# Instructions for filling the online application form

1. Before applying, the candidate has to read carefully the advertisement regarding your eligibility criteria and general instructions in **Employment Notification NO: NIPER-HYD/02/2020-21.**

2. Before going to fill the application, the candidate has to scan the copies of relevant documents in pdf format (jpeg format for photo and signature). The required documents are listed below. If the required document has more than one page, then the document should be merged into a single pdf file.

    a. Proof of Date of Birth (DOB)
    b. SC/ST/OBC/EWS/Ex-servicemen (if applicable)
    c. PwBD (if applicable)
    d. NoC (if applicable)
    e. Aadhar/passport
    f. All the documents related to educational qualifications
    g. Documents related to work experience
    h. Recently taken Pass Port Size Photo
    i. Signature of the applicant
    j. CV of the applicant (Max 8 pages)

3. Log on to the website **http://www.niperhyd.ac.in/Careers_of_NIPER_Hyderabad.html**, Click on apply.

4. **If you have already applied any faculty post(s), please create/use another email ID for applying non-faculty post(s).**
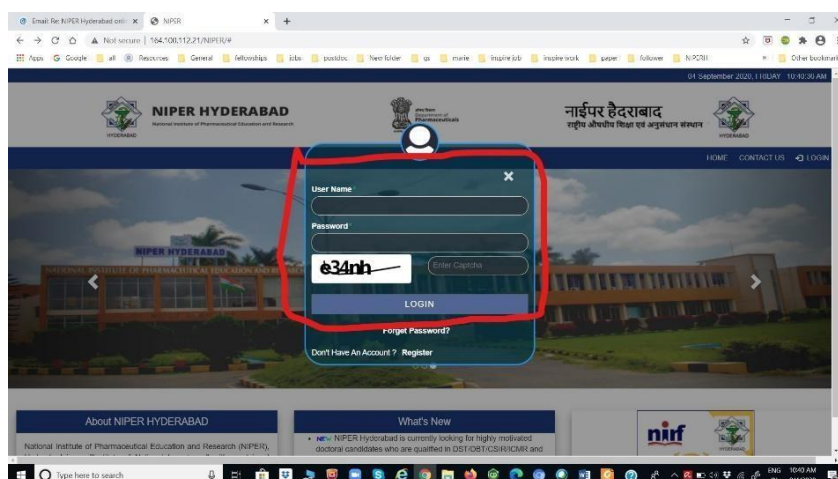
5. The following page will appear and click on login.
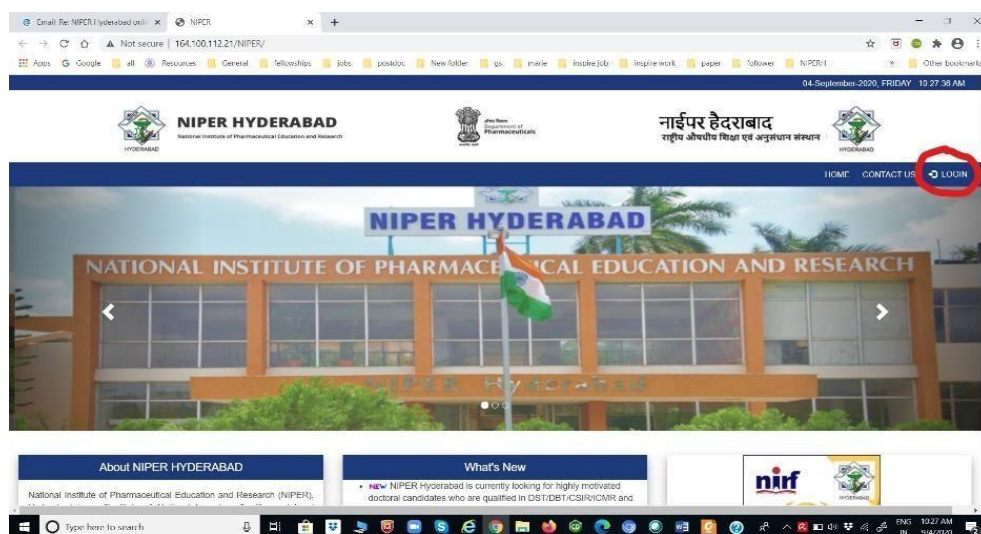
6. After clicking the login, the following dialog box will appear.

