

STEP BY STEP INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION FORM

1. Online Application is spread over different sections designed to capture information related to Personal Details, Educational Qualification, Experience and Other Details of candidates.
2. Log on to <http://recruitmentnbggu.co.in> to access the home page to Apply Online.
3. Click the hyperlink “APPLY ONLINE” The link would display different Steps.
4. First click the **Step1 (Registration)** fill all the entries to register yourself. After submit the registration form, **Registration Number** will be generated, print or note this number to complete other steps
5. Then, click the **Step2 (Print Challan Form)**, you can enter your Registration No and Password to take re-print of your online generated Bank Challan Form.
6. After Step2 and deposited the required fee at any SBI branch. Note the **Challan Number , Challan Date (given by bank) and Branch code(where you deposit the fee)** carefully from Challan form. Click the **Step3 (Challan Details)**, you can enter your Challan number, Challan date and Branch code (**where you deposit the fee**) to confirm the fee from the bank.
7. After two days from the deposit of fee from the bank, complete the **Step4 (Upload the Photo and Signature)** . Your photo and signature must be in **image/jpeg** format. Also the size of photo must be 5kb to 50 kb and size of signature must be 2kb to 20 kb
8. Then in **Step5 (login)** you can login to fill the Online application form this form have different sections. You have to complete the different sections relevant to your post

Personal Details: Here the system asks for Personal Details namely ‘Candidate Name’, ‘Father’s/Husband’s Name’, ‘Mother’s Name’, ‘Date of Birth’ etc.

Educational Qualification(s): Here system asks for the your education detail you have to fill about your qualification from 10th to the last degree or exam passed one by one.

Note: In Educational Qualification section if you fill your Qualification(s) details incorrect, you may also be liable for rejection/debarment from HNBGU.

Experience Details: Here system asks for your experience detail, you are required to provide Name of Employer, Designation, Date of joining and Date of leaving one by one.

References details: Here system asks for you to fill three references which know about your work or your education. These may be your Ph.D. or Master Degree Guide, your current or past employer or your Head of department.

Note. If you are applying for Teaching or Academic post you can complete Publication details, Conference detail and Research project details if these are relevant to your post

Print Preview: Here you can view your online fill up form. If you find that all the entries filled by you are correct then at the end you can click **Final Print (locked)**. But after this you will not able to change any entries so make sure that all entries are correct before clicking on this button

If you find any technical problem during online application then mail to: recruitmentcellnbggu@gmail.com or dial to Dr. Narender Kumar Rawal : 9411775966

Guideline for scanning and uploading the Photo/Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 5kb-50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature Image :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 2kb - 20kb
- Ensure that the size of the scanned image is not more than 20KB

Scanning the photograph & signature:

- (1) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- (2) Set Color to True Color
- (3) File Size as specified above
- (4) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

(5) The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or Microsoft Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- 1. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- 2. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.