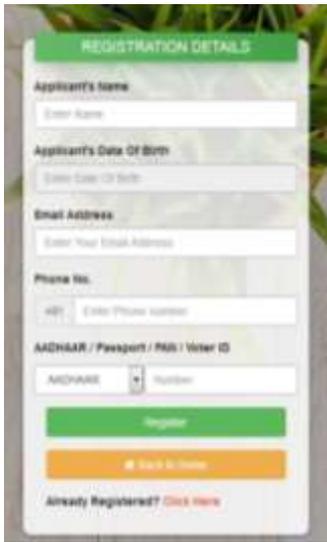


## Documentation for Recruitment Process

Steps to be follow for applying against any advertisement:-

### Registration:-



#### Information Require –

Applicants Name, Date of Birth, Email address, Phone No, Identification No (Aadhar / PAN / Voter ID)

After providing the above details, click on Register button an OTP will be sent to the applicants provided mobile number. Applicant required to provide the correct OTP number (received on his/her mobile) to complete the registration process. Applicants OTP number will remain valid till next 30 minutes after receiving it. If applicant was unable to provide it within 30 minutes then he / she have to register again with the same details. One mobile number can be used only for one registration, and one Unique ID can be used for only one registration.

### Login :-

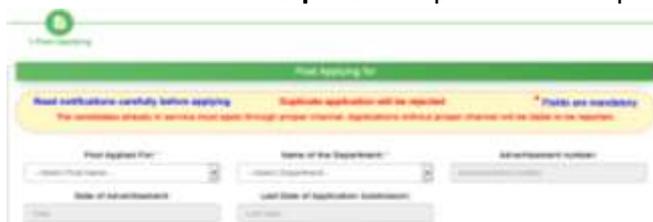
**Information Require –** Applicants registered mobile no, Date of birth

After successfully completing the registration process now candidate need to login for further process of application with the required details. Here also an OTP will be sent to the registered phone number and applicant need to provide correct OTP to login successfully.



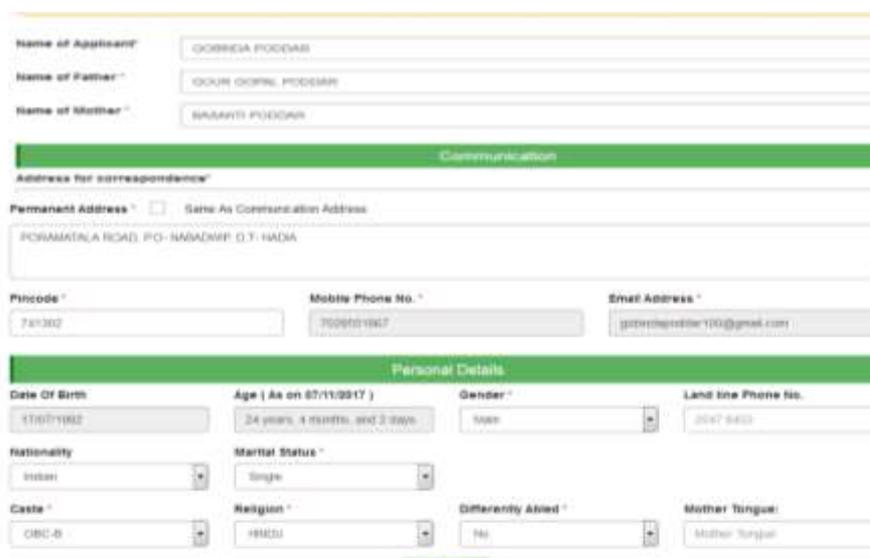
### Post Applying for:-

**Information Require –** Department and post for which applying



In post applying for candidate need to choose the post and department in which they want to apply and depending on your selected advertisement number date and others information will be shown.

### Personal Information:-



**Information Require –** Father's name, Mother's name, address, pin code, gender, land line phone no, nationality, marital status, religion, caste, disability status, mother tongue

In Personal details page candidate need to provide all personal details (Age will be auto calculated depending upon application start date for that particular post.)

## Educational Qualification:-

Basic Qualification						
Examination	Board / University*	Year of Passing	Class / Division	% of Marks/ Credits	Subjects Studied*	Other Information
Secondary	WBSE	2006		75.2	BENGALI, ENGLISH, MATHEMATICS, LIFE SCIENCE, PHYSICAL SCIENCE, HISTORY	
Higher Secondary	WBCHSE	2010		82.39	MATHEMATICS, CHEMISTRY, PHYSICS, BENGALI, ENGLISH	

Under Graduate						
Examination*	Board / University*	Year of Passing	Class / Division	% of Marks/ Credits	Subjects Studied*	Other Information
B.Sc	WBSCCE	2013		82.36	ELECTRONICS, TELECOMMUNICATION	

on the post you are applying for. Once an option is selected then it will be mandatory to provide all related data.

