

## **INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION PORTAL (OAP)**

1. Online Application Portal is spread over different **Modules/Sections** designed to capture information related to Personal Profile, Contact detail, Educational Qualification, Experience etc. of candidates. Details can be filled in multi-session after Registration .Once registered a candidate can fill up personal profile and contact detail, even if he/she does not intend to apply against any particular post at all. Before closing each session candidate must save the information filled by clicking 'Save' button. Before filling up the Online Application Portal, candidates are advised to go carefully through the relevant Advertisement published in Ministry of Shipping and DoP&T website as well as in Print Media.
2. Log on to <http://onlinevacancy.shipmin.nic.in> to access the home page of the Online Application Portal.
3. Click the hyperlink "ONLINE APPLICATION PORTAL (OAP) FOR VARIOUS RECRUITMENT POSTS". The link would display the details of the vacancies alongwith different links. Then proceed ahead as directed taking lead from prompts and message(s) displayed as may be applicable to your case (Already Registered?/New Registration).
4. Select "Apply Now" against the post for which you wish to apply and fulfill the requisite eligibility conditions and proceed ahead taking lead as above. Eligibility conditions for a particular post can be viewed by clicking on the Post Name.
5. Clicking on "Apply Now" link would take you to the Login page.
6. If you are already registered at Online Application Portal (OAP) website of Ministry of Shipping (MoS), you are required to enter your Registration ID of 8 alphanumeric Characters and password.
7. In case you have forgotten your Registration Id and Password you can click on "Forget Registration ID/ Password". By submitting your e-mail id, place of birth and date of birth you will receive the password by e-mail from "OAP Administrator".
8. In case you are not registered, you are requested to register yourself with OAP website of MoS first by clicking "New Registration". This can be done 24X7 & 365 days a year.
9. Clicking on "New Registration" would take you to the page where you are required to enter mandatory items of your personal details like Name, Father's Name, Date of Birth, Email ID, Password etc. which will be used for the online application. Before filling, please check random number for legibility otherwise reset. After successful registration, a registration ID of 8 alphanumeric characters will be allotted to you. You are advised to note down your Registration ID and Password, to be kept somewhere safe since this Registration ID and password are required to be entered each time when you Login to the system for completing the Online Application Portal.

**Module-wise** information is as follows:-

[Note: Depending on requirements of the post some module may remain in active mode (**clickable blue colour**) while the remaining would be in inactive mode (**non clickable black colour**). Further, a module that has been defined Essential would turn Green once it is completely filled and saved.]

### **Personal Profile**

Here the system asks for Personal Information namely 'Mother's name', 'Contact No', 'Physically Challenged status', 'category', 'Community' (General, OBC, SC, ST) etc. Some fields which candidate has already filled in while doing his/her Registration will display in read only mode in grey text area. **The information provided at the time of registration is of permanent nature and non-modifiable.**

### **Contact Details**

Here system asks for your contact details such as your address, telephone number etc. One telephone number is mandatory. In case your mailing address and permanent address are same, you are not required to enter it again. Click the checkbox for “Yes” against the question “Is your mailing address same as permanent address?” In case your mailing address is different than the permanent address, proceed as required or as directed.

### **When there is no mention of any educational qualification for the post**

The candidate, as he/she may desire, may fill up his/her educational data in educational module if the same is in active mode.

### **Experience**

Here system asks for details of your employment / experience you possess and is relevant for the post. This module will be enabled for filling details only after you click the checkbox against “I have read and understood the required Essential Qualification criterion and I fulfill the required Experience Qualification criterion”. However, before this module is further enabled, you are required to calculate the total experience you are possessing in Years & Months and enter the same in the relevant box against following “No. of years of relevant experience claimed and valid as per advertisement in my case is:”. For validation purpose, system will crosscheck total experience claimed by the candidate with the experience required for the post under EQ (in years and months).

### **Professional Registration**

This module will be active (Clickable blue colour) only if the professional registration information is required for the post otherwise it will be inactive (non clickable black colour). Here system asks for details of your Professional Registration/ Enrolment/ Membership Information i.e. Kind of Registration, Registered with, Registration No., Date of Registration, time based or life time and Valid up to etc.

## Miscellaneous Module

In this module depending upon the requirement of the post, candidates are required to give answer as YES or NO. You are required to answer all the questions correctly as any wrong response would make you ineligible. Further, candidate may give clarification/ details relating to the concerned issue in the question(s), in the box below the questionnaire in open text.

## Document Upload Module

In this module, a candidate is required to upload PDF of document(s) to substantiate the claim in respect of DOB, Educational Qualification(s), Experience, ACRs/APARs, No Report Certificate, Vigilance Clearance, Integrity Certificate or any other information, as made in his/her online application. The candidate may scan the relevant document(s)/certificate(s) which he has claimed in 200 dpi Grey Scale and convert into a single PDF file up to 2 MB. The PDF so created must not be password protected.

## Upload of Scanned Photograph and Signature

Uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained by the Commission. The candidate should scan his photograph and specimen signature (in Black Ink pen put on white paper) in .JPG format. Scanned images, each of photograph and signature in .JPG format, should not exceed 40 KB in size. For photograph, the pixel size is 140 pixels height x110 pixels width and for signature it should be 110 pixels height x140 pixels width. To upload the images of recent Photograph and Specimen Signature click on Upload Photograph/ Upload Signature buttons. [Candidates using MS Window/MS Office can easily obtain photo and signature in JPG format not exceeding 40KB by using MS Paint or MS Office Picture Manager. Scanned photograph and signature (scan at 200 dpi) in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 40KB by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.] After uploading, a fresh page shows the preview of the uploaded images. ***Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the upper row and the specimen signature in the lower row.*** In no case these rows should be swapped. If the candidate is satisfied with the uploaded images, he may CONFIRM the uploading of photograph and signature by clicking on **Confirm Upload** button. *If for any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button.* They can view reloaded Photograph/signature by clicking on "Refresh Image" button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on Confirm Upload button.

Note- Photo and Signature has to be uploaded separately for each application.

## **Preview**

Here, the system displays all the information filled in by the candidate in the Online Application Portal for verification at his/her end. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates would be allowed at any subsequent stage of the Online Application Portal process once the same is submitted.

## **Submit**

After filling details as asked for in all the Modules/Sections for the post including uploading of experience certificate(s) and also uploading of the scanned photograph and signature click on "SUBMIT" button.

1. Log on to <http://onlinevacancy.shipmin.nic.in> with registration ID and Password.
2. Click on the Vacancy Tab for viewing the active vacancies, and then click on the apply button against vacancy.
3. For the applications submitted earlier or for the currently active applications, there is a hyperlink on the center of the Online Application Portal vacancy page "***Click here to view your Previous/Currently active applications***".