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.

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About NIPER HYDERABAD	What's New		200
National Institute of Pharmaceutical Education and Research (NIPER).	 NEW NIPER Hyderabad is currently looking for highly mot doctoral candidates who are gualified in DST/DBT/CSIR/ 		
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- 6. After clicking the login, the following dialog box will appear.
 - i) If you are a new user, please click on Register.

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THE REAL PROPERTY OF THE PROPE	Vser Name Password 6ym4a Enter Captcha	
	LOGIN	Ti
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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.

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About NIPER HYDERABAD	What's New	
	NIPER Hyderabad is currently looking for highly motivated	bind bind

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.

NIPER HYDERABAD Resonal Institute of Pharmaceutical Education and Reservit	Providence of Parameterials	नाईपर हैदराबाद राष्ट्रीय औषधीय विश्वा एवं अनुसंधान संस्थान
Welcome to Online Recruitment Portal of NIPER Hyderabad	Resel	t Password
Hame		

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 **register** tab. You will get a message "You have successfully registered under Employment Notification No. NIPER-HYD/02/2020-21".

Rec	come to Online fullment Portal of NIPER Hyderabad Iteme Teme Confin Passed Confin Passed Confin Passed Mass *	User Registration	
	Final () *	Lagester	

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

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

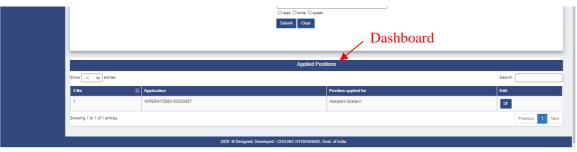
Personal Details > Address details > Educational details > Work Experience > Awards > Honors and memberships > Industry or Government Sponsored R&D / Consulting projects > Publications > Patents > References > *Documents*.

- 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.

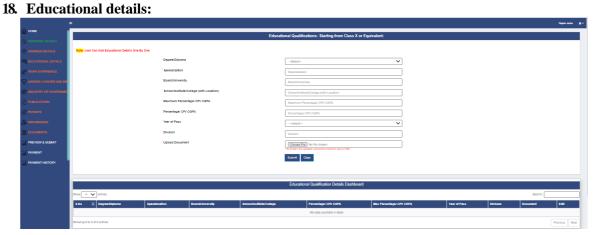
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DOCUMENTS		Age as on Date of Oct 4th			
PREVIEW & SUBMIT		* Category	Select	*	
		* Persons with Benchmark Disability(PwBD)	Select	*	
PAYMENT HISTORY	1	* Are you Currently working in Government sector (Central/ State/ Autonomous/ PSUs) ?	Select	*	
		*Nationality	Select	*	
PREVIEW & SUBMIT				<u>·</u>	^
		* Persons with Benchmark Disability(PwBD)	Select	~	
PAYMENT HISTORY	1	* Are you Currently working in Government sector (Central/ State/ Autonomous/ PSUs) ?	-Select-	~	
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	Showing 1 to 1 of 1 entries				Previous 1 Next

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.

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		* Pin Code		Pin Code]	
		Landmark		Land Mark]	
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		Alternative Mobile Number		Alternative Mobile Number]	
		* Email address		vijayagowrisamanthula@gmail.com]	
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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.

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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.

		Educational Qualification Details Dashboard								
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20. Work Experience: Please fill the below details.

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	Date of Leaving	Date of Leaving	
	¹ Total Duration	Duration	
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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.

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1		Technical Assistant	Organization 1	Computer maintenance	01-08-2017	10-12-2019	2 years 6 months 12 days	60000	Click to View	œ	۰
2		Technical Assistant	Organization 2	Computer maintenance	23-12-2019	03-10-2020	0 years 9 months 15 days	12000	Click to View	æ	
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22. Awards and Honors: Please fill the details.

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8. NETTRENCES	Submit Clear		
		Awards and Honors Daahboard	

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).

	=						Rajesh Janka	
€ НОМЕ		Details of Indu	stry or Government Spo	nsored R&D / Consultin	a projects			
		Details of Indu	suy or covernment spo	noored Rub / Consulain	a projecta			
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	F	unding Agency	Funding Agency					
TAWARDS, HONORS AND ME	s	tart Date	Start Date					
INDUSTRY OR GOVERNME	E	nd date	End date					
PUBLICATIONS	c	ost of project (INR equivalent)	Cost of project (INR equ	uivalent)				
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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.

