NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. CSPTCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND A HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF CSPTCL. (EXCEPT FOR THE CSPCL EMPLOYEES)

IMPORTANT DATES	
1. Opening Date for On-line Registration of Application	**06-11-2026 (from 20.00 Hours)**
2. Last Date of submission of Online Application with Fee through Debit/Credit Card/ Net Banking / UPI. *(Payment of Application Fee through SBI payment gateway)*	**26-11-2026 (Till 23.55Hours)**

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

A. GENERAL INSTRUCTIONS	
1.	Read the Instructions carefully and click the "**Click here**" Hyper Link button in front of the "**To Register**" bullet item for registration for Online Application of CSPTCL.
2.	For detailed notification, please click the **"Click here"** Hyperlink button in front of the **"To read Advertisement".** Clear their browsing history before starting registration. Please read it carefully before filling in the on-line application.
3.	Details once filled by candidate in the on-line application form will not be changed after final submission.
4.	Before starting to fill-up the application, the candidate should keep ready the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format. d) Relevant Certificates as mentioned in the advertisement.
5.	Category [General (UR)/Schedule Caste (SC)/ Schedule Tribe (ST)/Other Backward Class (OBC)/Ex-Serviceman (Ex-Ser)/Person with Disability (PwD)/Sports Quota] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
1. HOW TO APPLY	
1.	Candidates should have a valid personal e-mail ID and Mobile Number. The e-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling application. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take utmost care in furnishing / providing the correct details while filling in the on-line application. **YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.**

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3.	The process for submitting the application: **"Various posts as per Advt. No. 01-01/HR/Recruitment/739106 in CSPTCL"** is given below: **Step-I:** Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail and SMS on registered e-mail and Mobile Number. After registration candidates can either click on **Go to Application** or they can **log out** and then Re-Login using above provided User-Id and password and then click on **Go to Application.** **Step-II**: Candidates are required to complete the fields of Personal Details, Communication Details, Qualification Details, Declaration, upload relevant Documents (photo/signature) and to submit Application Fee (wherever applicable) online via SBI Payment Gateway.
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same be held reserved for any other recruitment OR selection process.

2. STEP-I: REGISTRATION/SIGN-UP

1.	The candidate should fill out all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & e-mail ID, separately. The candidate must enter OTP to verify Mobile No. & E-mail ID.
3.	Candidates agreeing the terms & conditions may apply by clicking **'I Agree'** Check box given after the Declaration and then re-verify the selected/entered values by clicking the **"Re-verify"** button and then ticking the **Check Boxes**, if the entered values are displayed correctly then clicking the **"Submit"** button.
4.	After clicking **SUBMIT** button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their e-mail ID and Mobile No. Now, candidate has to Click **"Go To Application"** button (given on top right corner) to reach to Step-II or they can **Logout** and **Re-Login** using above provided User-Id and password to go to Step-II.

A. STEP-II: FILLING-UP OF APPLICATION

1.	Click on **"Go To Application"** button at top right corner for filling-up Personal Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo/ signature). After filling all required details Candidate must submit the application and pay applicable Application Fee online via SBI Payment Gateway through **Net Banking, Debit Cards, Credit Cards, UPI etc**.

2.	Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:
	• Photograph Image:
	  ○ The photograph must be a recent passport size color picture with a light background (not older than 03 weeks).
	  ○ The photograph should be taken while looking straight at the camera with a relaxed face.
	  ○ The size of the scanned image should be between 100KB to 200KB in jpg/jpeg format only.
	• 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.
	  ○ Please scan the signature area only and not the entire page.
	  ○ Size of file should be between 80KB to 150KB in Jpg/jpeg format only.
	• In case of **Multiple application** submitted by a candidate for the same post, the application with the **higher application sequence** number will be considered.
	• While applying for the post, the applicant should ensure that he / she fulfills the eligibility for age/post/vacancy and other norms mentioned in the advertisement, as on the specified dates and that the particulars furnished are correct in all respects.

3.	After uploading Photograph and Signature, click on **"Preview"** tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on **"Submit"** tab. Once the application is submitted, candidates automatically will be redirected to SBI payment gateway **through Net Banking, Debit Cards, Credit Cards, UPI etc.** to deposit the fee. • Candidates if eligible for more than 1 post and if are applying for more than 1 post, he/she is required to pay a non-refundable application fee as mentioned in the advertisement for each post separately.

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4.	Guidelines for remittance of fee are as under: • Post submission, the candidate will be re-directed to SBI payment gateway to make the online payment of application fee. • Kindly verify the details and make the payment for application fee via the different payment modes. • Post successful payment of application fee application form gets auto submitted and candidate will be redirected to his/her application form.
5.	**Printing of the submitted Application Form: -** On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "PRINT" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINTOUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES. **All departmental employees** (of Chhattisgarh State Power Companies) who have filled the form are required to submit printout of their online application along with self-attested copies of all requisite documents (i.e. 10^{th}, 12^{th}, Diploma/Bachelor's Degree, Caste Certificate, copy of their regular order etc.) to their respective HOD (ED/GM/CE/SE/EE) immediately which will then be submitted by the respective HOD's.
6.	Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised on the e-mail : csptclrecruitment@gmail.com or contact "Help Desk" Phone No: +91 7353009191 between Monday to Friday (During 09 AM to 6 PM).

PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.

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