

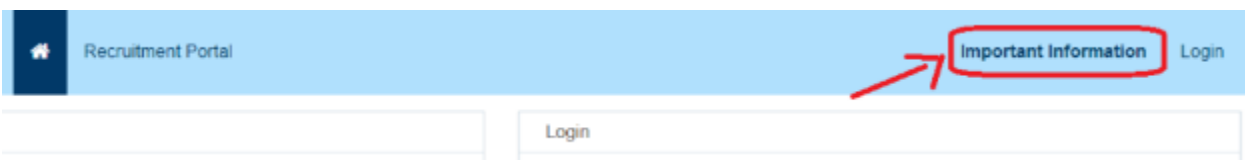
Recruitment Management (Candidate Portal) - Teaching

New Registration

The Candidates applying for the Teaching Recruitment post have to register themselves and confirm their email addresses and passwords through the **Registration** section.

- The following details are to be filled in by the Candidates:-
 - **Email**
 - **Password**
 - **Mobile Number**
 - **Verification Code**
- After registration, the Candidate has to verify his/her email address by clicking on the link sent to their registered email address automatically. Once the verification is completed, the candidate can proceed to log in.

Note: The Candidate can view added guidelines or advertisement details provided by the University from the **Important Information** section.



Login

Candidate will log in using his/her registered credentials i.e. email address and password.

The image shows two side-by-side web forms. The left form is titled 'New Account' and contains fields for 'Email *', 'Confirm Email *', 'Password (Minimum 6 characters) *', 'Confirm Password *', 'Mobile *', and 'Verification Code (click to change)'. The right form is titled 'Login' and contains fields for 'Registered Email-id *', 'Password *', a 'Remember Me' checkbox, and a 'Verification Code (click to change)' field. Both forms have a 'Login' button and links for 'Resend Confirmation Mail' and 'Reset Password'.

Apply for Job Post

- The Candidate has to select the following using the drop-down given:-
 - **Post**
 - **School and Discipline**
 - **Advertisement Number**
 - **Category**
 - **A person with Benchmark Disability Category**
- After selecting the drop-downs, click on the **Check Vacancy** button to see the count of vacant positions for that specific category.

Sections in Teaching Recruitment Application

- The Candidate has to fill the following sections to complete his/her application for the selected job postcode:-
 - **General**
 - **Education**
 - **Experience**
 - **Research**
 - **Additional Information**
 - **Declaration**
 - **Uploads**
 - **Preview**
 - **Submission**

General

- The Candidate has to fill in his/her **personal details** in this section.
- The Personal Details such as **Name, Gender, Date of Birth, Phone Number**, etc. have to be added by the candidate.
- Once the details are added, the Candidate has to verify the provided details and then click on the **Save** button to save the details.

Note: In case the candidate wants to change the category for the application of a specific job postcode, they need to click on the **Change Category** button and select the required category.

Education

- Candidate can fill in his/her qualification details such as Secondary school details, Senior secondary school details, Bachelor's Degree details, Master's Degree details, etc.
- Candidates need to select the appropriate qualification pattern from the drop-down given, which has options for the qualification type.

Note: An integrated Master's degree is a four-year program that combines undergraduate and postgraduate study into a single course. Therefore if you have an Integrated Master's Degree, please select the second option i.e. "Integrated Masters" + M.Phil/Ph.D.

- API score will automatically get calculated as per the configured marks research score rules in the system.
- Fill the below-mentioned details of your Postgraduate degree:-
 - Name of Degree
 - Subject(s)
 - Overall Percentage
 - Year
 - University/Institute

Note: In the **Overall Percentage** section, if you have a Grade Point Average result, then convert it to an overall percentage.

- If you have done M.Phil i.e “Master of Philosophy”. then click on yes or else proceed to the next section.
- If you click on yes, a new section will open. In this section you have to select M.Phil. from the dropdown box from the **Please select the degree** section.
- Fill in all the below-mentioned details of your M.Phil degree accordingly:-
 - Date of Registration/Admission
 - Date of Submission
 - Date of Award
 - Thesis/Dissertation Title
 - University/Institute
 - Overall Percentage/Grade Points

NOTE: In the Thesis/Dissertation Title, you need to enter the **Title of the Thesis or Dissertation** done, without any description.

- In the Overall Percentage/Grade Points section, the input should be out of 10.

- If you have done a Ph.D. i.e **Doctor of Philosophy**, then check click on yes or else proceed to the next section.
- If you click on yes, then a new section will open wherein you have to fill in all the details of your Ph.D. degree accordingly i.e.,
 - Date of Submission
 - Date of Submission
 - Date of Award
 - Thesis/Dissertation Title
 - University/Institute

NOTE: In the Thesis/Dissertation Title, you need to enter the **Title of the Thesis or Dissertation** only, without any description.

- In the Salient features of your Ph.D. research work section, you need to enter a short description of your research work on which you had done a Ph.D. The description should not extend more than 100 words.
- The next section is **Whether Qualified UGC/CSIR NET/JRF**. If you have qualified CSIR NET which is conducted by the Council of Scientific and Industrial Research, or UGC NET Exam which is conducted by the University Grant Commission, then select the appropriate option from the dropdown box.
 - **NET with JRF** - If you have qualified National Eligibility Test (NET) with Junior Research Fellowship (JRF) select this option.

