

SRFTI Online Application: Instructions to Candidates

Welcome to the SRFTI Recruitment Portal. To ensure your application is submitted successfully and correctly, please read the following guidelines carefully before you begin.

1. Preparation Before Applying

Before starting the online form, please ensure you have the following scanned documents ready in **JPG or PDF** format:

- **Passport Size Photo:** Clear, recent color photograph (Max size: **500 KB**).
- **Signature:** Scanned signature on plain white paper (Max size: **500 KB**).
- **Age Proof:** 10th Standard Admit Card or Birth Certificate (Max size: **2 MB**).
- **Educational Certificates:** Marksheets/Certificates for 10th, 12th, and Graduation (Max size: **2 MB each**).
- **Experience Certificates:** Proof of employment for every organization listed (Max size: **2 MB each**).
- **Payment Receipt:** The SBI Collect transaction receipt if your category requires a fee (Max size: **1 MB**).

2. Navigating the Application Form

The application is divided into four main sections. You can move between tabs, but remember to save your work frequently.

- **Personal Details:** Enter your name, contact information, and upload your photo/signature.
- **Educational Qualification:** 10th and 12th details are mandatory. You must upload the respective certificates.
- **Experience:** Provide details of your work history. You must add at least one record and upload the experience certificate.
- **Apply & Pay for Post:** Select the post(s) you wish to apply for. The system will automatically calculate the fee based on your Gender and Caste.

3. Saving as Draft vs. Final Submission

- **Save Draft:** Use this button to save your progress. You can log out and return later to complete the form.
- **Final Submit:** This is the final step. Once clicked, the system will perform a full check. If any mandatory fields or files (like your 10th certificate or experience proof) are missing, the system will automatically redirect you to the specific tab to fix the error.

Important Note: Once you click **Final Submit**, your application is locked. You will **not** be able to edit any information or upload new documents after this point.

4. Payment Instructions

1. Check the "Total Amount Payable" in the Fees tab.
2. If an amount is shown, pay via **SBI Collect**.
3. Enter the payment details and upload the receipt in the Fees tab.
4. If your fee is ₹0.00 (based on exemption rules), the upload section will remain hidden, and you can proceed to Final Submit.

5. Support & Troubleshooting

- **White Screen/Error:** If you encounter an error during upload, check if your file exceeds the size limits mentioned above.
- **Login Issues:** Ensure you are using the same email address used during registration.
- **Confirmation:** Upon successful submission, you will receive a confirmation email with your Serial Number.