

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

NOTE:

1. **All the applicant are requested to wait and check folders other than the Inbox like All Mail, Spam, Promotion etc in case the verification and confirmation emails are not found in the Inbox.**
2. File size of the testimonial, photo, and signature should be under 300 KB.
3. File format for Photo, signature should be **JPEG** format.
4. File format for the others documents should be **PDF** format.
5. **Application fee payment** (if applicable) has to done by depositing the specified amount in the following **Bank Account**.

Beneficiary Name: Ghani Khan Choudhury Institute of Engineering and Technology

Bank Name: Axis Bank

Bank IFSC Code: UTIB0003140

Bank Account Number: 919010044132909

After successful payment, candidate has to fill-up following transaction details on the “Add Payment Information” page of the application form

Bank Name: _____

IFSC Code: _____

Branch Name: _____

MICR No. : _____

Date of Transaction: _____

Transaction Number: _____

UTR No.: _____

Once the application form is filled up, fee has to be paid by the candidate. After submitting the complete application form, the payment verification will take place from our side. The verification process will take a few days to complete, after verification is done the payment status will be updated on the application page of the candidate’s job portal account.

6. Candidate in their own interest are advised to apply well within application deadline to avoid last minute rush and missing the deadline.
7. Applicants should regularly visit the recruitment page for any updates.

General Instructions	
1.	Candidate has to log on to https://www.gkciet.ac.in/notice/recruitment/online , the recruitment notice page of Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET) . On the recruitment notice page, candidate will find the advertisement details along with the online application portal link, by clicking on that link candidates will be redirected to the online application portal page.

2. Before filling up the online application form candidates are advised to carefully go through the detailed advertisement notification and **Instruction page** available on <https://www.gkciet.ac.in/notice/recruitment/online>.

3. Once candidate is satisfied that s/he fulfills the eligibility criteria for the desired post(s), candidate will have to **SIGN UP** at the portal to create an account.

To SIGN UP, following details needs to be filled up:-

1. A suitable unique USER ID of candidate's own choice. *(This USER ID will be required every time the candidate wants to LOGIN, so it is recommended to note down the USER ID, keep it safe as hard/soft copy and do not lose it).*
2. An active and valid personal Email ID and a strong password.

After properly filling up above details, and accepting to agree to the “Privacy Policy” and “Terms & Condition” (by clicking the check box), account will be created upon clicking on the blue square “Register” button. Subsequently an activation link will be sent to verify the email address provided by the candidate during the SIGN UP process.

4. Once the verification link is received in the Email ID provided, candidate needs to click on the verification link. After this step candidate can LOGIN into their Integrated recruitment portal account.

NOTE: Individual candidate is instructed **NOT TO SIGN UP** multiple times as it will create multiple accounts. Candidates may apply for more than one post, as per eligibility criteria. If the candidate wishes to apply for more than one post, it can be done from a single account which will require only single SIGN UP (Thus for one candidate only single SIGN UP is required).

How to Apply:

- A. Upon SIGN UP and verification of their account, candidate can LOGIN into recruitment portal.
- B. After LOGIN into portal, candidates will find “**List of open Vacancies**” page, where all the current/open vacancies will be listed.

List of open Vacancies

Show entries Search:

Advertisement No	Type of Job	Job Role	Department	Job Post	
ADVT NO 01-2021	NON-TEACHING	NONTEACHING WITHOUT API	ELECTRICAL ENGINEERING	TECH ASST (TA)	View Details
ADVT NO 01-2021	NON-TEACHING	NONTEACHING WITHOUT API	ADMINISTRATION	SENIOR ASSISTANT or CASHIER	View Details
ADVT NO 01-2021	TEACHING	TEACHING WITHOUT API	AE OR FOOD PROCESSING TECHNOLOGY FOR TEACHING	ASSISTANT PROFESSOR	View Details

Candidates can view the details of these vacancies by clicking on “View Details” button next to a particular post.

- C. As per candidates eligibility s/he can proceed to apply for a post by clicking on the “**Apply Now**” button.

Advertisement No.	Advertisement Date	Application Start Date	Application End Date
See Advertisement Notice		See Advertisement Details	
Caste / Categories Applicable for this Job and their Fees			
Case/Category	Fees		
GENERAL			
SC			
ST			
OBC			
Corrigendum(s)			
Apply Now			

D. Candidates should take extreme care and fill-up correct details in the on-line application form. Candidate can edit their form until the preview is generated and submitted.

E. Candidates will have to begin by filling-up some **GENERAL INFORMATION** on the first page, and also attach a recent good quality passport size photo [3.5cm X 2.5cm] with white/light blue color background (in JPEG Format, 300kb or less).
Candidates providing false or inaccurate information at any stage will be disqualified and their applications will be rejected.

