Online Application Teaching Recruitment Form:

How to fill instructions:

Step 1. Registration

- Click on <u>New Registration.</u>
- Type in Username (preferably your name)
- Enter your active Email Id.
- Enter your active Mobile Number.
- Click Sign Up.
- A password will be sent to your registered Email Id.
- Check your e-mail for the password received.

Step 2. Login

- Click on Existing User Login.
- Enter your registered Email Id.
- Enter the Password received via e-mail.
- Click Sign in.

Select the Post Applied For and Department and click Save Button.

An Application Number will be generated. Click Apply.

Step 3.Filling the Form

- Click on General Details Tab.

- Fill all the Personal Details and Click Submit.

- Click on Academic Details Tab.

- Fill all the Education Qualification Details and Submit.

- Enter Any other Educational Qualification details and Click Save.

- Click on Experience Tab.

- Enter Full-Time Teaching Experience details and Click Save.

- Enter Present Employment Details and Click Save.

- Click Research and Academic Tab.

- Fill in the details of Research Papers Published in the Journals Listed in UGC Website and click Save.

- Fill in the details of Research Papers Published in the Journals which are not Listed in UGC Website and click Save.

- Fill in the details of Publications Other than journal articles (books, chapters in books) and Click Save.

- Click on Other Details Tab. Provide the required information and Click Submit.

- Click on Uploads Tab. Upload your photo and signature in the specified size and dimension.

- Click on Declaration Tab. Read the Declararation. Check I Agree Button and click Submit.

- Click on Preview Tab. Go through all the information furnished by you.

Step 4.Making Payment:

- **Click on Payment Tab.**

  - Click on the button "Make Payment" to submit your application fee.
  - Use your card credentials and make payment.

Note:- Please note Applicant's are not allowed to Update/Modify their application form in any circumstances once they paid the application fee. Registration Fee is non refundable.

Step 5.Printing of Submitted Form:

- **Click on Print Application Tab. Take Print out of the Submitted Form.**