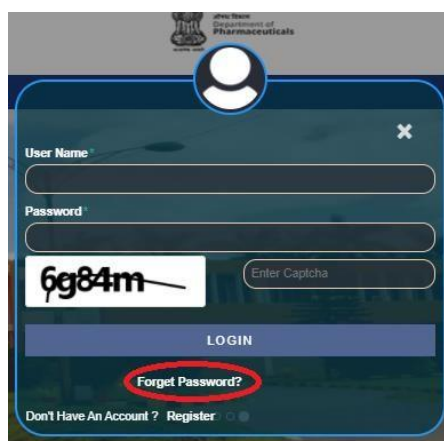   i) If you are a new user, please click on Register.

ii) If you have already registered, you are required to enter your Registration ID, password and captcha. Click on the login option to start the application process.
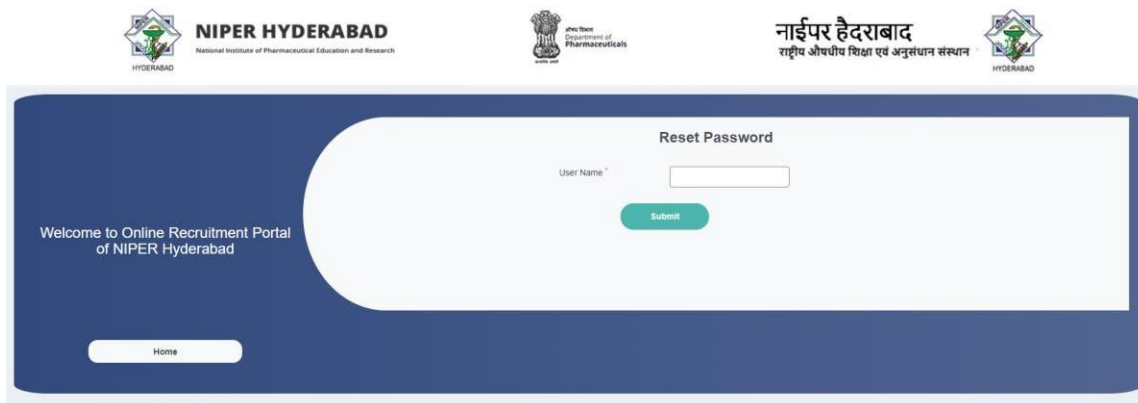

7. If you forget the password, click on Forget Password. Reset Password window will be opened.
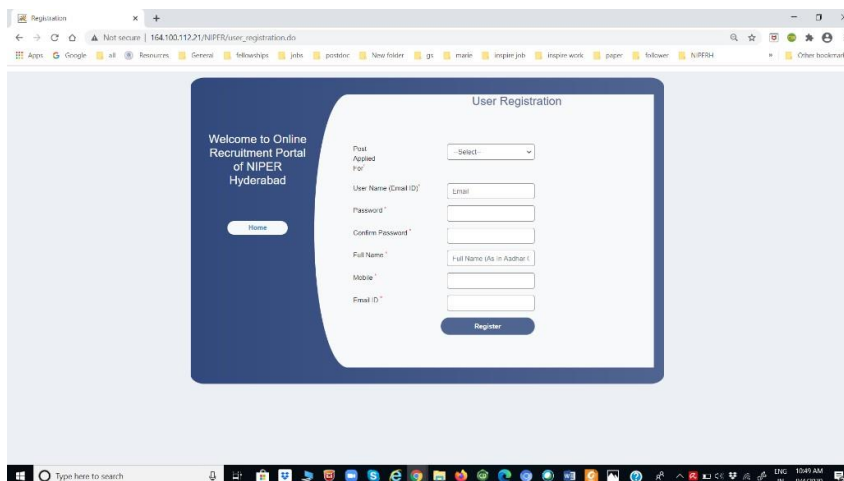
8. In Reset Password window, fill your registered email ID and submit. Reset password link will be sent to your registered email ID.

9. After clicking the Register (as mentioned in point 5. i), the following user registration page will appear. Fill all the details on this page and click on the **registe**r tab. You will get a message "**You have successfully registered under Employment Notification No. NIPER-HYD/02/2020-21".**

10. After login (as mentioned in point 5. ii), the following window will appear.

11. Use the left side menu and fill the details one by one (start from personal details).

    Personal Details > Address details > Educational details > Work Experience > Awards > Honors and memberships > Industry or Government Sponsored R&D / Consulting projects > Publications > Patents > References > *Documents*.

12. The fields containing * (asterisk) are mandatory and shall be filled.

13. In a few cases, special characters such as slash, comma and brackets (/, , , + and ( )) etc., are not allowed. "Please check your input" message will be displayed on the screen while using these special characters. In that case, give a space wherever use of these special characters are required.

14. Application starts with **Personal Details**.

    After completion of Personal Details, a unique application number will be generated. Quote this application number in your all future correspondences.

15. After submission of Personal Details, a dash board will be displayed at the bottom of the personal details page. If you would like to edit your personal details, please click on the edit button and modify the details and submit it.

