

# Department of energy (Govt. of Uttar Pradesh)

## User manual for filling Applicant Registration form for the post of director

### Step-1 Registration process

On **Registration page**, link for Job advertisement, user manual and frequently asked question(FAQ) is provided where you can see your eligibility criteria,guide to fill application form and FAQ .

Now ***you have to register first*** with your details to get user id and password for further login and form fill up process.

**Note:** Only star marked('\*') field is mandatory to fill.

**Recruitment** Department of energy (Govt. of Uttar Pradesh)

**Registration**

[Job advertisement](#) [User manual](#) [FAQs](#)

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name</b>
MANISH	KUMAR	SHANDILYA
<b>Father's First Name *</b>	<b>Father's Middle Name</b>	<b>Father's Last Name</b>
RAMAKANT	KUMAR	SHANDILYA
<b>Mother's First Name *</b>	<b>Mother's Middle Name</b>	<b>Mother's Last Name</b>
MENEKA	Mother's middle name	DEVI
<b>Date of birth *</b>	<b>Mobile No. *</b>	
23/12/1970	9999999999	
<b>Email ID *</b>		
email@gmail.com		

[Submit](#) [Reset](#)

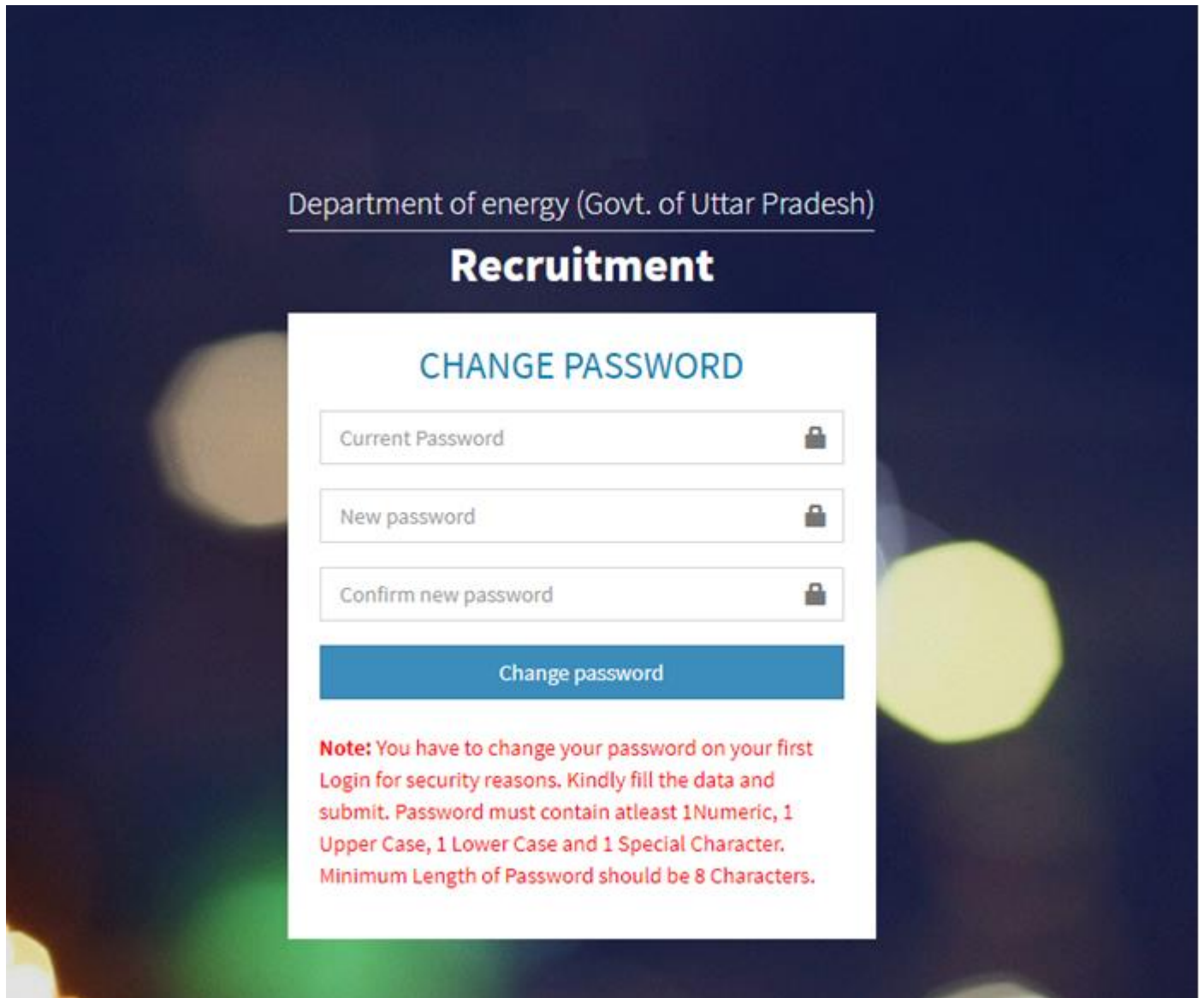
[Click here for User login](#)

