

GUIDELINES FOR FILLING UP THE ONLINE APPLICATION FORM

READ THE INSTRUCTION CAREFULLY BEFORE PROCEEDING THE ONLINE APPLICATION

1. Candidates can apply, online from **15.11.2017 to 29.12.2017 (upto 3 PM)**. No other mode of application will be considered. Kindly read the advertisement carefully before applying.
2. Before submitting application the following documents are required :
 - (i) Scanned Photograph,
 - (ii) Scanned signature,
 - (iii) Experience Certificate (if any),
 - (iv) Demand Draft.
3. After submitting the application note your application number and take a print out of the application form. You must send the signed hard copy of the same by post. Non-receipt of the hardcopy along with DD/documents, if any will disqualify your candidature and no correspondence will be entertained on this issue.
4. Please forward the DD along with Print out of the online application duly ink signed with **blue ink** within 15 days of expiry of the last date of receiving the application. While sending the Print out of the application form along with the DD, please write the application number, name of the applicant and post applied at the back of the DD.
5. Candidate must have a Valid E-mail ID and Mobile number while applying online Application.
6. The name of the candidate or his/her father/guardian etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
7. Address should be as per Aadhaar/EPIC etc. which may be verified later on.
8. DOB should same as on School Leaving Certificate which may be verified later on.
9. SC/ST/OBC/PWD/Ex-serviceman certificate to be submitted only when called for Computer Typing Test.
10. Non-Creamy Layer Certificate for OBC candidate to be submitted only when called for Computer Typing Test.
11. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.
12. All queries and requests related to recruitment must be sent to **rectt.adm@saha.ac.in**.

PHOTO AND SIGNATURE

Scanned Photo and Signature must be kept in Required Format & Size, as per the details given below.

Instructions for photo & signature appearance :

Photo Guide:

- Recent Coloured Passport sized Photo on a light background
- Photograph size should be Max. 40KB(JPG only)
- Face and eyes should be clearly visible. If you wear glasses ensure that there is no glare on them.
- No head-wear except for Religious headgear is allowed

Signature Guide:

- Signature in all CAPITAL is not allowed.
- Signature should be on a White Paper with Black Ink
- Signature image size to be not more than 40 KB(JPG only)

Signature should be such which matches the candidate's own signature that he/she might have to sign on the answer script during exams. If the signatures on Admit Card and Answer Script at the time do not match, the candidate will be disqualified from the exams.
