INSTRUCTION HOW TO APPLY FOR ONLINE RECRUITMENT

OVERVIEW

Candidates are advised to read the instruction carefully prior to filling up the online application form. Candidates should satisfy their eligibility before applying and shall be personally responsible in case they do not apply according to given eligibility. The candidates will keep the following documents before applying:

(a) Valid Mobile No and mail ID

(b) Soft copy of Self phto

(c) Soft copy self signature

(d) Soft copy required certificates

The filling of online application comprises the following five parts.

- Part I Registration and login of candidate
- Part II Application form
- Part III Document Upload

- Part IV preview and edit application and Payment of Application fee through payment gateway by internate banking, debit card, credit card, UPI, Google pay scan code etc.
- Part V taking print out of Application form

REGISTRATION

After visiting Institute website, click on "RECRIITMNENT 2023-24" link. It will take you to home page where you will find "REGISTER" and "LOGIN" tabs. Initially you have to register by giving required information. After registration is complete, you will be directed to login page.

LOGIN

To login, put your registered Mobile No and Date of Birth as already given at the time of registration, enter captcha and click on "Login".

After login, you will be directed to "PROGRAM GROUP" home page. Select the *Program group* and *Program (Posts)* you want to apply and click on "Proceed". It will take you to "Apply Now" page. Click on "Apply Now" button which will direct you to Application Form.

APPLICATION FORM

Fill up all details in this page (*Star marked fields are mandatory*), you have to fill up the mandatory fields (the optional fields you may or may not fill). % of marks will be entered. In case of CGPA convert the CGPA to % of marks and then enter. Click on "Save & Next" button. It will take you to the Document Details page.

DOCUMENT DETAILS

In "Document Details" page, upload required documents applicable to your category. The specification of all documents to be uploaded is as under :-

Name of document	Document Type	File Size and specification
Signature	jpg, jpeg, png	File-Type: jpg, jpeg, png File-Size: 100kb Max Height: 100px Min Width: 200px Min
Photo	jpg, jpeg, png	File-Type: jpg, jpeg, png File-Size: 100kb Max Height: 150px Min Width: 100px Min
Other certificates	jpg, jpeg, png	File-Type: jpg, jpeg, png File-Size: 500kb Max Height: 600px Min Width: 750px Min

fter uploading necessary documents click "Save & Next", it will take you to the "Payment" page. Here you will find "Preview Application" button. Click on "Preview Application" button, view your application. Edit the application if necessary because after making successful payment you will not be able to edit your application any more. After editing, click on "Proceed for Online Payment" which will take you to the payment gateway page.

APPLICATION FEE

Every candidate has to pay online application fee as specified. You can pay the fee online by using debit card/credit card/internet banking/UPI etc.

PAY ON LINE

After entering the payment gateway, read the "**Online Payment Instruction**", view your payment details and then click on "Pay Now" button.

PRINT OUT

After completion of the payment, your application process is complete. You can take a print out of your application. If you need to take print out of your application later, you can do so by logging in again.

CONTACT DETAILS

* Any issue you can contact the admin in between 10 AM to 06 PM on all working days.

Technical Support Mobile No : 9124234662

Mail us for technical issues : contact@edusols.com

NOTE : PLEASE MENTION REGISTERED MOBILE NUMBER, NAME OF CANDIDATE AND PROGRAM IN EVERY CORRESPONDENCE.