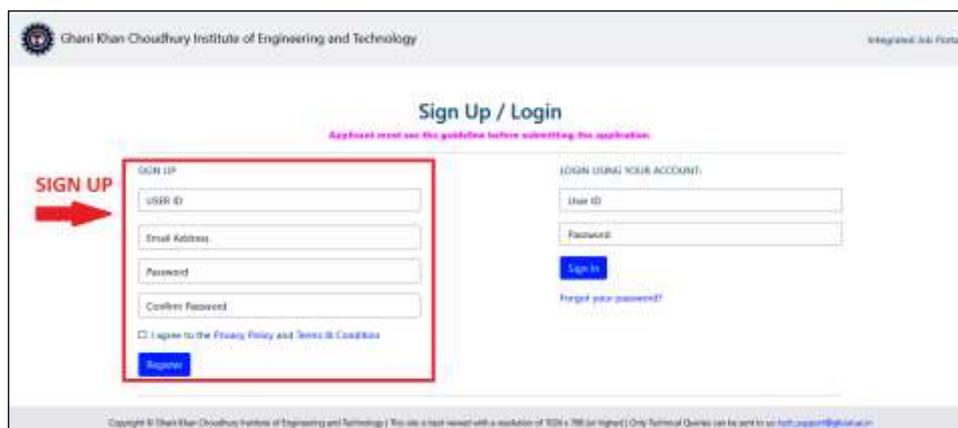# INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION
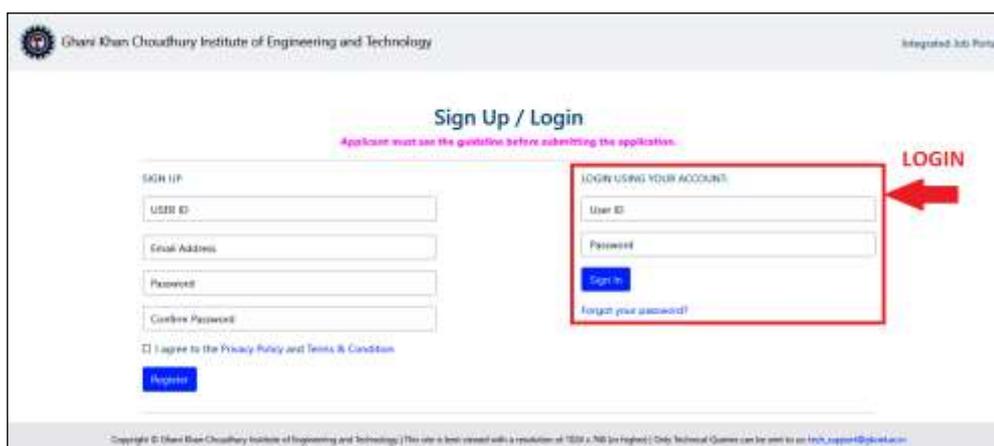
NOTE:
1. File size of the testimonial, photo, and signature should be under 300 KB.
2. File format for Photo, signature should be **JPEG** format.
3. File format for the others documents should be **PDF** format.
4. **Application fee payment** has to done by online mode only.
5. Once the fee is paid by the candidate and complete application form is successfully submitted, the payment verification will take place from our side. The verification process will take 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.

	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.

B.	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.

	  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.
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*		Full Name	
Father's Name*		Fathers Name	
Date of Birth*	📅	dd-mm-yyyy	🗓
	🖼	Choose file	Browse *

Attach proof of Date of Birth (PDF Format, 300kb or less)

Gender*	— Select Gender —	▾
Correspondence Address*		
Caste / Category*	—Select Caste / Category—	▾
	🖼 Choose file	Browse

Attach proof of Selected Category (Not required if General - PDF Format, 300kb or less)

Mobile No*	+91	Enter 10 digit Mobile Number
Present Designation		Present Designation
Present Organization		Present Organization
Present Payscale		Present Payscale
Date of Appointment to the Present Post	📅	dd-mm-yyyy 🗓
Attach Photo*	🖼 Choose file	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.

EDUCATIONAL DETAILS   To add educational details

[+ Add]

Education Level	Class	Board / University	Year	Subjects	Percentage	Distinction	Actions

[Previous] [Next]

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

EXPERIENCE DETAILS

[+ Add]

Post	Organization	Start Date	End Date	Actions

[Previous] [Next]

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)
H	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.
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.

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

Edit Application | 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	

Edit Application | Complete Payment

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

Online Payment Link Category Wise

After clicking The following payment link according to your category, a new window will be opened. After processing successful payment, you may see the Payment Order ID, without referencing the page, please Copy this Order ID no and provide it on this page to complete your application.

After completing this process please wait, we will review your payment fees against your category and change status to "Job Applied Successfully"

Sl No	Payment details	Amount	Link
1	For General/OBC/EWS candidates	Rs 1500/-	Make Payment
2	For SC/ST candidates	Rs 500	Make Payment

← **Click any one based on your catagory**

Name

Application No

Post

Department

Application Fees

Order ID will be generated after successful payment at Paytm payment gateway, copy it from there and paste here

*Payment Order ID

←

*Date of Payment

dd-mm-yyyy

I hereby declare that if any information provided by me is found false or not appropriate Application fees, my candidature may be rejected at any point of time.

Submit   Back

Paid Successfully ✓
GKCIET   ₹ **1000**

Order ID: 20210825 **2253130022**   ← **Copy this and past on the portal payment page**
10:54 PM, 25 Aug 2021

Candidate requiring to pay application fees has to do so by online payment mode, as depicted in above figure. 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.