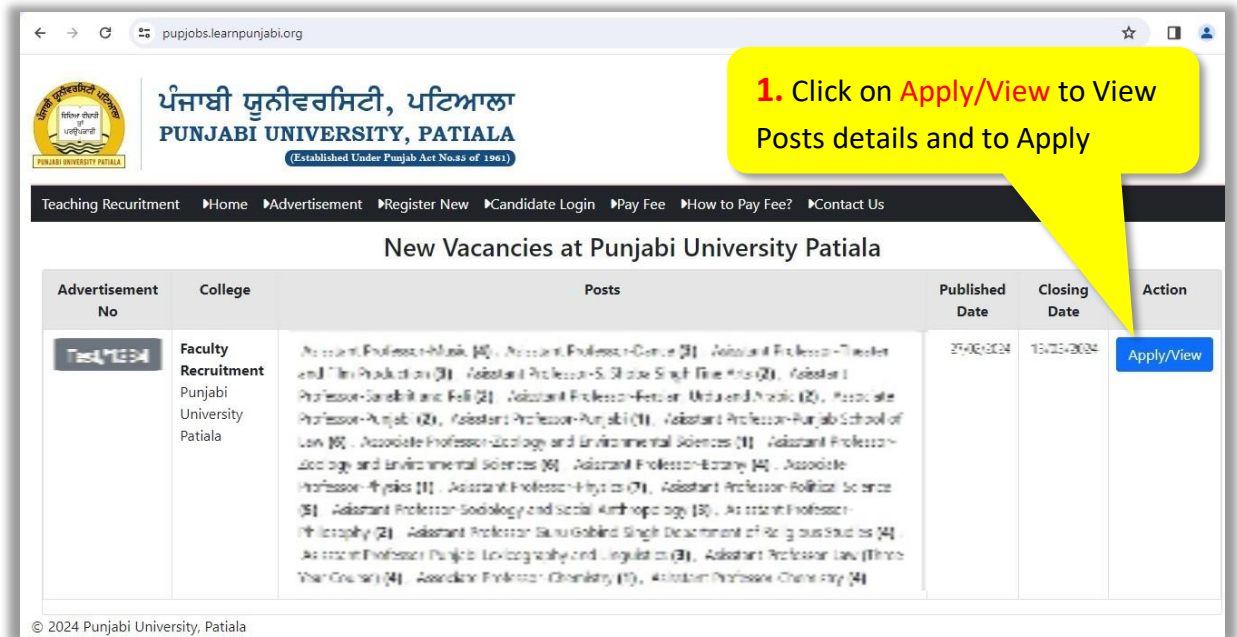
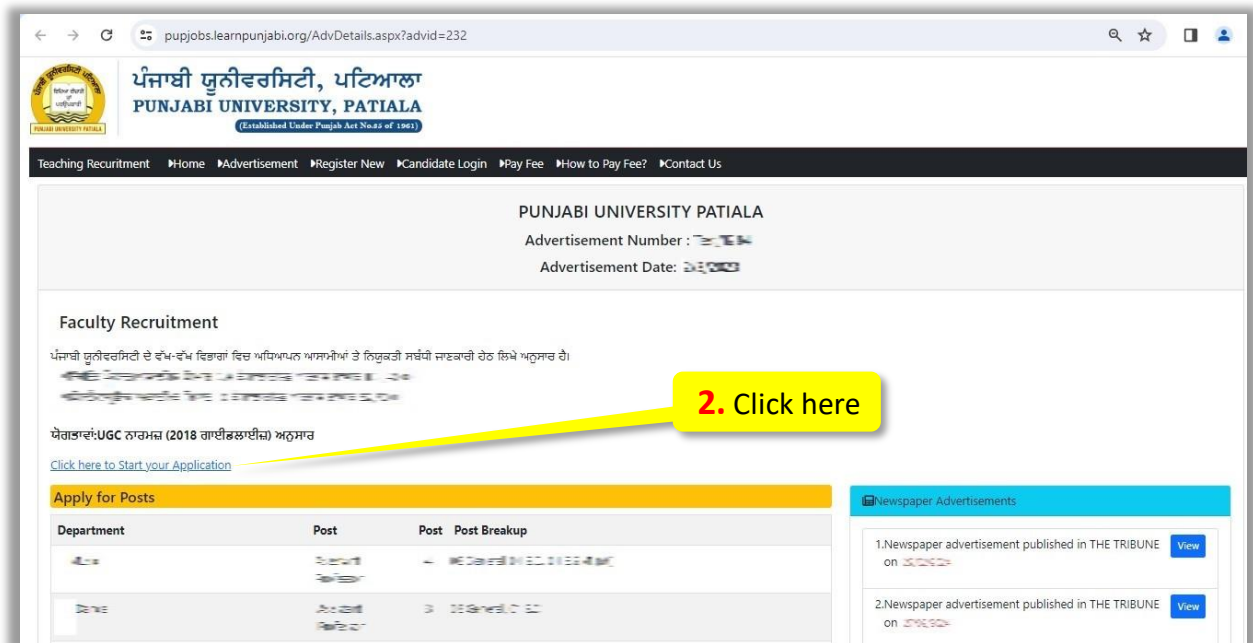
