# How to apply

ITPO online application, step by step guide.

1. Register
2. Apply
3. Call letter

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# Three steps from sign-up to call letter

STEP 1

## Register

Create your login on the ITPO application portal with a valid email ID.

STEP 2

## Apply

Complete four actions: fill the form, upload files, pay or submit, then verify and print.

STEP 3

## Call letter

Log in again on the due date and download your interview call letter.

**Apply online only at:** https://jobapply.in/itpo2026
Fill in every entry in English only.



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# Keep these ready before you start

### Contact and academic details

A valid email ID and mobile number (valid for at least a year), plus your personal, education and experience details.

### Recent photograph

Taken within the last 3 weeks. JPG / JPEG, up to 50 KB.

### Scanned signature

Signed in black ink on white paper. JPG / JPEG, up to 50 KB.

### A way to pay, if you owe the fee

Debit card, Credit card, UPI or net banking details for the online fee payment.

**Fill in every entry in English only.**



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# Scan your documents as PDFs

## Everyone

- Proof of date of birth (Matriculation / 10th certificate)
- Final or provisional degree for your professional / essential  qualification, as applicable
- Experience certificates or documents in support of experience, if applicable
- Marksheet for the qualifying examinations, as applicable
- Graduate Aptitude Test in Engineering (GATE) 2024/2025/2026-Architecture and Planning

*Your scans should be self-attested and cover age, qualification, work experience, scale, CTC and disability, as applicable, and any other document the form asks for.

## If it applies to you

- PwD certificate, for Persons with Benchmark Disability
- Discharge / Service Certificate, for ex-servicemen
- Caste certificate in the prescribed format: SC / ST, OBC (NCL)
- Income and asset certificate in the prescribed format: EWS
- Declaration of Non-Creamy Layer status in the prescribed format: OBC (NCL)
- NOC if you work for a Govt., Semi-Govt., Autonomous body or PSU

**Photograph and signature are uploaded as JPG / JPEG images, not PDFs (see Action 2).**



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# Step 1: Register and create your login

1. Go to https://jobapply.in/itpo2026 and click “Fresh Candidate to Create Log In”
2. Fill in your details with a valid email ID, and choose a password you will remember
3. Press Submit, then check your inbox for the acknowledgement and confirmation emails and keep them
4. Click “To Complete Registration Process” and log in with Email ID, Post Applied For and Password

## Before you submit

- Registration details can't be changed once submitted
- Use a valid email ID
- Remember the password you set; you need it to log in again



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# Step 2: Four actions to submit your application

ACTION 1

## Fill application

- Personal, qualification, experience and additional details
- Click SAVE after each section
- Edit by logging in again

ACTION 2 AND 2.1

## Upload files

- Photograph and signature (JPG) of size upto 50 KB
- Documents (PDF) of size upto 300 KB
- Then “Save & Proceed to Submit Application”

ACTION 3

## Pay or submit

- Rs. 1,000/- via payment gateway
- SC / ST / PWD / EXM: submit only
- No edits after you submit

ACTION 4

## Verify and print

- Paid candidates check payment status
- Print the form with your Application No.

**Nothing is stored until you click SAVE. Do it after every section.**



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# Actions 2 and 2.1: get the files right

### PHOTOGRAPH

## 50 KB

maximum, JPG / JPEG

- Recent colour passport-size picture
- Light or white background, no harsh shadows
- Both ears and eyes visible, no glare on glasses
- No caps, hats or dark glasses

### SIGNATURE

## 50 KB

maximum, JPG / JPEG

- Sign on white paper with a black/blue ink pen
- Scan the signature area only, not the page
- It prints on your call letter. A mismatch with your answer sheet or interview signature cancels your candidature

### DOCUMENTS

## 300 KB

Maximum, scanned copies in PDF

- Every document in the checklist that applies to you
- Cover age, qualification and experience, caste, category
- Then click “Save & Proceed to Submit Application”

**Photo and signature go in as JPG / JPEG, 50 KB maximum. Documents go in as PDF, 300 KB maximum.**



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# Action 3: What you pay, and who doesn't

## Rs. 1,000

### All other categories (UR, EWS, OBC)

Application fee plus bank charges. Pay through the payment gateway only.

## NIL

### SC / ST / PWD / EXM

No payment, but you must still submit your application.

### Non-refundable

The fee is not refunded under any circumstances.

### Payment gateway only

Cards, net banking or UPI. Other modes are rejected and the fee forfeited.

### Locked after submit

Once you submit, you can't edit anything. Check every entry first.



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# Pay through the Payment gateway in five steps

1. Read the undertaking and accept it
2. Enter your debit card, credit card, net banking or UPI details
3. Once payment is confirmed, you are taken to the final application form
4. You receive an auto-generated Online Application Number
5. Preview the application, print it for your records and keep the Application No. safe

**Exempt from the fee?** Skip payment. Submit your application, then print the form with its Online Application No.



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# Action 4: Paid? Verify your payment status

1. Fee-exempt candidates: print the form with your Online Application No. You are done
2. Everyone else: go to https://jobapply.in/itpo2026 and click “To Complete Registration Process”
3. Log in with Email ID, Post Applied For and Password to see your payment status
4. Payment shown as received: your application is submitted. Print the form
5. Payment not shown: write to ITPO by email with your transaction details

## Payment not showing?

- Refer your case to ITPO by email
- Include the payment details from the gateway
- Take the ITPO email ID from the official notification



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# Print your application, then get your call letter

## Action 4: Print

- Fee-exempt candidates print the form as soon as it shows the Online Application No.
- Others print once the payment shows as received
- Keep the printout for your records
- Keep your Application No. safe: you need it for your further recruitment process

## Step 3: Call letter

- Call letters for provisionally eligible candidates go up on the website as scheduled
- On the due date, log in again and download yours. It carries the interview schedule and venue
- Print it. No valid call letter, no entry to the interview
- Check the website regularly for updates



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# Six mistakes that sink applications

### Forgetting SAVE

Information isn't stored until you click SAVE.

### Submitting too early

After you submit, nothing can be edited. Check every entry first.

### Paying the wrong way

Only the ICICI Bank gateway counts. Other modes are rejected and the fee forfeited.

### Wrong file type or size

Photo and signature: JPG, 50 KB max. Documents: PDF, 300 KB max.

### Mismatched signature

If it differs from your answer sheet or interview signature, your candidature is cancelled.

### Not verifying payment

Log in and check the status. A payment shown as received completes your application.



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