



Guru Gobind Singh Indraprastha University

PROCEDURE TO FILL APPLICATION FORM FOR GGS INDRAPRASTHA UNIVERSITY

STEP - 1: The website for filling the forms is <https://ipu.ac.in>

Applicant can fill in the online application form for recruitment to Guru Gobind Singh Indraprastha University from the university website <https://ipu.ac.in>

STEP - 2: Application Forms

The Application form is fully automated and there is no payment to be made. There are two forms, one for selecting the post and registering, so that all the communications are sent on the registered email id and mobile no and another one for capturing the Qualification, Work experience and payment related details. An applicant has to fill in his/her contact details for proceeding towards the payment section in the 2nd Form.

STEP – 3: Post Category

For filling in the general information, candidate must note the following:

- **An Applicant seeking a position for Project Staff (temporary) in GGS Indraprastha University only shall fill this form**
- **By default the Post Category and codes are fixed**
- **An Applicant must select a post for which they want to apply.**

Note:-An application once submitted cannot be edited. Applicant must choose the post very carefully as once post is selected and submitted, then any further request for change in the post will not be entertained

Already Registered users can [login](#) here.

Registration Form

* Post Category	PROJECT STAFF
* Post Category Code	PS
* Post Name	----Select---
* Post Code	Research Scientist
* Nature of Appointment	Research Associate
	SRF
	JRF
	Technical/Field Assisstant
* Applicant Name	

STEP 4: Applicant Registration

- An Applicant must provide his/her personal details and correct contact details for completing the registration.
- The provided contact details shall be correct as any further communication shall be send on the registered email id and mobile no
- Age shall be calculated on the basis of last date of application for the post

*Post Code

*Nature of Appointment

***Applicant Name**

(Title) (First Name) (Middle Name) (Surname)

*Date of Birth

(Provide your date of birth only as in SSLC/10th Std Marks Card.)

***Age as on** **Years** **Months** **Days**

*Mobile Number

(Important communication will be sent to this Mobile Number, ensure its an valid Indian mobile number and correct information is provided)

*Confirm Mobile Number

*Email Address

(Important communication will be sent to this E mail id, ensure valid and correct information is provided ex : email@id.com)

*Confirm Email Address

Residence No

(Country)(Std code) (Number)

STEP 5: Credentials generated

- Once details have been entered, an applicant must fill the text in captcha, click on I Agree and press Submit.
- Credentials are generated and shared via email and SMS

Please enter the letters displayed in the image below.
If the image is not clear, click on "Get a new image"

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.No UPPER CASE.

Declaration

I understand that on completion of Registration Process I will receive a Valid User Id and Password for completing my application process.

I Agree

Steps to fill Project Staff Recruitment Form, Guru Gobind Singh Indraprastha University

Applicant ...

Personal Details

Login Id :	P1000017
Post Category :	PROJECT STAFF
Post Category Code :	PS
Post Name:	Research Associate
Post Code:	706
Nature of Appointment:	Contract
Name of the Applicant:	Mr. Areeb
Date of Birth:	12/08/1989
Age:	27 years 3 months 10 days

Contact Details

Email Address:	areeb.shakil12@gmail.com
Mobile:	8802800706

STEP 6: Continue Registration

- An Applicant can now either logout and complete the Application form later or continue the registration by clicking on 'Continue' Button on the Top Right corner of the form



STEP 7: General Information, Tab 1

- The data already filled in the registration form is auto populated when an applicant start filling the general information

1 General Information

Personal Information

*PostCategory	PROJECT STAFF
*Post Category Code	PS
*Post Name	TECHNICAL/FIELD ASSISTANT
*Post Code	709
*Nature of Appointment	CONTRACT
*Applicant Name	MS. POORNIMA

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- Applicant fills other general and address details
NOTE: - Please choose the correct category

Other Personal Details

*Father's/Husband's Name	<input type="text" value="Anirudh deshमुख"/>	*Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
*Nationality	<input type="text" value="Indian"/>	*Category	<input type="text" value="General"/>
*Religion	<input type="text" value="---Select---"/>	*Person with disability	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Marital Status	<input type="radio"/> Married <input type="radio"/> Unmarried	Identification Mark	<input type="text"/>
Date of Birth(DD/MM/YYYY)	14/09/1986	*Age as on 21/07/2016	29 Years 10 Months 7 Days

Correspondence Address

*Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
*State	<input type="text" value="---Select---"/>	*City	<input type="text"/>
*Pincode	<input type="text"/>		

*Is Permanent Residential Address same as Correspondence Address? Yes No

Permanent Residential Address

*Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
*State	<input type="text" value="---Select---"/>	*City	<input type="text"/>
*Pincode	<input type="text"/>		

Contact Details

*Email Id **abcd@abcd.com**

Mobile No

91 8888888888
(Country) (Mobile Number)

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- Applicant uploads scanned copies of his/her photograph, Signature and Thumb impression images