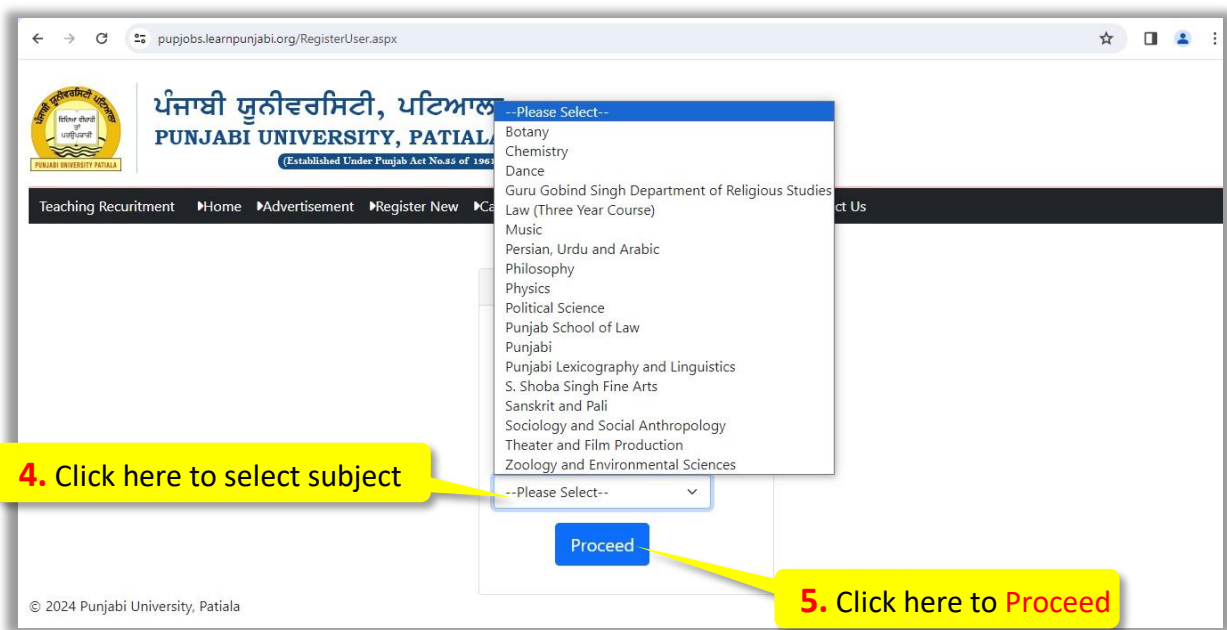
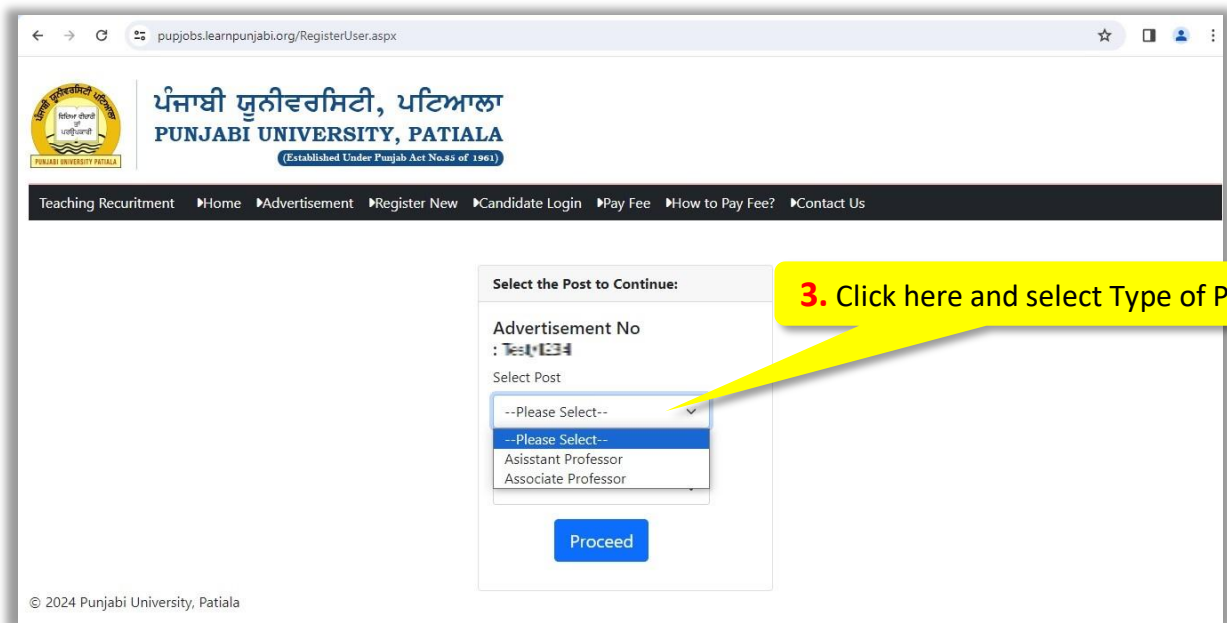


