



4. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
5. 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.

### **Instructions for submission of on-line application**

1. Before start of filling-up of application through on-line mode, the candidate should keep ready, the following relevant details/ scanned copies of documents for uploading, as applicable:
  - a. Valid e-mail id & mobile number.
  - b. His/her personal details.
  - c. Scanned copy of the recent passport size color photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process.
  - d. Scanned signature.
  - e. Matriculation certificate as proof of date of birth (10th passed certificate).

- f. His/her educational qualifications as per eligibility criteria with percentage of marks obtained (please calculate percentage from cgpa / ogpa in advance as per university conversion formula).
  - g. Relevant certificates like caste, disability, service certificate, etc., respectively for sc/st/ph/ex-service man candidates seeking age relaxation.
2. Category [**general (ur)/sc/st/obc**] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible

### **How to apply:**

1. Candidates should have a valid personal e-mail id and to ensure that it is active during the entire recruitment process. Application sequence number, user id, password and all other important communication will be sent on the same registered e-mail id.
2. Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. You can edit the information before submission of application. **Once the form is submitted, it can't be edited.**
3. The process for submitting the application for **recruitment of dhu** is given below:  
**step-i: "Register yourself"**

Fill your details like candidate name, date of birth, mobile no. And e-mail id. The candidates will choose his/her user id & password and same will be sent to your registered e-mail id.

Step-ii: once you successful registered, please login in to the application from “login” button.

**Step-iii: “Apply for post “**

After successful login you may select the “designation” for which you are eligible to apply. Candidates are eligible to apply only for one position. Remember one thing you cannot edit the applied designation once you submit the application.

- **Step-iv: “Fill Your form”**

Once you apply for eligible designation then fill your details by clicking “Fill your form”. You can edit your information till the payment process is not done.

**Step-v: “Upload your documents”**

Please upload your documents which are required for this application. You can add or upload your documents one by one means first select your photo then click on :upload photo” same process will be applicable for all other documents.

### **Step-vi: “Make Payment”**

Please make your payment from “make payment option”, you can make the payment from debit card, credit card, net banking and other modes which are available in payment option. Once the payment has been successfully done, please make ensure that you have downloaded your receipt.

### **Step-vii: “Download Your Profile”**

Once the payment has been done you may download your application form.

### **Guidelines Photo and signature**

Scanned photo and signature and must be kept in required format & size, as per the details given below.

Instructions for photo & signature appearance:

#### **Photo guide:**

- Recent colored passport sized photo on a light background
- Photograph size should be 4.5cm x 3.5cm or 200×230 pixels
- file size not more than 50 kb
- Face and Eyes should be clearly visible. If you wear glasses ensure 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 140×60 pixel
- File size not more than 50kb

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 is disqualified from the exams