

## **GUIDELINES TO FILL ONLINE APPLICATION FORM**

### **NIPER- Ahmedabad**

#### **PREREQUISITE TO APPLY ONLINE**

1. Candidates are advised to go through the Eligibility Criteria carefully before filling up the application form.
2. Valid E-mail ID for registration and for receiving all future correspondence till the recruitment process is over and subsequently, if selected.
3. Access to an online payment facility/service such as Net Banking, Credit card, ATM-cum-Debit card.
4. A recent scanned passport sized colour photograph of candidate (the digital size of the file should be between 20 KB - 50 KB and resolution 200 pixels X 230 pixels).
5. Scanned signature of Candidate (the digital size of the file should be between 10 KB - 20 KB and resolution 140 pixels X 60 pixels).
6. Scanned copies of Candidate's qualification documents in JPG, JPEG and PDF format (the digital size of the PDF file should be between 100 KB - 200 KB).

#### **STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION**

The entire process of filling online Application form can be completed in following steps:

1. Online submission of application can only be made at NIPER- Ahmedabad website <https://niperahm.ac.in/>
2. Candidates should read the detailed notification carefully before filling the online application.
3. Candidates should furnish all the required information. Fields marked with \*(asterisk) sign are mandatory.
4. Application Form is available in English and to be filled in English only.
5. The filling of online application contains two parts.
  - a. **Part-I:** Registration – Candidates will have to fill the basic information.
    - i. The name of the candidates or his /her Date of Birth etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/ Identity proof. Any change/alteration found may disqualify the candidature. On submission of details, candidates will be prompted to check the details and make login to fill the application.
  - b. **Part-II Application Form consists of following Stages.**
    - i. Filling up Personal details
    - ii. Educational Qualifications
    - iii. Uploading Relevant Documents
    - iv. **(For faculty Positions:** upload only the first page of the Publication and send complete details of publication with hard copy of the application form by post.)
    - v. Uploading of Photograph and Signature.
    - vi. Submission of Application.
    - vii. Payment Process (except for fee exempted candidates).
6. On successful completion of your complete application, an auto-generated email will be sent on your registered email-id. In case you have not received an email, please check / ensure that payment process has been completed successfully.
7. No changes will be done after the final submission of application form.
8. Application submission is completed only after successful payment of application fees (Except exempted categories).