# How to Fill Recruitment Form



- Clicking **Apply/View** will open following page. Go through the details of posts advertised, and then click on the link **Click here to Start your Application**





- Clicking **proceed** will open following registration form. Fill the form carefully. Enter valid email-id, as the password along with some basic information will be sent on the entered email-id.

Register User

**Post Information**

Advertisement No	2024	Advertisement Date	2024
Department	<b>PHYSICS</b>	Post	<b>Asisstant Professor</b>

Candidate Name	Father Name	Mother Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy)	Gender	Category
<input type="text"/>	Male <input type="button" value="v"/>	General(Gen.) <input type="button" value="v"/>
Marital Status	Mobile No	Alternate Phone No
Married <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Nationality	Email ID	
<input type="text"/>	<input type="text"/>	

**Permanent Address**

House No/Flat	Street	Landmark	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pincode	District	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country			
<input type="text"/>			

Correspondence Address  Tick this box if corespondence address is same as permanent address

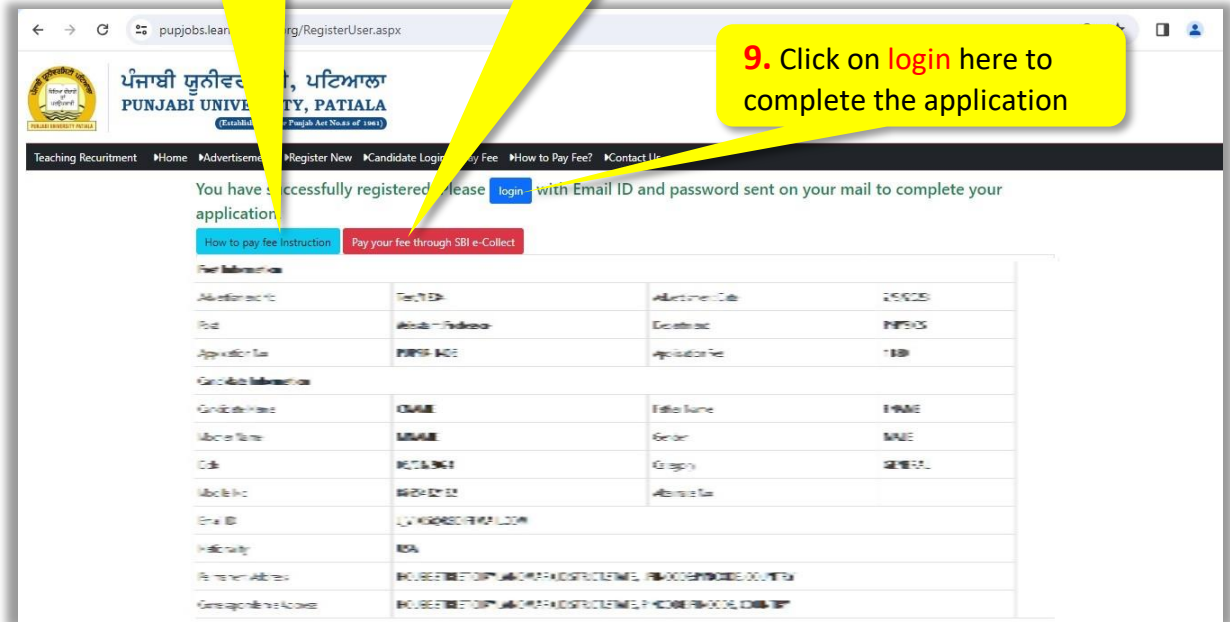
House No/Flat	Street	Landmark	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pincode	District	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country			
<input type="text"/>			

