HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as Indicatedbelow:

A. Application Registration Procedure
B. Payment of fee Procedure
C. Guidelines for Photograph & Signature Scan and Upload
D. Other Guidelines

Applicants can apply online only from 15.03.2024 to 15.04.2024 and no othermode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should Scan their:
- photograph (4.5 cm X 3.5 cm)
- Signature (with black ink)
- Left Thumb impression (on white paper with black/blue ink)
- File Type: jpg/jpeg, Dimensions: 3cm X 3cm,
- File Size: 20 KB – 50 KB.
- A Hand written declaration (on a white paper with black
- Ink and should not be written in CAPITAL LETTERS)
- (text given below)(10 cm X 5 cm)(50 KB – 100 KB)

The applicant should ensure that the above scan documents adhere to the requiredSpecifications as given below:

- Signature in Capital will not be accepted.
- The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her Right thumb forapplying).
- The text for hand written declaration is as follows:
- " I,_____*(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. Iwill present the supporting documents as and when required"*.

- The above declaration has to be in the candidates hand writing and in English only. If it is
written and uploaded by anybody else or in any other language, the applicationwill be considered as invalid.

- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for examination etc., through the registered e-mail ID.In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, he/she should share/mention email id to/or of any other person.

- PAYMENT OF FEE ON LINE: **from 15.03.2024 to 15.04.2024**

- Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

A. Application Registration Procedure

I. Applicants to visit Company's website http://spphyderabad.spmcil.com. And open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.

II. To register application, choose the tab "click here for New Registration and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An E-mail & SMS indicating the Provisional Registration number and Password will also be sent.

III. In case the applicant is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the sameif required.

IV. Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

V. The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets /Identity proof. Any change/alteration found may disqualify the candidature.

VI. Validate your details and *Save* your application by clicking the'Validate your details' and *'Save* & Next' button.

VII. Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point – C.

VIII. Applicants can proceed to fill other details of the Application Form.

IX. Click on the *Preview* Tab to preview and verify the entire application form before „COMPLETE REGISTRATION".

X. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled are correct.

XI. Click on 'Payment' Tab and proceed for payment.

XII. Click on 'Submit' button.

(B) Payment of Fees procedure (Online Mode)

I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.

II. The payment can be made by using Debit Cards (RuPay/Visa/ MasterCard/Maestro),

Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

IV. On successful completion of the transaction, an e-Receipt will be generated.

V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

VI. Applicants are required to take a printout of the e-Receipt and online Application Form containing fee details.

Please note that if the same cannot be generated online transaction may not have been successful.

VII. For Credit Card users: All charges are listed in Indian Rupee. If a non-Indian credit card is used, the bankers will convert it to local currency based on prevailing exchange rates.

VIII. To ensure the security of your data, please close the browser window once your transaction is completed.

IX. There is facility to print application form containing fee details after payment of fees.

X. No other mode of payment of fees will be accepted.

C. GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS:

I. PHOTOGRAPH IMAGE: Photograph must be a recent passport size colour picture. The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there's no "redeye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred). Size of file should be between 20kb-50kb, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:
The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The Signature will be used to put on the call letter and whenever necessary. The applicant"s signature on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. Incase of mismatch, the applicant may be disqualified.

Dimensions
140 x 60 pixels (preferred). Size of file should be between 10kb -20kb.

Ensure thatthe size of the scanned Image is not more than 20KB.

II.   Left thumb impression:

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

III.   Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

IV. SCANNING THE PHOTOGRAPH, & SIGNATURE.

Set the scanner resolution to a minimum of 200 dpi (dots per inch).
Set Colourto True Colour, File Size as specified above.

Crop the Image in the scanner to the edge of the photograph/signature, then usethe upload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is: image 01 .jpg or image 0l.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 5OKB&20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph andsignature in any format can be saved in .jpg format by using '*Save* As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also. Ifthe file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his/her **photograph, signature, left thumb impression and hand written declaration.**

V.   Procedure for Uploading the Photograph and Signature etc.

There will be separate links for uploading Photograph, Signature, Left thumb Impression and Hand Written Declaration. Click on the respective link "Upload Photograph / Signature, Left thumb Impression and Hand Written Declaration".Browse & Select the location where the Scanned Photo/ Signature file has been saved. Select the file by clicking on it.Click

the 'Upload' button.

An online application which is incomplete in any respect such as without photograph and signature Left thumb Impression and Hand Written Declaration uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

D. Other Guidelines/Instructions:

I.   Decision of SPP in all matters regarding eligibility of the candidate, the stages atwhich such scrutiny of eligibility is to be undertaken, the documents is to be produced for the purpose of the conduct of online test, selection and any other matter relating torecruitment will be final and binding on the candidate. Management reserves the rightto fix the standard and specifications for screening and calling the number of candidatesfor online test.

II.   Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection

/inability/failure to log on to the Company's website on account of heavy load on internet website jam. SPPH takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons orfor any other reason beyond the control of the SPPH.

III.   Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him /her are found to be false at a later stage.

IV.   SPPH shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.