- **NET** - If you have only qualified National Eligibility Test (NET) then select this section.
- **SLET/SET** - If you have qualified State Level Eligibility Test (SLET) or State Eligibility Test (SET) then select this section.
- **None** - If you have not qualified for any exam, select this section.
- Next, select the subject in which you qualified for the NET exam from the dropdown menu.
- Now enter Certificate No./Roll No. of your exam.
- Then click on **Save** to add the updates.

Experience

- Candidate can fill in his/her relevant experiences or present employment details in this section such as:-
 - Full-time Teaching Experience
 - Full-time Research/Industry Experience
 - Present Employment Details
- Once the Experience details are added, the Candidate has to verify the provided details and then click on the **Save** button to save the details.

Full-time Teaching Experience

- If you have full-time teaching experience, then fill in the details of your experience in this section, if not proceed to the next section.
- Leave the table blank if you do not have relevant experience.
- **Exceptions:** Period of acquiring M.Phil degree/residency period for pursuing Ph.D./Part-time Teaching/Guest Lecturer/Teaching Assistantship **SHALL NOT BE** considered as Full-time Teaching experience/ research experience.

Note: Each period of experience claimed must be supported by the **Experience Certificate** issued by the employer.

- Enter Name of University/College/Institute/Organization, Designation, Status, Pay Scale/Consolidated salary, From, and To dates.
- The Effective Time Period and points will be calculated accordingly.
- After entering all the details, click on the **Save and Add** button.

Note: Your Experience will not be saved until you click on the **Save and Add** button.

- You can add multiple experiences in this section.

Research Tab

Research Papers in Peer-Reviewed or UGC listed Journals.

- If you have any Research papers published in UGC listed journals or are published in peer-reviewed journals, you can fill in their details in this section.
- Leave this section blank if you do not have any research papers.

- You can see the UGC listed journals from the UGC website or from here: [UGC list of journals](#)

Publications

- Enter the following details:-
 - Publication Type
 - Title of the Paper
 - Journal Name
 - Year, Vol. No.(Volume number)
 - Page No.
 - ISSN No.
 - Impact Factor
 - Author in the sections provided
- **ISSN no.:** An ISSN is an 8-digit code used to identify newspapers, journals, magazines, and periodicals of all kinds and on all media—print and electronic.
- **Impact Factors:** Impact Factors are used to measure the importance of a journal by calculating the number of times selected articles are cited within the last few years.

- **Author:** Please select your contribution to the journal as a Single Author, First and Principal/Corresponding Author/ Supervisor/Mentor, or Other Author/co-Author.
- Click on **Save and Add**

Awards

- If you have received any Award which is National/International/State Award, then you can mention its details in this section.

NOTE: Please be informed that you can enter Awards that are only recognized by the State level/National level/International level entities. Any other award will not be acceptable.

- Please leave this section blank if you do not have any research papers.
- Enter Name of Awarding Body, Name of Award/Honor, Date, Level in the specified area.
- **Date:** Enter the date on which you received the award.
- **Level:** Select the level of award received from the dropdown menu.
- Points will be calculated accordingly and displayed.
- Click on the **Add** button to save the Award in your profile.

NOTE: It is important to click on the **Add** button or else your Award will not be saved.

- You can Add multiple Awards in this section.
- Click on **Proceed to the Next Section.**

Note: The API Scores will automatically get calculated as per the UGC Guidelines based on the information provided by the Candidate and it will also be visible in the candidate login and review section as well.

Research

- Candidate can fill his/her Research Papers, Research Publications, and Research project details in this section.

Note: The API Scores will automatically get calculated as per the UGC Guidelines, based on the information provided by the Candidate, and it will also be visible in the candidate login and preview section.

Additional Information

- Candidate can fill in his/her Additional Information, Two References, and Languages Known, etc.

Note: An automated email will get forwarded to the Referees added by the Candidate where they can fill in the relevant details which will get visible in the application form of the Candidate.

Declaration

- The Candidate will declare the provided information in this section.
- No Objection Certificate (NOC) details will be filled here.
- The option to confirm if candidates have applied in previous advertisements is provided in this section

Uploads

Candidates can upload the required documents for the information filled in all other sections here by clicking on **Select File** and then selecting the **Start Upload** button. Candidates can upload the documents such as Photos, Signatures, X/XII Certificates, Experiences, Research Papers, etc.

Note: Uploaded documents size should be less than or equal to 100KB.

Preview

- The candidate has to preview his/her application for the corrections before final submission.

Note: The Summary of assigned marks can be viewed here by the candidate. Important Note: Please review your application form thoroughly as no change or modification will be allowed in the application form after the final submission.

Submission

- Candidate can **submit** the application by paying the fee as mentioned in the advertisement.
- If there is any incomplete or incorrectly filled information in the application, the warning message will display on the screen and the system will not allow the candidate to proceed further with the final submission.

Submit Application	
Applicant Name	XXXXXXXXXX
Post	Assistant Professor
Department	Department of Medical Faculty Studies
Advertisement No.	PostingAdvertisementOnlineMode
Email Address	XXXXXXXXXX@XXXXXX
Reference Number	AD200000
Category:	Management (M)
Payment :	Not applicable (Employed)

No change/modification will be allowed in the application form after final submission!

[Submit My form](#) [Dashboard](#)