**6. After filling the form click Register**

7. Click here to view instructions to pay fee

8. Click here to pay fee

9. Click on login here to complete the application

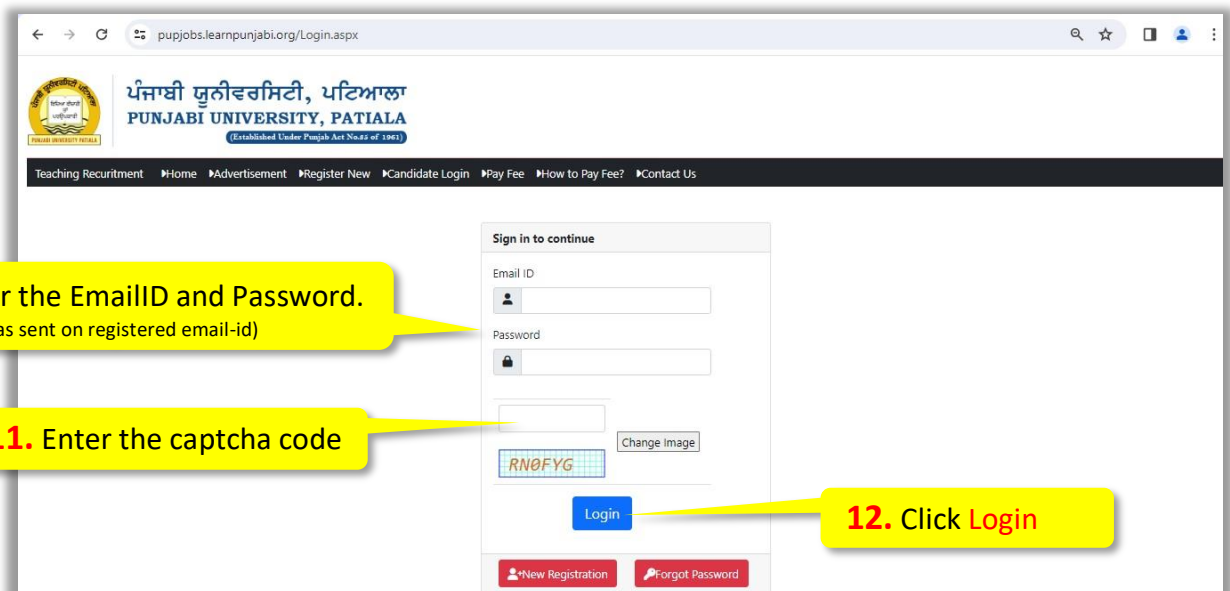


- Clicking login will display following login page

10. Enter the EmailID and Password.  
(Password was sent on registered email-id)

11. Enter the captcha code

12. Click Login



- On **Login** following page will appear, asking for Basic information.

**13.** Enter Fee detail like:  
Transaction Date and SBI Ref No.

**14.** After Entering  
Fee details click **Save**

**15.** Fill the information  
asked in this form

**16.** Click **Save**

**17.** Click **Next**

The screenshot shows a web form with a sidebar menu on the left containing items like 'Basic Information', 'Photo & Signature', 'Other Categories', 'Qualification', 'PhD Information', 'Publications', 'Teaching Experience/Post Doctorate', 'Projects/Consultancy', 'Awards', 'ICT Information', 'References', 'Other Contribution 1', 'Other Contribution 2', 'Writeup', and 'Review Form'. The main content area is titled 'Fee Information' and contains a 'Payment Details' section with fields for 'Transaction Date (dd/mm/yyyy)', 'SBI Ref No e.g. (000XXXXXX)', and 'Amount' (displayed as 1100). Below these fields are buttons for '+Save', 'How to pay fee instruction', 'Pay your fee through SBI e-Collect', and 'How to Re-print your e-receipt'. A table follows with columns for 'Institution', 'Bank', 'Branch', and 'A/c'. Below the table is the 'Area of Specialization' section with 'Major Area of Specialization' and 'Minor Area of Specialization' input fields. The 'PWD Information' section asks 'Are you Physically Handicapped?' with a dropdown menu showing 'No'. The 'Current Employment Details' section asks 'Are you currently working?' with a dropdown menu showing 'No'. At the bottom, there are '+Save' and 'Next' buttons.

**18.** Click here to select the photograph

**19.** Click here to upload the photograph

**20.** Click here to select the signature image

**21.** Click here to upload signature

**22.** Click Next to continue

- In case of general category no information is required; otherwise provide the necessary information and documents.

**23.** Click Next to continue

Category	Certificate No	Certificate Issue Date	Certificate
No Data found!!!			

**24. Click Add New Qualification to add qualifications**

The screenshot shows a sidebar menu on the left with 'Qualification' highlighted in a red box. The main content area is titled 'Qualification' and features a '+ Add New Qualification' button. Below this is a table with columns: Qualification, Course/Subject, Year of Passing, Board/University, Marks Obtained, Percentage, Remarks, and File. The table currently displays 'No Data found!!!' and has 'Previous' and 'Next' navigation buttons.

- On clicking **Add New Qualification** button following form will appear, asking for information.

