

HOW TO APPLY

1. Candidates can apply for the notified posts as per their eligibility only through ONLINE application mode by visiting the official
2. Read all the Information and Instructions detailed thoroughly before starting the filling up of application by clicking the Link on the MAHAIT Website. It is essential that the candidate understands all information of the EXAMINATION correctly to prevent any mistakes while filling application.
3. Scanned Documents in JPEG Format to be kept ready before filling the application in order to ensure speedy filling up of application by the candidates, they should keep the following documents in digital form before logging into the application page.
 - i. Candidate Photograph in Color: JPEG image of size 20KB to 50KB
 - ii. Candidate Signature: JPEG image of size 10KB to 40KB
 - iii. ANY OTHER Certificate: JPEG image of size 50 to 100KB
4. Further for identifying post parameters and MAHAIT-Wise vacancies dynamically as per their eligibility click on the Tabs for post parameter and vacancy table and follow as below:

Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/Bio-Data, fee paid etc., carefully. They are also required to exercise their option/preference for Post(s).

STEPS TO SUBMIT ONLINE APPLICATION

1. Select the MAHAIT to which you wish to apply. Please be aware that, MAHAIT once selected cannot be changed after the preliminary registration is completed and Registration number is allotted.
2. Confirm that you have read and understood the instructions clearly by clicking the check box. Click on the “New Registration”.
3. **Registration Details:** Enter your name, Date of Birth and Father’s name as per of General Instructions, Mother’s Name, Aadhaar Number, SSLC/Metric/Graduation/Post Graduation/ITI Roll Number, Year of Passing, Mobile Number and e-mail-ID and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later. Please note that the email ID used for the Registration must be yours and unique. Also note that both the email and Mobile Number will be verified during the Online Application process with a One Time Password (OTP).
4. Verification of email ID and mobile number through OTP: On submitting the primary details, the Registration Number and Password shall be displayed to the candidate. Also, OTPs shall be sent to the registered Mobile Number and e-mail along with the Registration details. The candidate should retrieve the OTPs from e-mail and Mobile and then enter OTPs to proceed with the filling up of application and to make payment.
5. Candidate should note and preserve their Registration Number for later reference during the recruitment process and MAHAIT will not entertain any request seeking registration number.
6. Candidates can proceed with the online application by clicking on the “Already Registered / Login” Button on the Home Page using the Registration Number and password.

7. Part 1 application page, provide the details of Full Name, DOB, Aadhar No, Gender, Address, Etc.
8. Part 2. Educational Qualification, Community, Ex SM, Etc.
9. If candidate is eligible to more than one exam group, He/she has to opt any one of them. For others, the eligible Exam group is displayed.

Payment and Bank Account details: I. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e. Bank (Online Net Banking/Credit Card/Debit Card/UPI) as explained in and complete the payment process. Chose the mode of payment and complete the payment process. Please note the last date and time specified for each mode of payment and submit the application well in time.

The time period for payment confirmation shall vary from 24 hrs. to 48 hrs. in case of Post Office payment.

Detailed Educational Qualification: Furnish all the relevant information on the qualification as required in the application.

Bank Account details for Refund: There are no refund process.

Documents Upload: Candidate will be automatically directed to 'Documents Upload' part of the application.

1. Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements,

I. SPECIFICATIONS FOR PHOTOGRAPH:

- a. The applicant has to sign on white paper with Black Ink pen with in a box of size 50mm x 20mm.
- b. Signature must be in running letters and NOT IN BLOCK LETTERS.
- c. The image should be in JPG/JPEG format scanned with 100 DPI resolution.
- d. Dimensions of 50mm x 20mm or 140 x60 pixels (preferred).
- e. Size of file should be between 10KB —40KB.
- f. Notes:
 - i. The signature must be signed only by the applicant and not by any other person.
 - ii. The applicants signature obtained during registration and at the time of CBTs/DV/Medical should match the uploaded signature.
 - iii. In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in MAHAIT recruitments.

II. SCANNING AND RESIZING OF THE PHOTOGRAPH AND SIGNATURE:

- a. Set the scanner resolution to a minimum of 100 dpi (dots per inch).
- b. Set Color to True Color. File Size as specified above.
- c. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- d. The image file should be in JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- e. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates can easily obtain photo and signature in

.jpeg format not exceeding 50KB & 40KB respectively by using MS Paint or MS Office Picture Manager.

- f. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 40KB (signature) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editors also.

Submission of Application: In the end candidates have to confirm the declaration "I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter MAHAIT shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules". After confirming the above declaration and submission of the application, the candidate may save the file as "PDF" and/or take print of the application and preserve it for reference and record.

I. MODIFICATION OF APPLICATION:

- a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than MAHAIT, email and mobile number can be done by paying the modification fee of Rs.100/- (Non-Refundable). The modification fee shall be applicable to all candidates and this fee is not refundable for any category.
- b. The modification to the registration and application details can be done twice only.

CAUTION: Candidates who wish to modify their application, they are advised to do the same sufficiently well in advance of the closing date and time

In case, due to last minute congestion, if the modifications attempt fails at any stage, and the modification carried out have not been saved or not submitted in time, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained

The MAHAIT, email id and mobile number cannot be changed.

The step by step procedure for modification of the application shall be as below:

- i. Login using Registration Number and Password
- ii. Pay modification fee through any of the modes available for actual examination fee payment. Ensure payment is done well within the date and time prescribed.
- iii. Click on the 'Modify Application' Button.
- iv. Proceed with the changes intended as per instructions given and submit the application. Preserve the print out of latest application for record.

