

HOW TO APPLY

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below. Your online application will not be registered unless you upload your photograph and signature as specified.

Photograph Imaging

1. The candidates are required to upload a scanned copy of his/her latest colored photograph.
2. For candidates applying for the post of Management Trainee- Civil, the scanned copy of the photograph should be same as affixed on GATE application form.
2. Size of file should be between 50 kb to 100 kb.
3. The image file should be in JPG or JPEG format.

Signature Imaging

1. The applicant has to sign on white paper with Blue / Black Ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. Size of file should be between 20 kb to 50 kb
4. The image file should be in JPG or JPEG format.

Caste/ PWD Certificate Imaging

1. Make sure that text, signature and stamp is clearly visible on the file.
2. Size of file should be between 100 kb to 300 kb.
3. The image file should be in PDF format.

Procedure for Uploading the photograph, signature or certificates:

1. There will be separate links for uploading Photograph, Signature, Caste certificate/PWD certificate if applicable, on the registration page.
2. Click on the respective link for uploading.
3. Browse and Select the location where the Scanned Photograph, Signature or certificates file has been saved.
4. Select the file by clicking on it.
5. Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photograph, signature or certificates as specified.

Note: In case the face in the photograph, signature or certificate is unclear the candidate's application may be rejected.

Steps of Applying Online

1. Eligible applicants would be required to apply Online ONLY (on the internet) through the link available in NBCC website: www.nbccindia.com. No other means/mode of application will be accepted.
2. Candidates should scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
3. Candidates are first required to go to the NBCC website www.nbccindia.com and click on the link "Human Resources" and then select "Careers".
4. The Online registration will remain active from 10:00 hrs of 28.12.2019 to 17:00 hrs of 28.01.2020 only. In order to avoid last minute rush, the candidates are advised to apply early enough. NBCC will not be responsible for network problems or any other problem of this nature in submission of online application during last days due to heavy rush etc.
5. Select the posts applied and fill in the requisite details in the online application format. All the fields in the online application format should be filled up carefully. After submission of the application, no modification will be permitted.
6. After successful submission of online Application form, submit your application fee.

Payment of Application Fees

1. After successfully saving the details, the candidate will be directed for payment of application fee. Click on the Payment of Application Fee and accept declaration -
 - Select Post name applied for.
 - Fill in the required details and proceed to make payment through options: Internet banking/ ATM cum Debit card/ Credit card etc. of leading banks.
 - If candidate does not have any of the options, He/She can generate the challan and deposit cash at any of the SBI branches.
2. After depositing the required fee, candidate need to Login to their application form by using combination of Login ID & and Password and enter the unique State Bank Collect Reference Number.
3. After successful submission of State Bank Collect Reference Number details candidate can take system Generated Registration Slip. Save the same for future references.