## Experience:-

Post doctoral research experiences					
Sl.No.	Fellowship Category*	Title	Funding Agency*	Years Spent*	Amount*
1	ABCEFGH	BCDEF	BCDEF	2	2000
<a href="#">Add More</a>					
<input checked="" type="checkbox"/> Post doctoral research project (Please Select Checkbox if You have it)					
Sponsored projects carried					
Type*	Funding*	Amount*			
Faculties of Arts / Humanities / D	Major projects amount instilled with grants above Rs.5lacs up to Rs.30lacs	2000			
<a href="#">Add More</a>					
Consultancy projects carried out / ongoing					
Type*	Funding*	Amount*			
Faculties of Arts / Humanities / D	Amount instilled with minimum of Rs.2lacs	2			
<a href="#">Add More</a>					
Completed projects					

Here candidate need to provide details related to his / her experiences. Nothing is mandatory here, if candidate shows interest to provide the details by selecting the checkboxes, then only it will become mandatory. The page will ask few questions and if the answers are assertive then candidate will need to provide the reason against that. Candidate can add more experiences as per his / her desire. Candidate also have to provide details of referees.

Completed projects						
Type*	Quality Evaluation*	Amount*				
--Select Type--	--Select Quality Type--					
<a href="#">Add More</a>						
<input checked="" type="checkbox"/> Employment Details (Please Select Checkbox if You have it)						
Sl. No.*	Employer*	Post Held*	From	To	Scale of Pay and Pay Down*	Remarks if any indicating reason for leaving any post*
<a href="#">Add More</a>						
Teaching experience						
Level	Degree*	College / University / Institute*	Duration*	Total*		
UGS Honours	POST GRADUATE	ASGARD	2MONTH	2		
<a href="#">Add More</a>						



### Educational Document Upload (Part 2):-

In 2<sup>nd</sup> phase of document upload, all educational qualification related documents need to be uploaded. All those files should be in PDF format & file name must not contain any special character, dot or space. All documents are mandatory.



### Experience Document Upload (Part 3):-

In 3<sup>rd</sup> phase of document upload, all experience related documents depending on candidate provided experience details need to be uploaded. If candidate does not provide any experience details then this page will not come. All those files should be in PDF format & file name must not contain any special character, dot or space.



### Publication Document Upload (Part 4):-

In 4<sup>th</sup> phase of document upload, documents related to publications need to be uploaded this page will shown as per candidate provided publication details. All those files should be in PDF format & file name must not contain any special character, dot or space.



### Final Submit:-

After successfully completing all steps of application process, candidate now need to give their consent in two places, only after that candidate will be able to submit the data and application will be finally submitted. Once candidate click on final submit button thereafter no further data modification will be possible. The system will generate a unique application number. Candidate will be shown to proceed to online payment page through which candidate have to pay the desire application fees depending on category of applicant and fees mentioned against that specific post and advertisement.



I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.  
The Ministry reserves the right to discontinue processing online for shortlisting candidates.

### Payment Confirmation:-

After final submitting all data candidate need to pay for the application. Here 2 types of payment method is used, i) If candidate already paid in 2011 for this type of



application and had the payment documents then he/she can be able to upload previous application document and form print will be come. ii) For the 1<sup>st</sup> time application in this recent year they need to go through by the clicking on Online Payment button, after payment success candidate be able to take the form print.

### Applying against another post or another advertisement (2<sup>nd</sup> Application):-

Applicant Name: UJENGA MUMBAI

Sl. No.	Post Name	Department Name	Action
1	ASSISTANT PROFESSOR	KWIL, UJESB	<a href="#">View Post</a>
<a href="#">Apply against Another Advertisement In Post Or Department</a>			

If candidate want to apply for another position after completing the first application, then after login system will ask for the same. By clicking on the link, candidate will be able to apply for another post except the post for

which application is already completed. If candidate choose to apply for another post, then system will only give an option to choose the post and then it will directly move to the payment page. If any special degree or experience is required for that new post then only system will ask for the same and then payment option will be shown. Candidate may need to upload document against that newly added qualification or experience. Candidate will not be allowed to edit their old data provided at the time of application.

The screenshot shows a web application interface for applying for a post. At the top, there is a header with a logo and navigation links. Below the header, there is a section titled 'Post Applying for'. This section contains three warning messages: 'Read notifications carefully before applying', 'Duplicate application will be rejected', and 'Forms are mandatory'. Below the warnings, there are several input fields: 'Post Applied For' (with a dropdown menu), 'Name of the Department' (with a dropdown menu), 'Advertisement Number' (with a dropdown menu), 'Date of Advertisement', and 'Last Date of Application Submission'. There are also checkboxes for 'Apply' and 'Cancel'.