After click on **Submit**, **OTP** will be sent to your mobile number to complete registration process. After OTP verification, registration will be completed and ***your login credentials will be sent to your registered mobile number.***

## **Step-2 Change password and login to fill application form**

Once registration is completed, you have to login with credentials provided on registered mobile number. Then, you will be directed to a page where you have to change your password. To change password, you need to enter your current password and new password.

***New password should must contain atleast 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character. Minimum Length of Password should be 8 Characters.***





The screenshot shows a web interface for the Department of Energy (Govt. of Uttar Pradesh) Recruitment. The main heading is 'Recruitment' in white text on a dark blue background. Below it, the title 'CHANGE PASSWORD' is displayed in blue text on a white background. The form contains three input fields: 'Current Password', 'New password', and 'Confirm new password', each with a password icon on the right. A blue 'Change password' button is located below the input fields. A red note at the bottom states: 'Note: You have to change your password on your first Login for security reasons. Kindly fill the data and submit. Password must contain atleast 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character. Minimum Length of Password should be 8 Characters.'


Department of energy (Govt. of Uttar Pradesh)

## Recruitment

### CHANGE PASSWORD

Current Password 

New password 

Confirm new password 

**Change password**

**Note:** You have to change your password on your first Login for security reasons. Kindly fill the data and submit. Password must contain atleast 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character. Minimum Length of Password should be 8 Characters.

Now, after change password, you have to login with new password to fill application form.

**In case of forgot password**, you have to **click on forgot password link** and after that you have to enter your mobile number. **OTP will be sent** to your mobile number and after submission of OTP, **you will get your credentials** on your registered mobile number.

Department of energy (Govt. of Uttar Pradesh)

Recruitment

LOGIN

User name

Password

Enter Captcha

7 - 0 =

Enter Calculatec

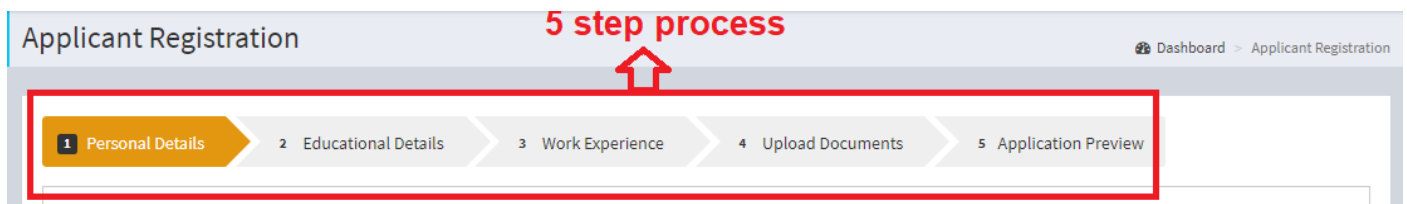
Sign In

Register a New Membership

Forgot Password ?

## Step-3 Filling of application form

**Application form consist of 5 steps.** One by one you have to goto next step and before final submission you can change your details any number of times. **But once you do final submit of your form, no further changes can be done.**