GENERAL INFORMATION

Full Name*	<input type="text" value="Full Name"/>
Father's Name*	<input type="text" value="Fathers Name"/>
Date of Birth*	<input type="text" value="dd-mm-yyyy"/> <input type="button" value="Browse"/>
	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>
	Attach proof of Date of Birth (PDF Format, 300kb or less)
Gender*	-- Select Gender --
Correspondence Address*	<input type="text"/>
Caste / Category*	---Select Caste / Category---
	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>
	Attach proof of Selected Category (Not required if General - PDF Format, 300kb or less)
Mobile No*	+91 <input type="text" value="Enter 10 digit Mobile Number"/>
Present Designation	<input type="text" value="Present Designation"/>
Present Organization	<input type="text" value="Present Organization"/>
Present Payscale	<input type="text" value="Present Payscale"/>
Date of Appointment to the Present Post	<input type="text" value="dd-mm-yyyy"/> <input type="button" value="Browse"/>
Attach Photo*	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>
	Attach a recent Passport Size [3.5cm x 2.5cm] photo (JPEG Format, 300kb or less)
	Save and Continue

F. On second page **Educational details** need to be entered starting with 10th/X Grade, this can be done by clicking on the green color “+Add” button which they will find on the right side of the page. Candidates will have to also upload self-attested document/certificates (as PDF file of size <300 KB) for every education level entered.

Applicant having PhD, NET/SLET/SET can provide the details in the education section and also upload the document.

Proof of PhD degree fulfilling **UGC Norms of 2009** in accordance with qualification for the post of Assistant Professor is required to be provided in “EDUCATION DETAILS - PHD” form. (if applicable)

Similarly on the next page, **Experience** will have to be entered and corresponding **PDF** files uploaded.

G. As they progress ahead, following the similar procedure, candidates will have to subsequently fill-up other relevant/required details.



You are also required to provide name and details of **at least three** references of those who are aware of your academic/professional work/research/background. When the candidates reach at the declaration page, they will have to upload their signature in **JPEG** file format (<300KB, size 2.5cm X 3.5cm)

- I. For “**NON-TEACHING POSTS** and **TEACHING POSTS WITHOUT API**” only, on the declaration page, after uploading their signature in **JPEG** file format (<300KB, size 2.5cm X 3.5cm), candidate can proceed ahead by clicking on “Review Application” button present at the end of declaration page, by doing so “Review your Application” page will open where candidates can review their complete application form.

DECLARATION

Have you ever been charge sheeted, arrested or convicted etc.

--- Select ---

(If Yes, Please furnish the details)

I hereby declare that all the statements/particulars in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice as per applicable rules.

If you agree with the above statement, attach image of Your Signature

Attach Signature Choose file

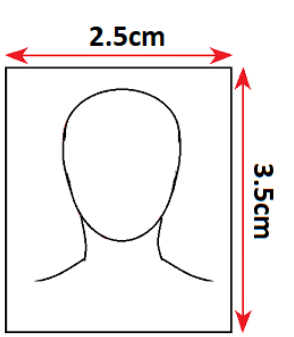
Attach a recent Passport Size photo (JPEG Format, 100kb or less)

- J. Once the application form is completely filled up, candidate will be able to review their complete application form on “Review your application” page. Candidates should carefully check and verify the details on this page.

Review your application

Advertisement No	Application for the Post of	Department	
Application ID	Applicatin Fees	Date of Application	

General Information

Applicant Name			
Fathers Name			
Date of Birth			
Correspondence Address			
Category			
Email			
Present Organization	Present Designation		

NOTE: Candidates are suggested to **save (ctrl+S) or print (ctrl+P)** this “**Review your application**” page as hard/soft copy before proceeding ahead. As this can be used by candidates for their own reference in future.

Those candidates not requiring to pay application fees, can submit their application by clicking on the “Final Submission” button. Once application is submitted they will receive an email.

Application ID	
Application Fees	INR. 0
<input type="button" value="Edit Application"/>	<input type="button" value="Final Submission"/>

After Final Submission Data Can't be Modified.

For Candidates requiring to pay application fees, at this stage if they want, they can still edit their application form by clicking on “**Edit Application button**”, but once the candidate proceed ahead from this (**review your application**) page to “**Add payment information**” page by clicking on “**Complete Payment**” button, thereafter application form cannot be edited.

Application ID	
Application Fees	
<input type="button" value="Edit Application"/>	<input type="button" value="Complete Payment"/>

Please Proceed to Payment. The modification will not be allowed after this activity

Candidate requiring to pay application fees has to deposit/transfer application fee to the bank account number provided on the first page of this instruction sheet. Fee once paid will not be refunded in any case. The complete application form can be submitted such candidate by clicking on the “**Submit**” button. Once the application is submitted, s/he will receive an email. The application will be considered complete once the payment has been verified by us, and the payment status will be updated on candidate portal account within few days of application form submission.

*Date of Transaction

*Transaction No.

*UTR No.

Candidates are requested to deposit application fees to the above bank account and provide transaction details for further processing. Please note that your transaction details will be verified by the institute. In case of incorrect transaction details, the application will be rejected.

I hereby declare that if any information provided by me is found false, my candidature may be rejected at any point of time.