photocopy of all the documents/certificates, Marks Sheet starting from Class X, XII, Graduation(if applicable), Engineering etc. alongwith **03** coloured photographs shall be sent and the envelope should be **superscribed** with **Application for Engineer Trainee-2015** with **GATE Registration No. Advertisement No. Post Applied for and Category (Gen/OBC/SC/ST/PwD)**, as the case may be, and should be sent to following address either through Speed post or Ordinary Post to reach on or before **28.02.2015**.
11. Address to send downloaded application along with enclosures in hardcopy:

To,

DGM(Personnel-Policy)
Ganga Bhawan
Pragatipuram, Bypass Road,
Rishikesh,
Uttarakhand, Pin-249201

Important Note:

1. **No Application fee is to be paid by candidates.**
2. **Candidates should have passed the qualifying examination and must possess valid mark sheet of Engineering on the date of application. Candidates who are appearing in final qualifying examination in 2015 are not to apply.**
3. **In the print of submitted application (Resume) if comes in two pages the candidates has to put signature in both the print pages.**

Steps to Apply:

1. Visit to THDC India Website **www.thdc.gov.in**, then click **ENGLISH** and click on Recruitment, go to ***Recruitment of Engineer Trainees through GATE-2015*** Advt. **No.THDC/01/2014 GATE 2015** then click **Apply now**.
2. Fill the particulars and applicable fields. After filling preliminary columns you can save the online application in order to avoid data loss on losing net connection or time out.
3. It is important that you note the unique registration id when you click the **SAVE** button.
4. There are two save buttons available in the online application form; one at the top right portion of the online application form and the other at bottom center portion. Both the save button have same functionality.
4. In case of time out / internet failure one can retrieve the partially filled application using following option :-
 - a Go to THDCIL website, Go to Recruitment Menu, go to **Advt. No.01/2014 GATE 2015** than click **Apply now** and you will get the blank application form. Fill your GATE Details entered earlier before session time out or internet connection failure and you will be able to retrieve your application form.
 - b. **By GATE details** – Please input the GATE Registration number, GATE Paper Code and GATE Enrolment Number in case you have filled them previously and click on the “Get Details” push button on the online application form.
5. The candidate is required to click **add button** to add extra box to fill in Academic and Professional; Qualification column.
6. Please ensure that all the relevant fields have been filled before submitting. **Once the application has been submitted then the data can't be edited**. Also, after application has been successfully submitted the Print button will get enabled and you will be able to view complete filled form.(Resume)
7. Take the print of the completely filled application (Resume) and send it to address mentioned above with self attested photocopy of all documents and three coloured photographs same which has been uploaded mentioned in the list of documents to be sent in Hard Copy to the address mentioned above.

