

## **INSTRUCTIONS TO FILL ONLINE REGISTRATION & APPLICATION FORM**

- 1.** There are 2 steps to fill online application:
  - a. **Step 1:** Login registration
  - b. **Step 2:** Application form after login registration
- 2.** Applicants have to first complete form of login registration. On successful registration, one user ID is automatically generated by system and displayed on screen. This user ID will be his/her application number along with the password that they have set during login registration process. Applicants are advised to save this user id for any future communication.
- 3.** After completion of step 1 for login registration, applicants have to go to step 2 for filling their details in application form using the user-id generated and displayed on screen after completion of their registration in step 1.
- 4.** First page of application form are basic details of applicant.
- 5.** Second page of application form require educational and professional details of applicant.
- 6.** In Education qualification section, applicant have to mention the passing percentage of their respective degree level under “% or CGI” column. If any applicant has CGPI instead of percentage in their degree level, then he/she can select CGPI and enter along with CGPI base  
For e.g. an applicant has 3.4 CGPI out of 4 (CGPI Base)
- 7.** In drop down list to select country, applicant can simply type the spelling and automatic search will show the matching option for e.g. for country “Norway”, select the dropdown and start typing the spelling of “Norway” and automatic search will show the matching option.
- 8.** For institute dropdown list as well, search option works as mentioned in point 7 above.
- 9.** In case, applicant institute name is not present in dropdown list then he/she can select “Others” option and mention name of their institute in text box below.
- 10.** Only Full Time Paid work experience to be filled.
- 11.** Applicant to upload their recent photograph only in “JPG” format and its size should not exceed 30Kb size.
- 12.** Applicant also have to upload their Resume (maximum 2 pages) in “pdf” format only and its size should not exceed 500Kb.
- 13.** Applicant are advised to check their details in form preview before final submission of form. For any change or update, click on “UPDATE” button.
- 14.** Once form is submitted then applicant cannot change their information.
- 15.** After successful submission of form, applicant can download softcopy of their application form any time after submission of their form by logging via Application form link.