**25. Carefully fill the qualification information**

The screenshot shows the 'Qualification Information' form. It includes fields for: Qualification (dropdown menu with 'Matriculation' selected), Course/Subject, Month of Passing (dropdown menu with 'January' selected), Year of Passing, Board/University, Marks Type (dropdown menu with 'Marks' selected), Marks Obtained, Maximum Marks, and Percentage. There is also a Remarks field, an Upload Certificate section with a 'Choose file' button and 'No file chosen' text, and a 'Change Image' button. At the bottom, there are '+Save' and 'Cancel' buttons. A yellow callout box points to the '+Save' button.

**26. Click Save after filling the information**

- On clicking **Save** qualification information entered will be shown

For updating or deleting click here

**27. To add more qualifications click Add New Qualification again otherwise click Next**

Qualification	Course/Subject	Year of Passing	Board/University	Marks Obtained	Percentage	Remarks	File
Matriculation	Math. Science	1995	CBSE	350/500 NA	70.00		

Showing 1 to 1 of 1 entries

Previous 1 Next

**NOTE:** For adding all qualifications, repeat the above said process

**28. Click Add to add PhD Information. Otherwise click Next**

Type	Faculty	University	Guide/Supervisor Name	Topic/Title	Date Of Registration	Date Of Award of Degree	Compliance Certificate	Degree
No Data found!!!								

Previous Next



Basic Information	Phd Information
Photo & Signature	
Other Categories	
Qualification	
<b>PhD Information</b>	
Publications	
Teaching Experience/Post Doctorate	
Projects/Consultancy	
Awards	
ICT Information	
References	
Other Contribution 1	
Other Contribution 2	
Writeup	
Review Form	

### Phd Information

Research Degree:  Faculty:

University/Institute:

Guide/Supervisor Name:  Guide/Supervisor Affiliations:

Phd Topic/Title:

Date Of Registration (dd/MM/yyyy):

Is Degree Awarded?

Date Of Award of Degree (dd/MM/yyyy):

Upload PhD Degree:

Compliance Certificate:

Compliance Certificate:

Date Of Award of Degree (dd/MM/yyyy):

Upload PhD Degree:

Compliance Certificate:

Compliance Certificate:

**29.** Fill the PhD related information and upload the documents asked for

**30.** Click Save

31. Click **Add** to add Information of Published Papers. Otherwise click **Next**

Basic Information	<h3>Paper Publication</h3> <p><b>+Add</b></p> <table border="1"><thead><tr><th>Publication Type/Publisher</th><th>Conference/Journal Name</th><th>Title</th><th>ISSN/ISBN / DOI/ Weblink</th><th>Total Author / Are Your First Author</th><th>Impact Factor</th><th>Whether UGC Listed/Peer Reviewed/Care Listed</th><th>Year</th></tr></thead><tbody><tr><td colspan="8">No Data found!!!</td></tr><tr><td colspan="4"></td><td><b>Previous</b></td><td colspan="3"></td><td><b>Next</b></td></tr></tbody></table>	Publication Type/Publisher	Conference/Journal Name	Title	ISSN/ISBN / DOI/ Weblink	Total Author / Are Your First Author	Impact Factor	Whether UGC Listed/Peer Reviewed/Care Listed	Year	No Data found!!!												<b>Previous</b>				<b>Next</b>
Publication Type/Publisher		Conference/Journal Name	Title	ISSN/ISBN / DOI/ Weblink	Total Author / Are Your First Author	Impact Factor	Whether UGC Listed/Peer Reviewed/Care Listed	Year																		
No Data found!!!																										
				<b>Previous</b>				<b>Next</b>																		
Photo & Signature																										
Other Categories																										
Qualification																										
PhD Information																										
<b>Publications</b>																										
Teaching Experience/Post Doctorate																										
Projects/Consultancy																										
Awards																										
ICT Information																										
References																										
Other Contribution 1																										
Other Contribution 2																										
Writeup																										
Review Form																										

Basic Information	<h3>Paper Publication</h3> <p>Publication Information</p> <p>Publication Type: <input type="text" value="Journal"/> Name of Conference/Journal/Book: <input type="text"/></p> <p>Title: <input type="text"/></p> <p><input type="checkbox"/> Are Your First Author Total Author: <input type="text"/> <input type="checkbox"/> Whether UGC Listed/Peer Reviewed/Care Listed ISSN/ISBN: <input type="text"/></p> <p>Publisher: <input type="text"/> Impact Factor: <input type="text"/> DOI: <input type="text"/></p> <p>Web Link: <input type="text"/> Year of Publication: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="573"/> <input type="button" value="Change Image"/></p> <p><input type="button" value="+Save"/> <input type="button" value="Cancel"/></p>
Photo & Signature	
Other Categories	
Qualification	
PhD Information	
<b>Publications</b>	
Teaching Experience/Post Doctorate	
Projects/Consultancy	
Awards	
ICT Information	
References	
Other Contribution 1	
Other Contribution 2	
Writeup	
Review Form	

