

GENERAL INSTRUCTIONS

Online Registration process

After registration, you will receive an email to activate the account. Please click that url to activate the account and complete the registration process. After completing the registration process, you are requested to login using the login credentials that you had entered during the registration. Once you login, the advertisement will be shown in the dashboard. Please click the view button to see the positions for which applications are invited. Then click the apply button of the respective post for which you want to submit your application.

The registration can be done only once. You will not be allowed to register again using the same email address and mobile number. You will be able to apply for multiple posts through this one time registration.

If you forget the password, you could reset/recover your password using the 'Forget password' link available in the login page.

Qualifications and eligibility will be reckoned as on the last of the receipt of application (i.e. 24 November 2021)

Applicants are advised to submit the application form along with the scanned copies of all the supporting documents. Please read the following instructions before submitting the online application form:

I. Age Proof:

Any one of the following documents which shows the date of birth could be uploaded as age proof in PDF file. The file size should be less than 1.5 MB

- SSLC/ equivalent certificate
- AADHAR card
- Passport
- PAN card.

II. Academic qualifications:

In the academic qualifications section, candidate must upload the following certificates in a single PDF file for each degree. The file size should be less than 3 MB

- Degree certificate, Consolidated grade sheet / mark sheet, Rank certificate or something similar (if available), Achievements (if available)

Note: Only mark sheet needs to be uploaded for SSLC/equivalent & HSC/equivalent

III. Experience:

In the experience section, candidate should upload the following documents in PDF file. The file size should be less than 1.5 MB

- Experience certificate/s of previous jobs *and*
- Proof of working in the current job.
- No Objection Certificate (NOC) / proof of applying through proper channel is must for the candidate working in a Government/PSU/Govt. Autonomous institute/bodies.

Note: The experience details should be entered in reverse chronological order (i.e. starting from the current job). If you are currently working, the application submission date should be entered in "*Date of Leaving*" filed.