Applicant Registration

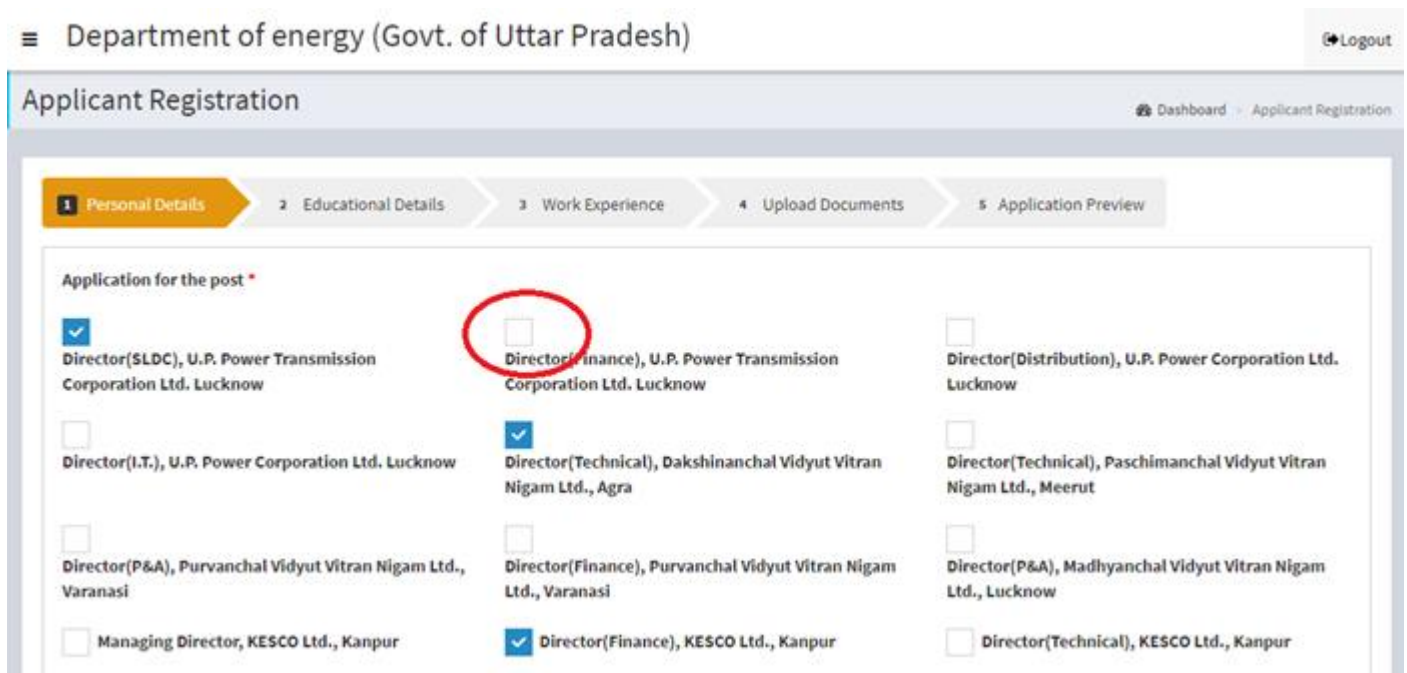
5 step process

Dashboard > Applicant Registration

1 Personal Details 2 Educational Details 3 Work Experience 4 Upload Documents 5 Application Preview

### Step-3.1 Personal Details

Here, you have to provide your basic personal details. You can select any number of post you want to applied for. To select post, you have to check the box for your required post.



Department of energy (Govt. of Uttar Pradesh) Logout

Applicant Registration

Dashboard > Applicant Registration

1 Personal Details 2 Educational Details 3 Work Experience 4 Upload Documents 5 Application Preview

Application for the post \*

<input checked="" type="checkbox"/> Director(SLDC), U.P. Power Transmission Corporation Ltd. Lucknow	<input type="checkbox"/> Director(Finance), U.P. Power Transmission Corporation Ltd. Lucknow	<input type="checkbox"/> Director(Distribution), U.P. Power Corporation Ltd. Lucknow
<input type="checkbox"/> Director(I.T.), U.P. Power Corporation Ltd. Lucknow	<input checked="" type="checkbox"/> Director(Technical), Dakshinanchal Vidyut Vitran Nigam Ltd., Agra	<input type="checkbox"/> Director(Technical), Paschimanchal Vidyut Vitran Nigam Ltd., Meerut
<input type="checkbox"/> Director(P&A), Purvanchal Vidyut Vitran Nigam Ltd., Varanasi	<input type="checkbox"/> Director(Finance), Purvanchal Vidyut Vitran Nigam Ltd., Varanasi	<input type="checkbox"/> Director(P&A), Madhyanchal Vidyut Vitran Nigam Ltd., Lucknow
<input type="checkbox"/> Managing Director, KESCO Ltd., Kanpur	<input checked="" type="checkbox"/> Director(Finance), KESCO Ltd., Kanpur	<input type="checkbox"/> Director(Technical), KESCO Ltd., Kanpur

Then, your name,father's name,mother's name,dob,email,mobile number will be fetched from your registration details.you can not edit these basic details. Other all field( '\*' marked field is mandatory only) you have to fill.

