

Instructions for filling online Application Form

Candidate may apply for multiple posts. Applying for separate posts, candidate has to fill the online application separately with a different email ID.

Valid E-Mail ID .: The E-Mail ID entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID.
*All the communication of interview and selection etc. shall be done on the registered email ID only.

Steps for Scanning & Uploading the Photograph & Signature Certificates and other Documents:

Before applying online for Project Staff recruitment, candidate must keep ready a scanned image of his/her photograph, signature and other Marksheets/Certificates as per the details given below:

(a) Photograph Image:

- i. Photograph must be a recent passport size colour picture (preferably white) background.
- ii. Look straight at the camera with a relaxed face.
- iii. Caps, hats and dark glasses are not allowed. Any head wear covering the face is not allowed.
- iv. Upload jpeg file only, sized less than 100 kb.

(b) Signature Image:

- i. The applicant has to sign on white paper in Blue/Black ink.
- ii. Upload jpeg or jpg file only, sized less than 100 kb.

(c) Marksheet/Certificates/Experience Certificate and GATE/NET-LS/GPAT Score card

- i. Scanned Copy for the proof of date of birth: Upload jpeg file only, sized less than 200 kb.
- ii. Scanned Copy of qualifying educational certificates (10th onwards): Upload jpeg file only, sized less than 200 kb. Upload only the passing degree or the

final mark sheet in a single jpeg file.

iii. Scanned Copy of employment certificate. Upload jpeg file only, sized less than 200 kb.

iv. Scanned Copy of caste certificate/ GATE/NET-LS/GPAT Score card. Upload jpeg file only, sized less than 200 kb.

Please Note:

a) In case the photograph, signature and other requisite certificates/ documents are unclear, the application may be rejected.

b) Candidate may view and re-upload the photograph/ signature and other requisite document before final submission of online application.