A PAYMENT HISTORY	Details of Industry or Government Sponsored R&D / Consulting projects Dashboard										
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	1	Training of employees	Science and Engineering Research Board (SERB)	2018-07-04	2016-07-08	65000	Click to View	œ			
	Showing 1 to 1 of	1 entries					Previo	us 1 Next			

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

•	HYDERABAD	NIPER HYDERA National Institute of Pharmaceutical Education			সঁম্য হিচন Department of Pharmaceuticals	-	नाईपर हैदराबाद राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान	HYDERABAD	
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	S.No	4 Journal Name	Article Title	Year II V		Page Numbers	First page of Publication Document		11 Edit 11
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26. Patent details: Please fill the patent details and upload the documents accordingly

	NIPER HYD National Institute of Pharmaceu		Profiles Persities Pharmaceuticals	नाईपर हैदराबाद राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान	HYDERAEAD
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27. Reference details: Please fill the reference details. (Maximum two)

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PERSONAL DETAILS		
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28. Documents: Please upload the documents.

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

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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.

	HYDERABAD	NIPER HYDERABAD	Pro these Capacitation of Pharmaceuticals	नाईपर हैदराबाद राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान	HYDERABAD		
						Rojesh Janka	
HOME			Application Preview & Submit				
		* Position's applied	Select	~			
			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 (\checkmark) in the Declaration to complete the process of filling your online application. (Note: Modification of application is not possible, after submission of declaration)

S.No P	Name of the reference	Organization	Designation	Email	Contact Number	Address	Association with the applicant		
Time required to join if post is offered: Three Months									
4							•		
				Declaration					
				Deciaration	•				
	* Declaration	I hereby declare that the In	formation furnished is correct a	ind complete to th	ne best of my knowledge & belief.				

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

	HYDERABAD	NIPER HYDE		stre free Departer Pharma	* nent of aceuticals	नाईपर हैदराबाद राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान	HYDERABAD		
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EDUCATIONAL DETAILS			NIPER HYDERABAD		we have Department of Pharmaceuticals	नाईपर हैदराबाद			
WORK EXPERIENCE		HYDERABAD	National Institute of Pharmaceutical Education and Research			राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान	HYDERABAD		
😨 AWARDS, HONORS AND N			Advertisement no: NIPER-	TYD/02/2020-21					
		Application	: NI	PERHYD883102033357	7				
& REFERENCES									

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.

	HYDERABAD	NIPER HYDERABAD National Institute of Pharmaceustical Education and Research		evention of the second	icals	नाई _{राष्ट्रीय}	पर हैदराबा औषधीय शिक्षा एवं अन्	र् रुसंधान संस्थान	HYDERABAD	
	=									Rajesh Janka
HOME					Payment Details					
	S.No	Application Id	Position Applied	Gender	Category	Date of Birth	Age (Yr's)	Amount	Action	
ADDRESS DETAILS EDUCATIONAL DETAILS		NIPERHYD883102033357	Assistant Grade-II	male	st	1997-08-04	23	500.0	Click to Pay	

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.

erate net	Payment Gateway			Digital India Power To Empower
		Payment Gateway		
	Project	NIPER		
	Module	Faculty Enrollement		
	Amount	1.0		
	User	ganapharma@gmail.com		
		Submit		

- 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 <u>recruitment.niperh@gmail.com</u>.
- 37. Save the payment transaction details for your reference/payment related issues, if any.

Credit Card Debit Card Debit Card + ATM PIN	Pay by Credit Card Merchant Name National Instit Pharmaceutic Research Hyd Card Number	ute Of al Education &
finiternet Banking	Enter card number Payment Amount	tt ₹ 1.00
Wallet/ Cash Cards	Expiration Date CVV/CVC	
ູ ເສຍີ QR	Month Year	
DPI	Card Holder Name	
	Enter card holder name	
	Please note: If your credit or debit card has not been used for ecommerce transactions, IK will be <u>bucked</u> by your bank for all online transactions as per RBI notification effective March 16, 2020. In case your transaction is alling, please contact your card issuing bank to <u>enable</u> your card for online transactions.	
	Make Payment Cancel	BillDesk Montpersons Stage before

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 <u>recruitment.niperh@gmail.com</u>
