

# STEP WISE PROCESS FOR UPLOADING DOCUMENTS FOR ONLINE DOCUMENT VERIFICATION PROCESS

## Pre-requisites for the process.

1. Scan and keep all your documents ready as per the claims applied in the online application in the pdf format.
2. If any of your document is not available in the digilocker, keep a copy of the same in pdf format not exceeding 200 KB

## Manual for Online Document Verification for various posts in KPTCL



Authentication

Application Id\*

Date Of Birth\*

Step 1: Enter your **Application ID** and **Date of Birth**. Step

2: Click on **Generate OTP** button

The below screen will appear for **not shortlisted candidates**



Authentication

Application Id\*

Date Of Birth\*

**You are not shortlisted, Better Luck next time. For cut-off percentage visit KPTCL website.**

The below screen will appear for shortlisted **candidates**



Authentication

Application Id\*

Date Of Birth\*

Enter OTP

Step 3: Enter the OTP and click on the **submit** Button to proceed further. OTP would be delivered to the mobile registered by the candidate during the online application submission.

After successful login, the below screen will Appear



Step 4: Click on **click here to continue** button to proceed further. The control will be transferred to Digi locker portal .The candidate has to enter his/her aadhar number as shown in the below screen.

Step 5: Enter your **Aadhaar Number**, Enter the given **captcha** and click on next button

Step 6: Enter the OTP Sent to mobile Number registered in the Aadhaar portal.

To view the prerequisites to use digilocker, please see the document published in the KPTCL website.

Step 7: Enter your 6 digit Digi Locker Security PIN and click **continue** to proceed further

Step 8: Select **Allow** button. The relevant document details from the Digi locker will be visible in the candidate login. Please note that even though the candidate has many documents available in digilocker account, only those which are relevant for the document verification are only visible here. Apart from Digi locker documents, the documents as per the claims have to be uploaded by the candidates under the Upload Document option.

KMS – Kannada Medium certificate

HKR – 371(J) Claim certificate

Caste : Caste cum income certificate issued by Government of Karnataka

**Option form** has to be submitted by the candidates who are shortlisted in multiple posts

Step 9: To upload the document click on **Upload Document** button

ಕರ್ನಾಟಕ ವಿದ್ಯುತ್ ಪ್ರಸಾರಣ ನಿಗಮ ನಿಯಮಿತ

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Documents From DigiLocker Upload Document E-Sign Document ID: KPACXXXXXX Logout

Please Upload Following Certificate:  
Only PDF Files are allowed and file should be less than 200KB in size.

BE Civil marksheet	Choose file	No file chosen	Upload
BE Civil certificate	Choose file	No file chosen	Upload
Caste Certificate:	Choose file	No file chosen	Upload
KMS Certificate:	Choose file	No file chosen	Upload
HKR Certificate:	Choose file	No file chosen	Upload

Continue for e-signing View Uploaded Documents

Step 10: Upload relevant documents of type PDF and file size lesser then 200KB

Step 9 and Step 10 are only for documents which are being uploaded by the candidate and not applicable to one which are already applicable in Digilocker. The documents which are in digilocker are automatically uploaded in the application once the candidate gives the consent as in step 7

ಕರ್ನಾಟಕ ವಿದ್ಯುತ್ ಪ್ರಸಾರಣ ನಿಗಮ ನಿಯಮಿತ

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Documents From DigiLocker Upload Document E-Sign Document ID: KPACXXXXXX Logout

Please Upload Following Certificate:  
Only PDF Files are allowed and file should be less than 200KB in size.

SSLC Certificate:	Choose file	No file chosen	Upload	Uploaded Document
BE Civil marksheet	Choose file	No file chosen	Upload	
BE Civil certificate	Choose file	No file chosen	Upload	
Caste Certificate:	Choose file	No file chosen	Upload	
KMS Certificate:	Choose file	No file chosen	Upload	
HKR Certificate:	Choose file	No file chosen	Upload	

Continue for e-signing View Uploaded Documents

Step 11: After each upload of documents it can be viewed by clicking on **Uploaded Documents** link

If candidate wishes to make any changes with regard to the uploaded documents, he/she can do so before proceeding to step 12.

Step 12: After uploading all the documents click on **continue for e-signing** button to Proceed further

ಕರ್ನಾಟಕ ವಿದ್ಯುತ್ ಪ್ರಸಾರಣ ನಿಗಮ ನಿಯಮಿತ

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Documents From DigiLocker Upload Document E-Sign Document ID: KPACXXXXXX Logout

View PDF

Proceed to E-Sign

Step 13: To view your upload documents click on **View PDF** Button.



Step 14: To do e-sign please click on **Proceed to E-sign** button

**Note:** After e signing the document, candidates will not be able to edit/update any document.

**User Consent:** Please check the box to provide your consent to the below option.

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin(OTP) data for Aadhaar based authentication for the purposes of availing of the Documents e Sign Service from KPTCL. I understand that the Biometric and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate(DSC) for the specific transaction and for no other purposes. For the creation of DSC, I understand that the option that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- Common Name (name as obtained from e-KYC)
- Unique Identifier (hash of Aadhaar number)
- Pseudonym (unique code sent by UIDAI in e-KYC response)
- State or Province (state as obtained from e-KYC)
- Postal Code (postal code as obtained from e-KYC)
- Telephone Number (hash of phone as obtained from e-KYC)

I understand that KPTCL shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

☐ I agree with above user consent and e Sign terms and conditions.

Step 15: Click on the checkbox **I agree with above user consent and e sign terms and conditions** to complete the e-sign process

**NSDL eSign**

NSDL Electronic Signature Service

ASP Name	Centre for e-Governance, Government of Karnataka
Transaction ID	5fffd00d-2881-4a68-8ca0-c42e91714a5a
Date & Time	2023-03-02T14:46:25

☐ I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:

[Click Here](#) to generate Virtual ID.  
[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

©2022 NSDL E-Governance Infrastructure Pvt. Ltd. All rights reserved.

Step 16: Check checkbox **I hereby authorize NSDL e-Governance Infrastructure limited (NSDL e-Gov)** to-, Enter **VID/Aadhaar number** and click on **Send OTP** button


**NSDL eSign** Technology. Trust & Honour

**NSDL Electronic Signature Service**

<b>ASP Name</b>	Centre for e-Governance, Government of Karnataka
<b>Transaction ID</b>	1509f8ad-e76a-4859-9f66-a46b370d3c53
<b>Date &amp; Time</b>	2023-03-02T14:35:10

☐ I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

Enter OTP   Verify OTP Cancel

**Success!** otp sent on registered mobile/email id.

[Click Here](#) to generate Virtual ID.  
[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

©2022 NSDL E-Governance Infrastructure Pvt. Ltd. All rights reserved.

Step 17: Enter OTP and click on **Verify OTP** button.

karnemaka.kar.nic.in says

E-Sign Successfull

OK

Step 18: You will get E-sign Successful Popup Message, click on ok button

ಕರ್ನಾಟಕ ವಿದ್ಯುತ್ ಪ್ರಸಾರಾ  
ನಿಗಮ ನಿಯಮಿತ



KARNATAKA POWER  
TRANSMISSION  
CORPORATION LIMITED

Logout

**Documents signed successfully.**

Download Signed PDF

Step 19: You can view your signed documents by clicking on Download Signed PDF.