- II. INVALID APPLICATIONS / REJECTIONS:** Online applications are liable for rejection on the following grounds amongst others:

- a. Invalid photos such as Black and White photo, photo wearing cap and/or Goggles, photos which are disfigured, small size photo, full body photo, photo showing only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, selfie photo, photo taken by mobile, morphed photo and blank photo among others.
- b. Signature in capital/block letters.
- c. Multiple applications to different MAHAIT and/or multiple applications to one MAHAIT. In such case, all applications will be rejected and such candidates will also be debarred from future MAHAIT exams.
- d. Candidate's name figuring in the debarred list of any MAHAIT.
- e. Any other irregularity which is observed and considered as invalid by MAHAIT.

III. **HALL TICKET (e-CALL LETTER) FOR CBT:**

- a. SMS and email messages will be sent to all eligible candidates about the e-Call letter and upload details on their registered mobile number and email ID. However, candidates should regularly visit the website of MAHAIT as there can be failure in delivery of SMS/E-mail to the candidates due to reasons beyond control of MAHAIT.
- b. Eligible candidates can download e-Call letter along with Annexure V(D) (declaration for scribe, wherever applicable) from the MAHAIT websites about 10 days before the date of the WT/Document Verification (as applicable).
- c. Call letter will not be sent to candidates by post.
- d. Candidates should read the instructions on the e-Call letter carefully and follow them scrupulously.
- e. Failure to comply with the instructions may lead to cancellation of their candidature.
- f. Candidates must bring their e- Call letter along with a valid Photo ID (viz. Voter Card, Aadhar Card, printout of e-Aadhar (not Xerox copy of Aadhar), Driving License, PAN card, Passport, Identity Card issued by the employer in case the candidate is a Govt. employee, School / College / University Photo ID card) in ORIGINAL to the examination hall, failing which candidates shall NOT be allowed to appear for the WT (as applicable). The name, date of birth and photo on ID should match with the details furnished in the online application, failing which, the candidate may not be permitted to appear in WT.
- g. Candidates must also bring one color photograph (of size 35mm x 45mm) which was uploaded in the application, for appearing in the WT (as applicable).
- h. Candidates should leave blank spaces provided in the downloaded e-Call letter for writing self-declaration paragraph (as the paragraph is displayed on the screen during WT), signature and Left Thumb Impression (LTI) unfilled while coming for the exam.
- i. **Warning:** Candidates will have to write the paragraph of self-Declaration, sign and affix LTI at the venue of the WT in the presence of the invigilator at the Examination hall ONLY and hand over the same to the invigilator before the conclusion of the examination. Candidates writing the self-declaration paragraph and/or Signing in CAPITAL letters will be rejected.

- j. MAHAIT will not entertain any request for any change in examination center, date and session allotted to candidate(s).

IV. VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:

- a. Candidates shortlisted for DV (Document verification) are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of DV. Further, these candidates should upload the scanned copies (in true color) of all the certificates as applicable prior to their DV date through www.mahait.co.in portal.
- b. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the DV should be strictly in the prescribed formats.
- c. No additional time will be given to the candidates not producing their original certificates on date of their DV and the candidature of such candidates is liable to be forfeited.
- d. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:
 - i. Matriculation/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.).
 - ii. 10 +2 / Inter / Higher Secondary/PUC (As applicable) Diploma / Engineering/Science Degree Certificate with Semester wise Mark Sheets (As applicable).
 - iii. Original discharge certificate for Ex-servicemen. iv. NOC from serving employees with date of appointment.
 - v. NOC from Serving Defence Personnel with probable date of discharge.
 - vi. Self Certification by the Transgender candidates
 - vii. Death Certificate in case of widow and Affidavit stating that the candidate has not remarried.

V. IMPERSONATION / SUPPRESSION OF FACTS - WARNING:

- a. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the MAHAIT for lifetime. He/she will also be debarred from getting any appointment in the MAHAIT and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- b. Furnishing of any false information to the MAHAIT or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the MAHAIT.
- c. Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred

from all examinations conducted by all MAHAIT all over the country for a period of 2 years/for life as deemed fit and legal action will be initiated, if warranted.

- d. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

VI. **MISCELLANEOUS:**

- a. MAHAIT reserve the right to conduct additional WT/ DV (as applicable) at any stage without assigning any reason. MAHAIT also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this NOTIFICATION without assigning any reason thereof.
- b. The salary structure we posted on our official website is tentative (Not Fixed). MAHAIT reserve the right to change any time or as per requirement or decided after stage of personal Interview.
- c. MAHAIT is not providing government job. MAHAIT is private company and jobs are also private base.
- d. MAHAIT reserve the right to change terms and condition any time and MAHAIT will notify that on official website.
- e. Any legal issues arising out of this NOTIFICATION shall fall within the legal jurisdiction of respective Central Administrative Tribunals under which the MAHAIT chosen by the candidate is located.
- f. MAHAIT will not be responsible for any inadvertent errors and reserves right to correct such errors.
- g. The decision of MAHAIT in all matters relating to eligibility, acceptance or rejection of ONLINE applications, issue of free, penal action for false information, modification of vacancies, mode of selection, conduct of WT/VT, allotment of examination centers, selection, changes in notification or in terms & condition, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the MAHAIT in this regard.
- h. In the event of any dispute about interpretation, the English version of the NOTIFICATION as published in MAHAIT websites will be treated as final.
- i. Details of various MAHAIT, their Website Address are indicated below:

Name Of MAHAIT	Website Address	Telephone Numbers
Nagpur	www.mahait.co.in	0712-2788499

**Directorate
MAHAIT**