### General Information

Applicant's Name \*

MANISH KUMAR SHANDILYA

Father's Name \*

RAMAKANT KUMAR SHANDILYA

Mother's Name \*

MENKA DEVI

Date of birth \*

23/12/1970

Email ID \*

email@gmail.com

Mobile Number \*

9999999999

Residence Contact Number

Residence Contact

Office Contact Number

Office Contacts

Gender \*

Male

Category \*

General

### Present Postal Address with Postal Code

Postal Address \*

shakti bhawan

Pin code \*

226001

State \*

Uttar Pradesh

District \*

Lucknow

### Permanent Address

☐ Is Permanent address Same as postal address

Permanent Address \*

Permanent address

Pin code \*

Permanent address pin code

State \*

-- Select --

District \*

-- Select --

## Step-3.2 Educational Details

Here,you have to submit all educational details like 10<sup>th</sup>,12<sup>th</sup>,Graduation,Post graduation,etc.

To save data and to add more details,click on **Save and Add more** button.

1 Personal Details
2 Educational Details
3 Work Experience
4 Upload Documents
5 Application Preview

Si. No.	Name of College/university	Examination Passed	Year of passing	Uploaded Scanned Copy	Edit	Remove
No Record Added Yet.						

Name of College/university \*

COLLEGE NAME

Examination Passed \*

DEGREE NAME

Year of Completion \*

1998

Upload Scanned Copy \*

Choose File

DEGREE.jpg

View Uploaded

Note : File should be in JPG/JPEG/PDF format.

Click here to save and Add More Educational Details

Save & Add More

Previous Personal Details
Next Page

You can edit,view,remove your details any number of times before final submit.

1 Personal Details
2 Educational Details
3 Work Experience
4 Upload Documents
5 Application Preview

Si. No.	Name of College/university	Examination Passed	Year of passing	Uploaded Scanned Copy	Edit	Remove
1	COLLEGE NAME	DEGREE NAME	1998	View	Edit	Remove

Name of College/university \*

Name of college/university

Examination Passed \*

Examination Passed

Year of Completion \*

Select

Upload Scanned Copy \*

Choose File

No file chosen

Note : File should be in JPG/JPEG/PDF format.

Save & Add More

Previous Personal Details
Next Page

### Step-3.3 Work Experience

Here,You have to submit your details related to your work experience.

**Employer Type** means if your organisation is belongs Uttar Pradesh Energy Department then you have to select option **Internal**, if your organisation is belongs to State/Central PSU then you have to select option **State/Central PSU** and if your organisation is belongs to other then you have to select option **External**.

**Name of the Employer** means **name of the organisation where you had worked/ are working**.

**In date of leaving**, if you are still working in organisation then you can choose option **till date** in calender as marked in the figure.

You can add any remark in given remark field(not mandatory).

You have to upload all work experience in a single pdf/jpg/jpeg format.

1 Personal Details

2 Educational Details

3 Work Experience

4 Upload Documents

4 Application Preview

S.No.	Employer Type	Name of Employer	Designation	Pay Scale/CTC (if pay scale is not defined)	Date of joining	Date of leaving	Total period	Remarks	Edit	Remove
No Record Added Yet.										

Employer Type \*

State/Central PSU.

Name of Employer \*

PGCIL

Name of Organisation

Designation \*

ASSISTANT ENGINEER

Pay Scale/CTC (if pay scale is not defined) \*

144000

Date of joining \*

05/07/2000

Date of leaving \*

--Till Date--

Total period \*

19 years 10 months 16 days

Remarks (if any) (Max 250 Words) 0 words. Words left: 250

Remarks

Upload all work experience in a single pdf/jpg/jpeg format

Upload Related Documents

Choose File No file chosen

Note : File should be in JPG/JPEG/PDF format..

May 2020

Su Mo Tu We Th Fr Sa

26 27 28 29 30 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

More

Till Date

Click till date if you currently working in mentioned organisation

You can edit,view,remove your details any number of times before final submit.

1 Personal Details

2 Educational Details

3 Work Experience

4 Upload Documents

4 Application Preview

S.No.	Current Employer Type	Name of Employer	Designation	Pay Scale/CTC (if pay scale is not defined)	Date of joining	Date of leaving	Total period	Remarks	Edit	Remove
1	State/Central PSU.	PGCIL	ASSISTANT ENGINEER	144000	05/07/2000	21/05/2020	19 Year(s) 10 Month(s) 16 Day(s)	N/A	<a href="#">Edit</a>	<a href="#">Remove</a>

### Step-3.4 Upload Documents

You have to **submit document** as prescribed in respective field. However, only '\*' marked document is mandatory.

Also, You have to **explain about yourself** regarding why you consider yourself suitable for the post applied for (in minimum 10 words and maximum 250 words).