32. Fill the Paper Publication information

33. Click **Save**

**34.** To add more paper publication information click **Add** again otherwise click **Next**

To update or delete click here

Publication Type/Publisher	Conference/Journal Name	Title	ISSN/ISBN / DOI/ Weblink	Total Author / Are Your First Author	Impact Factor	Whether UGC Listed/Peer Reviewed/Care Listed	Year
Journal/sdsd	dsss	sdsd	sdsdsd / 2 / sdsdsd	1 / No	2	No	2222

**NOTE:** For adding more paper publications information, repeat the above said process

- On clicking **Next** Teaching/Post Doctorate Experience page will be shown

**35.** Click **Add** to add Teaching/Post Doctorate Experience. Otherwise click **Next**

Designation	Institute	Date Of Joining	PG Experience	UG Experience	Salary	Date of Leaving	Proof
No Data found							

- On Clicking **Add** following Page will be displayed

**Teaching|Post Doctorate Experience**

Add/Edit Teaching|Post Doctorate Experience

Institute Name

Nature Of Job: Permanent | Designation: Assistant Professor | Date Of Joining (dd/mm/yyyy): | Monthly Salary Last Drawn: |

Teaching Experience with undergraduate classes: | Teaching Experience with post-graduate classes: |

Is this your current working place?: No | Date of Leaving (dd/mm/yyyy): |

Upload Proof: Choose file | No file chosen

Change Image

755

+ Save | Cancel

Previous | Next

**37. Click Save**

**36. Fill the Teaching/Post Doctorate Experience information and upload the documents asked for**

**38. To add more Teaching/Post Doctorate information click **Add** again otherwise click **Next****

To update or delete click here

**Teaching|Post Doctorate Experience**

Data Saved Successfully

+Add

Show 10 entries

Designation	Institute	Date Of Joining	PG Experience	UG Experience	Salary	Date of Leaving	Proof	
Assistant Professor Permanent	Institute	10/09/2001	9	12	60,000.00	05/06/2012		

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Previous | Next

**NOTE: For adding more Teaching/Post Doctorate Experience, repeat the above said process**

**39. Click Add to add Research Project Details. Otherwise click Next**

- On Clicking **Add** following Page will be displayed

**40. Fill the Research Project Details**

**41. Click Save**

To update or delete click here

The screenshot shows the 'Research Project Details' page. On the left is a sidebar menu with 'Projects/Consultancy' selected. The main content area has a header 'Research Project Details' and a status 'Data Saved Successfully'. Below this is a '+Add' button and a search bar. A table lists project details with columns: Type, Project, Funding Agency, Amount Granted, Date of Commencement, and Project Status. A row shows 'National', 'Funding Agency', '500,000.00', '04/03/2012', and 'Completed'. To the right of this row are 'Edit' and 'Delete' buttons. Below the table are 'Previous' and 'Next' navigation buttons. A yellow callout box points to the '+Add' button with the text: '42. To add more Research Project Details click Add again otherwise click Next'. Another yellow callout box points to the 'Edit' and 'Delete' buttons with the text: 'To update or delete click here'.

**NOTE:** For adding more Research Project Details, repeat the above said process

The screenshot shows the 'Awards Details' page. The sidebar menu has 'Awards' selected. The main content area has a header 'Awards Details' and a note: 'Please mention only the awards given by International Organizations /Government of India / Government of India recognized National Level Bodies), State-Level (Awards given by State Government), gold medal or distinctions. JRF or appreciation letter, etc will not be considered for a award.' Below this is a '+ Add' button and a table with columns: Type, Award Title, Year, and Given By. The table currently shows 'No Data found'. Below the table are 'Previous' and 'Next' navigation buttons. A yellow callout box points to the '+ Add' button with the text: '43. Click Add to add Award Details. Otherwise click Next'. Another yellow callout box points to the 'Next' button with the text: 'To update or delete click here'.

- On Clicking **Add** following Page will be displayed

**45. Click Save**

To update or delete click here

Type	Award Title	Year	Given By	
National Awards	Award Title	2005	Award Given By	<a href="#">Edit</a> <a href="#">Delete</a>

**46. To add more Award Details click Add again otherwise click Next**

**NOTE:** For adding more Award Details, repeat the above said process

On clicking **Next**, following page will appear.

