



INSTRUCTIONS TO CANDIDATES FOR FILLING THE ONLINE CAREER PORTAL (OCP)

1. The Online Career Portal (OCP) comprises various modules/sections designed to capture comprehensive information relating to the candidate's Personal Profile, Contact Details, Educational Qualifications, and Work Experience. Candidates may complete the application in multiple sessions after registration. Once registered, candidates may update their personal profile and contact details even if they do not intend to apply for any specific post immediately. Candidates are advised to save the information at each stage by clicking the "Save" button. Prior to filling the application, candidates must carefully read the relevant advertisement published on the ABMP website as well as in print media.
2. Candidates should visit the official website: <https://abmp.in> to access the Online Career Portal.
3. Click on the link titled Career portal for various recruitment posts, which will display vacancy details along with relevant links.
4. Carefully review the eligibility criteria specified in the Vacancy Circular for the post intended to be applied for.
5. Click on "Apply" against the desired post and proceed further only if all eligibility conditions are fulfilled.
6. Upon clicking "Apply", the system will redirect to the login page.
7. Registered users may log in using their registered email ID or mobile number along with OTP authentication.
8. New users are required to register by selecting the "New Registration" option.
9. During registration, candidates must provide mandatory personal details such as Name, Father's Name, Date of Birth, Email ID, etc. OTP-based verification will be conducted through both mobile and email. Upon successful registration, confirmation will be sent to the registered email ID and mobile number.
10. **Personal Profile-** Candidates are required to furnish personal details such as Father's Name, Contact Number, Category, Community (General/OBC/SC/ST), and Disability Status, etc. Certain fields submitted at the time of registration will be displayed in read-only mode and cannot be modified thereafter.
11. **Contact Details-** Candidates must provide complete contact information, including address and mobile number (mandatory). If the correspondence and permanent addresses are identical, candidates may indicate the same by selecting the appropriate option.
12. **Educational qualification-** Candidates should provide details of educational qualifications in descending order (highest to lowest). Relevant mark sheets & certificates must be uploaded as a single PDF file (max. size: 1 MB).
13. **Experience-** Candidates are required to provide details of employment/ experience in chronological order starting from the most recent position. Supporting documents must be uploaded in PDF format (max. size: 1 MB).



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14. **Upload of Scanned Photograph and Signature-** Candidates are required to upload their recent photograph and signature in the prescribed formats, with the photograph having dimensions of 200 × 200 pixels and the signature 200 × 100 pixels, both in JPEG/JPG format with a maximum file size of 1 MB each. The images must be clear and legible, and separate uploads shall be made for each application.
15. **Document Upload Module-** Candidates are required to upload supporting documents in PDF format (maximum size: 1 MB), including APARs/ACRs, No Report Certificate (where applicable), Vigilance Clearance, Integrity Certificate, and Administrative/Cadre Clearance; all documents must be clearly legible and should not be password-protected. It shall be the responsibility of the candidate to ensure that the documents uploaded are authentic, relevant to the claim made, and duly issued by the competent authority, failing which the candidature is liable to be rejected at any stage of the recruitment process.
- Candidates applying on a contractual basis are exempted from submission of deputation-related documents and shall indicate the same by selecting the appropriate option in the portal.*
16. **For Deputation-** Applicants applying on deputation basis must submit online application and forward a printed copy through proper channel
Attach the following documents:
a) APARs of last 5 years / No Report Certificate
b) Integrity Certificate
c) Vigilance Clearance (with penalty status for last 10 years)
d) Administrative/Cadre Clearance
17. **Preview-** Candidates must carefully review all details entered before final submission. No modifications will be permitted after submission. The declaration must be accepted before submission.
18. **Submission-** After completing all sections and uploading requisite documents, click on the “Submit” button. Candidates may log in to the portal anytime to view previously submitted or active applications.
19. **Disclaimer** – The decision of the Adjudicatory Board for Major Ports (ABMP) in all matters relating to eligibility, acceptance or rejection of applications, scrutiny, selection process, and allotment of posts shall be final and binding on the candidates. No correspondence or representation in this regard shall be entertained. In case of any dispute or ambiguity arising out of the application process, the interpretation of ABMP shall be final.
20. **General Conditions** – ABMP reserves the right to cancel, modify, or withdraw the recruitment process at any stage without assigning any reason. The Board shall not be responsible for any technical issues, including but not limited to network failure, server issues, or incomplete submission of applications by the candidates.
