

## How to Apply (Step-by-Step Procedure)

The applicants must read the advertisement, instructions and procedure (**How to apply**) very carefully before proceeding for online application form submission. The applicants are advised to complete all the 6 steps of “**How to Apply**” for successful submission of Application form.

### Step-1 Pre Registration Process [SIGNUP]:

Click on "**Pre Registration**" option available under the ‘**Online Registration**’ menu and proceed for filling the following information.

**Step 1.1. Select the Advertisement No. against which you intend to apply**

**Step 1.2. Select the Name of Post for which you intend to apply**

**Step 1.3. Fill Basic Details.**

**Step 1.4. Fill Mobile Number and valid E-mail address of the applicant.**

**Step 1.5. Fill Password.**

After successful Pre-registration, a unique **Registration ID** will be generated and sent to the applicant’s registered Email-Id. This **RegistrationID** will be used as **Login ID** for further steps.

### Step-2. Fill Registration Form :

Click on "**Fill Registration Form**" option available under the ‘**Online Registration**’ menu. The applicant must fill all the details using following steps:-

#### For ‘A’ Class Posts

**Step 2.1. Enter Personal details.**

**Step 2.2. Enter Employment/Education details.**

**Step 2.3. Enter Publication/Experience details.**

**Step 2.4. Enter Other Information details.**

**Step 2.5. Enter Score Card details.**

#### For all other Posts

**Step 2.1. Enter Personal details.**

**Step 2.2. Enter Employment/Education details.**

**Step 2.3. Enter Other Information details.**

After submitting all the above details, the applicant can Preview the Registration Form and must verify all the details.

**Note: One Registration Form can be used for one designation only. If an applicant intends to apply for another designation, he/she can fill and submit another Registration Form.**

### Step-3. Lock the Registration Form:

After submitting Registration Form, the applicant must Lock the Registration Form. The applicant must ensure the Correctness/Completeness of the data before locking the Registration

Form. Once the Form is locked, the applicant will not be allowed to make any kind of changes or editing in the Form.

#### **Step-4. Apply for the Post**

After Locking the Registration Form, the Applicant can apply for Posts for which he/she has submitted the Registration Form using '**Apply for Post**' option under the '**Application Form**' menu.

##### **For Regular Posts**

The applicant has to select Campus/Station and Department/Subject in which he/she wishes to apply. The applicant can select only one Campus/Station and one Department/Subject from the lists displayed on the screen. After selecting the Campus/Station and Department/Subject, the applicant must click on "**Apply for the Post**" button for successful completion of the step. This process should be repeated if applicant wants to apply for another Campus/Station and/or Department/Subject.

##### **For Contractual Posts**

The applicant has to select department/subject in which he/she wishes to apply. The applicant can select only one department/subject from the list of departments/subjects displayed on the screen. After selecting the desired department/subject, the applicant can select as many as campuses/stations available in the list. The applicant has to give the preference order in the selected campuses/stations by using "**Choose Preference order**" button. After completing the preference order, the applicant must click on "**Apply for the Post**" button for successful completion of the step. This process should be repeated if applicant wants to apply for another Department/Subject.

The applicant can view list of all the posts for which he/she has applied by using '**View Posts Applied**' under the '**Application Form**' along with their application numbers.

#### **Step-5. Pay Application Fee :**

Before proceeding for Online payment, the applicant must ensure that he/she has applied for all the departments/subjects/campuses/stations for which he/she wishes to apply. The Applicant can pay Application fee for the selected posts by using "**Pay Application Fee**" option under the '**Application Form**' menu through Debit Card/Credit Card/Net Banking. Once the payment is successful, applicant can view the Transaction details and Amount paid.

**After successful payment of Application Fee, No change/editing shall be allowed in the submitted Application Form(s). In case any applicant wishes to apply for additional department/subject, he/she has to register again and should follow all the above mentioned steps from 1 to 5 and pay the requisite application fee afresh.**

#### **Step-6. Print Application Form**

After successful Payment of Fee and submission of Application Form, the applicant must take print out of all the Application Forms submitted by using '**Print Application**' option under the '**Application Form**' menu.

## **Important Note:-**

### **For posts which are being filled through Walk-in-Interview**

Candidates are required to appear for **Walk-in-Interview as per schedule mentioned in the advertisement**. Applicants are required to take printout of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and bring it with them while coming for walk-in-Interview along with self-attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc. Candidates must also bring with them Certificates of Educational Qualifications, Experience, Reserve Category (In original) for verification.

### **For all other posts**

Applicants are required to take **TWO printouts of the Online Application Form**. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to 'THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005'**, PUNJAB along with self attested copies of all the certificates of Educational/ Professional Qualifications (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) and other supporting documents etc. **Applicant should keep the 2nd copy with him/her.**