**47. Click Add to add ICT Details. Otherwise click Next**

**48. Fill the ICT Details**

**49. Click Save**



Basic Information

Photo & Signature

Other Categories

Qualification

PhD Information

Publications

Teaching Experience/Post Doctorate

Projects/Consultancy

Awards

**ICT Information**

References

Other Contribution 1

Other Contribution 2

Writeup

Review Form

### ICT Details

ICT information saved successfully

+ Add

Show 10 entries

Search:

Type / Category	Subject/Module	Organization	Credits	Level	
MOOCs Development	Subject Name of Module	Orgnaization	1	UG	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Next

**50. To add more ICT Details click Add again otherwise click Next**

To update or delete click here

**NOTE:** For adding more ICT Details, repeat the above said process

On clicking **Next** following page will appear.

Basic Information

Photo & Signature

Other Categories

Qualification

Ph.D. Degree Information

Publications

Teaching Experience/Post Doctorate

Projects/Consultancy

Awards

ICT Information

**References**

Other Contribution 1

Other Contribution 2

Writeup

Review Form

### Reference Details

+ Add

Name	Status	Address	Phone No	Email ID
No Data found				

Previous Next

**51. Click Add to Reference Details. Otherwise click Next**



**55.** Fill the Information asked, otherwise click **Next**

On clicking **Next** following page will appear.

The screenshot shows a web form titled "Other Information". On the left is a vertical navigation menu with the following items: Basic Information, Photo & Signature, Other Categories, Qualification, Ph.D. Degree Information, Publications, Teaching Experience/Post Doctorate, Projects/Consultancy, Awards, ICT Information, References, **Other Contribution 1** (highlighted with a red box), Other Contribution 2, Writeup, and Review Form. The main content area is divided into several sections, each with a colored header: "Administrative Experience" (blue header), "Research Area" (blue header), "Seminars/Conferences attended:" (yellow header), and "Any Additional Information Which Strengthens the Claim For Appointment" (blue header). The "Administrative Experience" section contains a text input field. The "Research Area" section contains a "Field of Research" text input field. The "Seminars/Conferences attended:" section has two input fields labeled "National" and "International". The "Any Additional Information..." section contains a large text input field. At the bottom of the form, there is a "+Save" button, a "Previous" button, and a "Next" button. Three yellow callout boxes provide instructions: "55. Fill the Information asked, otherwise click Next" points to the form fields; "56. Click Save" points to the "+Save" button; and "57. Click Next" points to the "Next" button.

**56.** Click **Save**

**57.** Click **Next**

**58.** Fill the Information asked otherwise click **Next**

Basic Information	<b>Your Best Papers Detail</b>	
Photo & Signature	First Best Paper Title	Upload First Paper Choose file No file chosen
Other Categories	Second Best Paper Title	Upload Second Paper Choose file No file chosen
Qualification	Third Best Paper Title	Upload First Paper Choose file No file chosen
Ph.D. Degree Information	<b>Research Guidance</b>	
Publications	Have you guided Ph.D. Students?	No
Teaching Experience/Post Doctorate	<b>Research Guidance for Master Degree</b>	
Projects/Consultancy	Have you guided Master Students?	No
Awards	<b>Patents</b>	
ICT Information	Do you have Patents?	No
References	<b>Policy Documents Information</b>	
Other Contribution 1	Do you have submitted Policy Documents?	No
<b>Other Contribution 2</b>	<b>Innovative Pedagogy</b>	
Writeup	Have you Developed Innovative Pedagogy?	No
Review Form	<b>New Curricula Course</b>	
	Have you Developed New Curricula Course?	No
	<b>+Save</b>	
	Previous	Next

**59.** Click **Save**

**60.** Click **Next**

61. Fill the Information asked

Basic Information	<h2 style="text-align: center;">Writups</h2> <div style="background-color: #007bff; color: white; padding: 2px;"><b>Research Writeup</b></div> <p><b>Give a brief description about your research contribution</b> (maximum 200 words)</p> <input type="text"/>
-------------------	---

**Future Plan**[+Save](#)[Previous](#)[Next](#)

**62. Click Save**

**63. Click Next**

- On clicking **Next** a preview of filled information will be shown. Check the information filled, and if required, update it by clicking the edit buttons provided for each information.

Basic Information	<p>ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ (1961 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ: 35 ਤਹਿਤ ਸਥਾਪਤ) Teaching Application Form</p> <p style="color: red; font-weight: bold;">Read all the information carefully. Once submitted will not be allowed to change.</p>			
Photo & Signature				
Other Categories				
Qualification				
Ph.D. Degree Information				
Publications				
Teaching Experience/Post Doctorate				
Projects/Consultancy				
Awards				
ICT Information				
References				
Other Contribution 1				
Other Contribution 2				
Writeup				
Review Form				


  

Post Information			
Advertisement No	12345	Advertisement Date	12/2023
Post	Assistant Professor-Permanent	Department	PHYSICS
Application No	123456789		


  

Payment Information			
Payment Date	SBI Ref No	Amount	Payment Confirmation Status
No Data found!!!			



