

Instructions to Candidates for filling Online Application Form

- 1- Candidates are required to keep scan copy of the following documents:
- i- **Colour Passport size photo** : JPG/PNG file with maximum size of 200 KB
 - ii- **Signature** : JPG/PNG file with maximum size of 200 KB
 - iii- **Category Certificate**:PDF file with maximum size of 500 KB
 - iv- **Self Attested photo copies of Certificates, Marksheets/Transcript**: Upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - v- **Proof of Experience letter/supporting documents**:Upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - vi- **Details of Honours, Awards, Publications & Patents**: Upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB

The following sections have to be filled up in the application form:

- i- Personal Details (para 4 below)
- ii- Educational Qualifications (para 5 below)
- iii- Details of Experience, Research Experience (para 6 below)
- iv- Statement of Purpose (para 7 below)
- v- Declaration (para 8 below)
- vi- Application Fee (applicable only to those who are required to pay the fee) (para 9 below)
- vii- Final Submission (para 10 below)

Most fields in each section have to be mandatorily filled. The fields with an asterisk are the ones that are mandatory, the others are the choice of the candidate to fill or not.

- 2- There are the following three fields under educational qualifications, details of experience etc.:

- i- **Add more records** → click after adding record of each qualification i.e. class X, XII, Graduation etc.
- ii- **Reset** → Click reset, in case of wrong entry and start from beginning
- iii- **Submit** → after checking the details, press submit.

For eg: as per the application form, the candidate has to enter details of all educational qualifications beginning with the Class X, followed by Class XII, Under Graduation, Post graduation and so on. Only one level can be entered at a time, starting with Class X. Once details of Class X are entered, please click on the button **Add more records**, go to Class XII in the drop down options and enter the relevant details in all fields. Continue the process till complete and press **Submit**.

Note: Once all entries are made and **Submit** has been pressed, a table showing the details of educational qualification will come up on the screen. The candidate may still check to see whether any mistake has been made in the entries. If any field is wrongly entered, then the

same may be deleted through option **Edit/Delete**, which may be seen in the last column of the table against each row.

3- **E-mail id used for registration shall be contact e-mail id for future references.**

4- **“PERSONAL DETAILS”-**

- a- click Qualification Details to check on the essential qualifications for respective Post Codes.
 - b- **“Age”**- shall be auto calculated as on cut-off date from Date of Birth.
 - c- **“Any Other training”**- refers to specialised training/workshop in the relevant field, and is optional to fill
 - d- **“Joining time”**- Joining time is to be indicated in no. of days i.e., 30, 60 days and ***not in months.***
 - e- **“Honours, Awards, Publication and Patents”** - Details to be listed separately under separate sub titles “honours”, “publications” etc while all supporting documents to be uploaded in one PDF file (maximum file size 5 MB).
 - f- **“Any other relevant information”**- Activities like design collection, craft clusters, workshops pertinent to job be indicated while all supporting documents be uploaded in one PDF file (maximum size 5 MB)
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5- **“EDUCATIONAL QUALIFICATIONS”-**

- i- To be mentioned from Class X on wards in chronological order
 - ii- The field ‘Specialisation’ is not mandatory for Class X
 - iii- For Percentage/grade - Where marks are awarded Percentage is to be assessed and entered. Where grades are provided (numerical or alphabetical) in a particular examination, the specific grade to be entered (either numerical or alphabetical, as the case may be).
 - iv- PhD/Post-doctoral/diploma/certificate course- percentage of marks or grade not required to be filled.
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6- **“DETAILS OF EXPERIENCE”-**

- i- Work experience is required only for those who are Employed/Self-employed
- ii- In the case of self employed, against the field ‘employer’ may enter “self”. Those who are self employed will not have to fill the field Permanent/temporary, as the system will automatically record it as ‘not applicable’.
- ii- **“Salary and Grade”** is an optional field
- iii- **“Till Date”**- means where candidate is still continuing in employment
- iv- If nature of employment is temporary, may choose from among the drop down options of part time, adhoc, guest faculty, adjunct faculty,

iv- **“Proof of experience letter/Supporting documents”**- If self employed and registered then proof of registration/latest audited expenditure statement covering concerned years of experience/proof of sale of product or service;

If not registered, any other proof to show experience like proof of sale of goods or service as the case may be.

Note: Candidates must read clause no. (c) under the General Instructions of the advertisement and enclose certificates from employer accordingly.

“Research Experience”

This is mandatory for all those who claim to have research experience and can be skipped by those who do not claim to have research experience. All fields are to be filled mandatorily.

7- **STATEMENT OF PURPOSE: (SOP)** - **SOP** is mandatory and will not accept more than 1000 words.

8- **“DECLARATION”**- mandatory to tick first dialog box.

Second dialog box is applicable only in the case of currently employed applicants.

Applications shall be rendered invalid, if the concerned boxes are not ticked.

9- **“APPLICATION FEES”**- An application fee of Rs. 1000/- to be paid by all applicants who have not been exempted (as per standing instructions) from payment. OBC male candidates are required to pay online fee. Payment Gateway option is available through the Net Banking and Debit/Credit card system, which self navigates.

10- **“FINAL SUBMISSION”**- The full details of the application may be seen at preview, so as to ensure that all entries are correct. Any changes can be made by pressing reset. On satisfaction that the application is complete, press **Submit** to complete submission of the application.