Upload your Photograph, Signature and Left Hand Thumb Impression

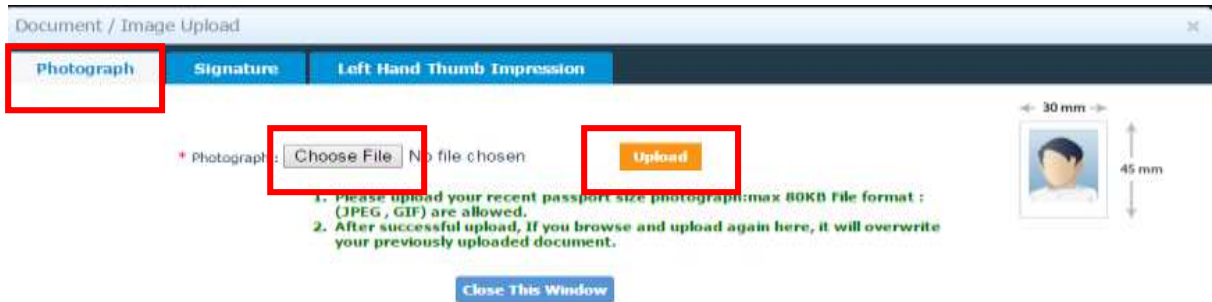
*** Please upload your photo, signature and left hand thumb impression here .**

Note : Upload recent good quality passport size colour photograph failing to which your candidature may be cancelled.

Do not use any special character (such as ' , &, etc) in the file names of Photograph, Signature and Left hand thumb impression, to be uploaded.

Save & Continue

- Candidate has to upload their recent passport size photograph. **By clicking on Browse button, candidate has to select the photograph from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size



- For uploading the Signature, candidate has to click on Signature Tab and upload their scanned signature. **By clicking on Browse button, candidate has to select the scanned signature image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size.



- For uploading the Left Hand Thumb impression, candidate has to click on Left Hand Thumb Impression Tab and upload their scanned image. **By clicking on Browse button, candidate has to select the scanned thumb impression image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size. **After uploading the photograph, signature and thumb impression image candidate has to "Close This Window" button to close the window, once he/she gets the message "Your images have been uploaded successfully" in all three tabs.**

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You can preview the uploaded image in the image box displayed on right hand side of the window.



Save & Continue

- Applicant clicks on Save and Continue button to go to the next tab

STEP 8: Qualification Details, Tab 2

- Applicant must fill his/her academic qualification details first

NOTE: - Respective qualified applicants must fill up NET-JRF/LS, DBT-JRF, ICMR-JRF, ICAR-NET details after filling the academic/educational (Graduation, Post-graduation, Doctoral) details.

1 General Information 2 Qualifications Details

Academic Qualification(s)

Sr.	Examination	Year of Passing	Board/ University	Subjects	Division/Gr.
1	10th Class	--Select--			
2	Intermediate/10+2	--Select--			
3	Under Graduate	--Select--			
4	Post Graduate	--Select--			
5	Doctorate	--Select--			
6	Any Other (1)	--Select--			
7	Any Other (2)	--Select--			
8	Any Other (3)	--Select--			
9	Any Other (4)	--Select--			
10	Any Other (5)	--Select--			

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- Applicant enters the details of the known languages

Language(s) Known

Hindi	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write
English	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write
French	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write

- Applicant enters the contact details of his/her current employer

Details of Current Employer

Designation of Current Employer	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 1	<input type="text"/>	City	<input type="text"/>
State	Telangana		
Pincode	878788		

- Applicant enters the details of work experience starting from the latest and giving the details of the earliest at the end.
NOTE: - Applicant will be able to add up to 10 rows for filling the information and must give all the details within the specified limit.

Work Experience Details (Please start with the latest)

Sr.	Designation/Post	Organization Name	From Date	To Date	Duration of Service	Pay Band / Pay Scale & GP	Last
1	Assistant	CSD	01/10/2016	01/11/2016	0 Year(s) 1 Month(s)	20000	1500
2	Junior Assistant	NIEC	01/09/2015	30/09/2016	1 Year(s) 1 Month(s)	15000	888

+ Add New Row X Delete last Row

Total Experience : 1 Year(s), 2 Month(s)

NOTE: - The total experience field shall give the sum of all the duration of services

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- Candidate enters his/her expectations from this job (Salary shall be as per university project norms).

Expectations

Present Basic Pay	Present pay scale	Basic pay acceptable	Period required for joining, if selected	Any other relevant information you wish to give in support of your candidature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Applicant must enter the details of two references

Names and addresses of TWO references (Other than relatives)

Sr.	*Name	*Address Line 1	Address Line 2	*State	*City	*Pincode
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>

Save & Continue

- Applicant must now click on 'Save and Next' button

STEP 9: - Declaration, Tab 3

NOTE: - No Payment has to be made by the applicant for submission of the application

1 General Information **2 Qualifications Details** **3 Declaration**

Payment Details (in Rupees)

Examination Fee	0/-
Payment Date	16/11/2016

Candidate will

- Fill in the 'captcha' ,

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- Check the “**I Agree**” checkbox
- Click on ‘**SUBMIT**’ button