  

General Information											
Candidate Name	CNAME										
Father Name	FNAME										
Mother Name	MNAME										
Gender	MALE										
Date of Birth	12/12/1995	Nationality	USA								
Mobile No	9876543210	Email ID	123456789@abc.com								
Permanent Address	HOUSE NO: HOUSE, STREET: STREET,CITY: CIRY, DISTRICT: DISTRICT, LANDMARK: LANDMARK, STATE: STATE, PINCODE: PINCODE, COUNTRY: COUNTRY										
Correspondence Address	HOUSE NO: HOUSE, STREET NO: STREET, CITY: CIRY, DISTRICT: DISTRICT, LANDMARK: LANDMARK, STATE: STATE, PINCODE: PINCODE, COUNTRY: COUNTRY										
Category	GENERAL										
Other Categories											
<table border="1" style="width: 100%;"> <thead> <tr> <th>Category</th> <th>Certificate No</th> <th>Certificate Issue Date</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Not applicable</td> </tr> </tbody> </table>				Category	Certificate No	Certificate Issue Date	Certificate	Not applicable			
Category	Certificate No	Certificate Issue Date	Certificate								
Not applicable											
Are you Physically Handicapped?	NO										
Are you presently working?	No										

Qualification							
							Edit Qualification
Qualification	Course/Subject	Year of Passing	Board/University	Marks Obtained/CGPA	Percentage	Remarks	File
Matriculation	Math, Science	1995	CBSE	350/500 NA	70.00		

Ph.D. Information								
								Edit Phd Information
Type	Faculty	University	Guide/Supervisor Name	Topic/Title	Date Of Registration	Date Of Award of Degree	Compliance Certificate	Degree
Ph.D.	Faculty	University	Supervisor Supervisor Affiliations	Phd Topic	12/09/2003	04/06/2007	Yes 	

Edit button

### Publication

[Edit Publications](#)

Publication Type/Publisher	Conference/Journal Name	Title	ISSN/ISBN / DOI/ Weblink	Total Author / Are Your First Author	Impact Factor	Whether UGC Listed/Peer Reviewed/Care Listed	Year
Journal/sdsd	dsds	sdsd	sddsd / 2 / sdsdsd	1 / No	2	No	2222

### Teaching Experience

[Edit](#)

Designation	Institute	Date Of Joining	PG Experience	UG Experience	Salary	Date of Leaving	Proof
Assistant Professor <a href="#">Permanent</a>	Institute	10/09/2001	9	12	60,000.00	05/06/2012	

Administrative Experience **NA**

[Edit](#)

Field of Research **NA**

Seminars/Conferences attended	National	International
	NA	NA

Area of Specialization	Major Area	Minor Area
	NA	bbb

### Projects

[Edit Proejcts](#)

Type	Project	Funding Agency	Amount Granted	Date of Commencement	Project Status
National	Project	Funding Agency	500,000.00	04/03/2012	Completed

### Mooc/EContent Information

Type / Category	Subject/Module	Organization	Credits	Level
MOOCs Development of Complete MOOCs in 4 Quadrants	Subject Name of Module	Orgnaization	1	UG

Awards				
<a href="#">Edit Projects</a>				
Type	Award Title	Year	Awarded By	
National Awards	Award Title	2005	Award Given By	
Ph.D. Research Guidance	Total Degree Awarded	Total Thesis Submitted		
M.Phil./Master Research Guidance	Total Degree Awarded	Total Thesis Submitted		
Patent Information	International Patent	National Patent		
Policy Documents Submitted	International Policy Documents	National Policy Documents		
Innovative Pedagogy	Total Innovative Pedagogy Developed			
Best Paper Details				
First Paper				
Second Paper				
Third Paper				
References				
<a href="#">Edit</a>				
Name	Status	Address	Contact No	Email ID
Name	Designation	Affiliations	Phone No	emailid@emailid.com
Give a brief description about your research contribution				
NA <a href="#">Edit</a>				
Future plan if your hired at Punjabi Univeristy				
NA <a href="#">Edit</a>				
Any Additional information which strengthens the claim for your appointment				
NA				
<input type="checkbox"/> I solemnly declare that the foregoing information is correct and complete to the best of my knowledge and belief and personally responsible for any consequences whatsoever, which may arise at any subsequent stage, if any of the above found to be incorrect.				
<input type="checkbox"/> I have never been convicted/debarred/disqualified or dismissed.				
Place :	<input type="text"/>			
Date :	<input type="text"/>			
<a href="#">Edit</a>				
<a href="#">Previous</a>		<a href="#">Finished</a>		

64. Select the appropriate option, Enter Place

65. If all information is correct click Finish