**NOTE:** All enclosed copies should be self-attested.

1 Personal Details

2 Educational Details

3 Work Experience

4 Upload Documents

5 Application Preview

Note : (i) File should be in JPG/JPEG/PDF format.  
(ii) Passport size photo & Signature should be in JPG/JPEG format.

Job profile (with period) \*

Choose File No file chosen

Special achievements including training. If any

Choose File No file chosen

Age proof \*

Choose File No file chosen

Passport size photo \*

Choose File No file chosen

Signature \*

Choose File No file chosen

No objection certificate from parent department

Choose File No file chosen

No objection certificate \*

☐ Submitted ☐ Not submitted ☐ Applied

Why should you consider yourself suitable for the post applied for (maximum 250 words) 0 words. Words left: 250 \*

Explain here about why you consider yourself suitable for the post applied for ( in minimum 10 words).

Place \*

(Enclose self attested copies)

Previous Work Experience

Next Page

### Step-3.5 Application Preview

Now, this is the last step where you have to preview your data and check whether all data is correct or not. You can download data in pdf format to preview your data by clicking on option **Download Preview of PDF Form** (marked in figure). If some error found then click on option **Edit** (marked in figure) to edit details. And if, all data is correct then check the **declaration checkbox** and **final checkbox**.

Now, click on final **SUBMIT** button to submit your application form and your application will be **submitted successfully**.




Preview all the information filled by you and do the changes (if required) by clicking on **Edit** button of particular form. After making the required changes click on **Checkbox of Declaration** and then click on **Final Submit** button.

## 1. Selected post for the application

S.No.	Post applied for
1	Director(Finance), KESCO Ltd., Kanpur
2	Director(Technical), Dakshinanchal Vidyut Vitran Nigam Ltd., Agra
3	Director(SLDC), U.P. Power Transmission Corporation Ltd. Lucknow

## 2. Personal Details

[Edit](#)

Applicant's Name	MANISH KUMAR SHANDILYA	
Father's Name	RAMAKANT KUMAR SHANDILYA	
Mother's Name	MENKA DEVI	
Date of Birth (Day/Month/Year)	23/12/1970	
Gender	Male	
Category	General	
Present Postal Address with Postal Code	shakti bhawan, District- Lucknow, Uttar Pradesh, 226001	
Permanent Address	shakti bhawan, District- Lucknow, Uttar Pradesh, 226001	
Mobile No.	9999999999	
Residence Contact	N/A	
Office Contacts	N/A	
Email Id	email@gmail.com	

## 3. Educational Details

[Edit](#)

S.No.	Name of College/university	Examination Passed	Year of passing	Uploaded Scan Copy
1	COLLEGE NAME	DEGREE NAME	1998	<a href="#">View</a>

## 4. Work Experience

[Edit](#)

S.No.	Current Employer Type	Name of Employer	Designation	Pay Scale/CTC (if pay scale is not defined)	Date of joining	Date of leaving	Total period	Remarks
1	State/Central PSU.	PGCIL	ASSISTANT ENGINEER	144000	05/07/2000	21/05/2020	19 Year(s) 10 Month(s) 16 Day(s)	N/A

## 5. Uploaded Documents

[Click here to edit details](#) [Edit](#)

Job profile (with period)	<a href="#">View</a>	Special achievements including training. If any	Not Attached
No objection certificate from parent department	Not Attached	Age Proof	<a href="#">View</a>
Why should you consider yourself suitable for the post applied for (maximum 250 words)	Explain here about why you consider yourself suitable for the post applied for ( in minimun 10 words).		
Place	Lucknow		

Declaration

☐ I hereby declare that all the statements/particulars furnished in the application are true, complete and correct to the best of my knowledge and belief. I fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my candidature is liable to be summarily rejected.


Signature

kyma91.

[Download preview of PDF form](#)[Download all attachments](#)[Click the box if all data is correct](#)☐ Would you like to finally submit the application?

Now you can login to download submitted application form.

You are done!



### Submitted

Your Application has been final submitted successfully and forwarded to Department of energy (Govt. of Uttar Pradesh) , Uttar Pradesh for further proceedings.

[Click here to download application form](#)

Download Uploaded Documents

Age Proof	<a href="#">Download</a>		
Work Experience Related Document	Not Attached	Job profile (with period)	<a href="#">Download</a>
No objection certificate from parent department	Not Attached	Special achievements including training	Not Attached

**Note :** For any queries related to application form please contact on Helpline Number : 0522-2287787 or Mail us : [upurjavacancy2020@gmail.com](mailto:upurjavacancy2020@gmail.com) (Timing - 10:00 AM - 05:00 PM Only)