Instructions for Online Registration (new candidates)

1. Candidates can register for different posts notified by MRCMPU Ltd.
2. A valid mobile number has to be used for the online registration. The registration details / instructions will be send only to that mobile number.
   Candidates are advised to use the same mobile number to apply for different eligible posts. Mobile number once registered cannot be used for other candidates.
3. Candidates have to upload their photo and signature during the online registration.
4. Fee will be collected only through online mode.
5. Candidates can register for any posts eligible for them and separate application fee has to be remitted for each post.

Candidates have to upload their photo, signature and provide the details of any one identity proof (Aadhar card/Electoral photo identity card/ Valid Indian passport/ Valid driving licence). **Keep the above details ready before doing the online registration**.

Online Registration steps for new candidates

Step 1   Mobile number registration

Candidates must have a mobile number for registration. The Registration details will be provided to this Mobile through SMS. Mobile Number once registered cannot be used for other candidates.

- On the first screen the candidate have to select the post to apply for .
- Click the agree check box .
- Enter your mobile number and click the button below to verify your mobile number.
- In the next screen you can click the button to get OTP(one Time password) to your mobile number
- Type the OTP in the box provided and click the submit button to proceed to next page.
- Next page shows the appropriate link for online registration.

Step 2

Filling online application

Fill all the desired fields, and submit to proceed further

After submitting the basic data you will get SMS showing your **Registration ID and Site Access key** in the registered mobile number . **Keep this details for further login purposes.**

Next screen shows your Registration Id . Click the "*Upload My Photo"* Button to proceed.

Step 3   Uploading photo

- Candidate must upload a photo file with a photo size of 40 KB with 200 pixel height and 150 pixel width, having clear background.
- Click **"*choose file*"** button to select file and press **"*upload photo"*** button.
- The uploaded photo will be displayed and if it is clear and Ok , proceed to next step.

Uploading signature

- Candidate must upload a signature file with a maximum size of 40 KB with 100 pixel height and 200 pixel width
- Click **"*choose file"*** button to select signature file and press **"*upload signature"*** button.
- The uploaded signature will be displayed and if it is clear and Ok , proceed to next step

Step 4   Online payment of examination fee.

There will be an application fee of Rs.1000/- per candidate for the posts serially numbered (1) to (6) and Rs. 500/- per candidate for the post serially numbered (7) to (11) for the candidates belonging to the General / OBC / Ex-servicemen. For candidates belonging to the SC/ST and permanent serving employees of Anand Pattern Co-Operative Milk Societies (APCOS) affiliated to MRCMPU Ltd, the application fee for the posts serially numbered (1) to (6) is Rs.500/- and for the posts serially numbered (7) to (11) is Rs. 250/-which is to be remitted online along with submission of the application. The amount can be paid by Debit card, Credit Card, Net banking facility and other facilities provided by the payment portal supported by the Payment Gateway Provider.
The additional Service Charges including GST as applicable shall be paid by the Candidate.

- Click the button *"Click here to go to Online Payment Screen"*.
    You will be provided with a button "*Make Payment"* for getting the payment gateway screen through which you can make online payment of examination Fee.

    After successful payment, you will be provided with a button for Downloading and Printing filled application form with the submitted data including payment details.

Step 5   Print Application

Print the Application, and keep it for future reference.

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