Can't read the text? Get a new image

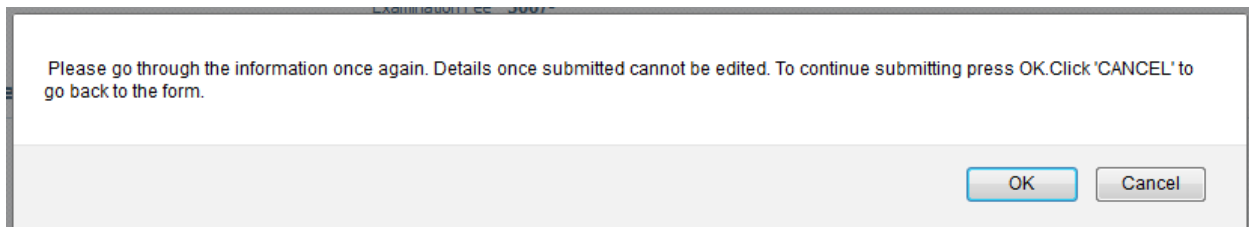
Type the text shown in the image above

Click on **SUBMIT** to proceed.

I Agree

Submit

- On clicking ‘**Submit**’ the following message will appear:



Please go through the information once again. Details once submitted cannot be edited. To continue submitting press OK. Click 'CANCEL' to go back to the form.

OK **Cancel**

- If the candidate press **CANCEL**, he/she will be allowed to check and make modifications in their general and qualification details.
- If the candidate presses **OK**, then he/she cannot edit the same and have to re-register in case they need to change any personal information.
- Another pop up will come

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Are you sure you want to submit the form. Click 'CANCEL' to go back to the form.

Prevent this page from creating additional dialogs

OK Cancel

- If the candidate presses **OK**, then a new pop up will appear:




Take a printout of the filled form for your records. NOC of employer (if any) shall be required as per schedule to be notified by the University.

Prevent this page from creating additional dialogs

OK

- Please take a print out and keep for future record
- NOC of the employer shall be required as per schedule to be notified by the University. The same can be checked from University website <https://ipu.ac.in>
- After doing successful payment following view page shall appear:

Personal Details

Login Id :	P1000017	
Post Category :	PROJECT STAFF	
Post Category Code :	PS	
Post Name:	Research Associate	
Post Code:	706	
Nature of Appointment:	Contract	
Name of the Applicant:	Mr. Areeb	
Date of Birth:	12/08/1989	
Age:	27 years 3 months 10 days	
Gender:	Male	
Father's/Husband's Name:	PAPA	
Nationality:	Indian	
Category:	General	
Religion:	Muslim	
Person with disability:	No	
Identification Mark:	NA	
Marital Status :	Unmarried	

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STEP 10:- Print Form

- Click on the 'Print form' Tab

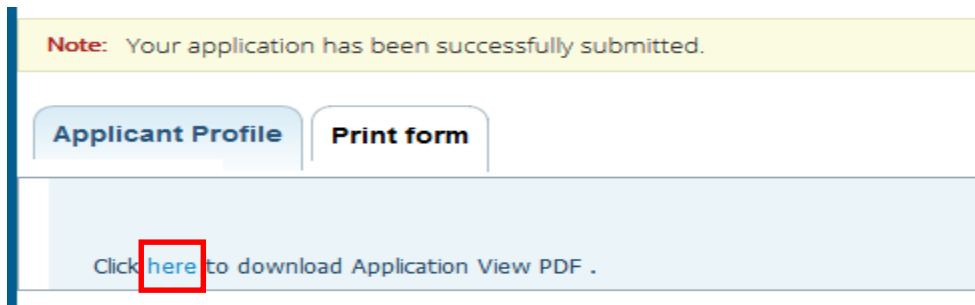


The screenshot shows a navigation bar with two tabs: 'Applicant ...' and 'Print Form'. The 'Print Form' tab is highlighted with a red rectangular box. Below the navigation bar, the 'Personal Details' section is visible, containing the following information:

Login Id :	P1000017
Post Category :	PROJECT STAFF
Post Category Code :	PS

To the right of the text is a small image of a handwritten signature.

- Click on "Click here" to take print of the form



The screenshot shows a yellow notification box with the text: **Note:** Your application has been successfully submitted.

Below the notification box, there are two buttons: 'Applicant Profile' and 'Print form'. The 'Print form' button is highlighted with a red rectangular box.

Below the buttons, there is a light blue box containing the text: Click [here](#) to download Application View PDF . The word 'here' is highlighted with a red rectangular box.

- Save the PDF and open it
- Keep one copy of the form with yourself for future reference

STEP 12: - Login

An already registered user can click on 'already registered users can **LOGIN** here' to go to the login page:



The screenshot shows the 'Candidate Login' page. At the top, there is a dark red header with the text 'Candidate Login'. Below the header, there is a yellow notification box with the text: **Note:** Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 43) or Google Chrome(20 to 48) to fill in the Application Form.

Below the notification box, there is a section titled 'Login'. It contains two input fields: 'Login Id' and 'Password (DOB in dd/mm/yyyy format)'. Below the input fields, there are two buttons: 'Login' and 'Forgot Password'.

*****THANK YOU*****