16. Except Address Details tab, all other menu tabs (Personal Details, Educational details, Work Experience, Awards, Honors and memberships, Industry or Government Sponsored R&D / Consulting projects, Publications, Patents and References) will show a dashboard which will allow you to see/edit the filled data.

17. **Address details:** The following page will be displayed on the screen. Please fill all the details and save at the end. If you would like to edit your address details, please click again the address details tab on the left side main menu and modify the details and save them.

18. **Educational details:**

Note: While entering Ph.D education details, the applicant needs to provide either the date of **Ph.D defence** or **provisional degree** (whichever is earlier). Along with that the applicant has to upload related documents.

19. All the entered educational details will appear on the dashboard (appear at the bottom of the same page). If you wish to edit your details, please click the edit button and modify the details and submit it.

20. **Work Experience:** Please fill the below details.

21. The entered work experience details will appear on the dashboard (appear at the bottom of the same page). If you would like to edit your work experience details, please click the edit button and modify the details and submit it.

22. **Awards and Honors:** Please fill the details.

23. **Details of Industry or Government Sponsored R&D / Consulting projects:** Please fill the details and upload the relevant documents. Cost of project shall be entered only in numeric in INR (example: 7525500).

24. For each entry of Details of Industry or Government Sponsored R&D / Consulting projects will add on the dash board (appeared at the bottom of the same page). If you would like to edit your details, please click at edit button in corner and modify the details and submit it.

25. **Publications:** Please give your best five publication details in descending order of publication year and upload the first page of publication.

26. Patent details: Please fill the patent details and upload the documents accordingly

27. **Reference details:** Please fill the reference details. (Maximum two)

28. **Documents:** Please upload the documents.

29. After uploading documents, the following page will appear. If you would like to edit your details, please re-upload and check your documents.

30. After completion of all the details, click on the Preview & Submit tab. The following page will appear. Select the application number and click on preview.

31. Please check all the details entered in your application. If you find any information missed or incorrectly entered, please go to the relevant menu tab on the left side of the webpage and edit them. Confirm once again your application details in preview, before providing the declaration.

32. Fill the Check in (✔) in the Declaration to complete the process of filling your online application. (Note: Modification of application is not possible, after submission of declaration)

33. Please download your filled in online application by clicking on "PDF Download" button.

34. Click on the Payment tab. The following page with application number(s) will appear. Click on tab "Click to Pay" to reach the Payment Gateway.

35. The following Payment Gateway page will appear. The amount to be paid will be displayed here. Click on submit to initiate your payment process.
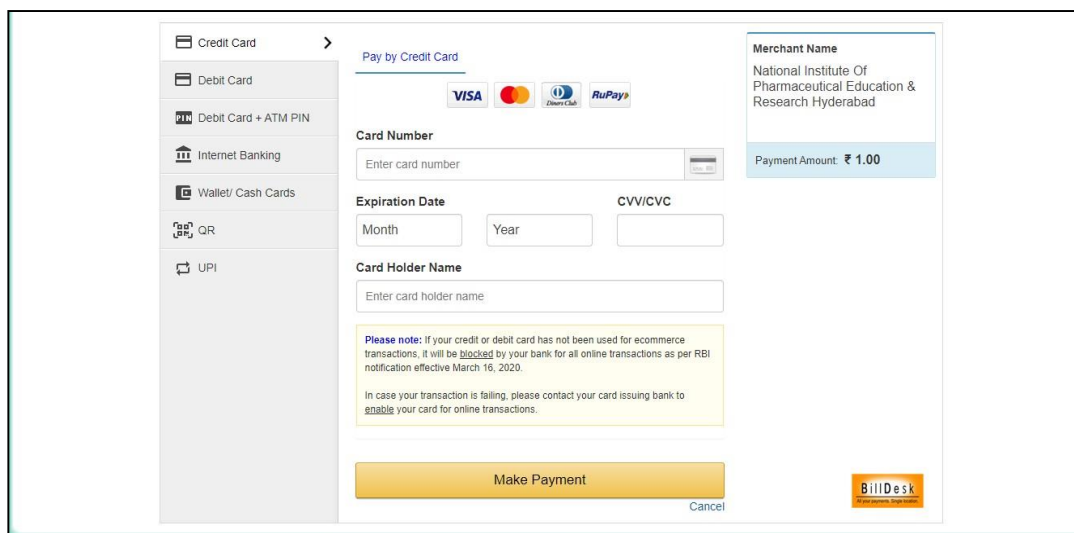

36. After clicking the submit, the following payment page will be opened. After making the payment, please send an email of the screenshot of payment to recruitment.niperh@gmail.com.

37. Save the payment transaction details for your reference/payment related issues, if any.

38. Click on the 'Payment History' to know the status of your payment of application fee.

Note: For any genuine queries related to issues in filling of online application, you may communicate to recruitment.niperh@gmail.com

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