



Guru Gobind Singh Indraprastha University

PROCEDURE TO FILL APPLICATION FORM FOR GGS INDRAPRASTHA UNIVERSITY

STEP - 1: The website for filling the forms is <https://ipu.ac.in>

Applicant can fill in the online application form for recruitment to Guru Gobind Singh Indraprastha University from the university website <https://ipu.ac.in>

STEP - 2: Application Forms

The Application form is fully automated and the payment is to be made online only. There are two forms, one for selecting the post and registering, so that all the communications are sent on the registered email id and mobile no and another one for capturing the Qualification, Work experience and payment related details. An applicant has to fill in his/her contact details for proceeding towards the payment section in the 2nd Form.

STEP – 3: Post Category

For filling in the general information, candidate must note the following:

- **An Applicant seeking for a position for Non Teaching Staff in GGS Indraprastha Univeristy only shall fill this form**
- **By default the Post Category and codes are fixed**
- **An Applicant must select a post for which they want to apply.**

Note:-An application once submitted cannot be edited. Applicant must choose the post very carefully as once post is selected and submitted, then any further request for change in the post will not be entertained

Once an Applicant has submitted his/her details,they cannot edit the same and have to re register in case they need to change any personal information.

Already Registered users can **login** here.

Registration Form

*Post Category **NON TEACHING STAFF**

*Post Category Code **NTS**

*Post Name

STEP 4: Applicant Registration

- An Applicant must provide his/her personal details and correct contact details for completing the registration.
- The provided contact details shall be correct as any further communication shall be send on the registered email id and mobile no
- Age shall be calculated on the basis of last date of application for the post

The screenshot displays a registration form with the following fields and instructions:

- *Post Code**: Input field.
- *Nature of Appointment**: Dropdown menu with "----Select----" selected.
- *Applicant Name**: A section containing:
 - Title**: Dropdown menu with "----Select----" selected.
 - First Name**: Input field.
 - Middle Name**: Input field.
 - Surname**: Input field.
- *Date of Birth**: Input field with a calendar icon. Instruction: "(Provide your date of birth only as in SSLC/10th Std Marks Card.)"
- *Age as on**: A table with columns "Years", "Months", and "Days". This field is highlighted with a red box.
- *Mobile Number**: Input field. Instruction: "(Important communication will be sent to this Mobile Number, ensure its an valid Indian mobile number and correct information is provided)"
- *Confirm Mobile Number**: Input field.
- *Email Address**: Input field. Instruction: "(Important communication will be sent to this E mail id, ensure valid and correct information is provided ex : email@id.com)"
- *Confirm Email Address**: Input field.
- Residence No**: Input field with "91" entered. Instruction: "(Country)(Std code) (Number)"

STEP 5: Credentials generated

- Once details have been entered, an applicant must fill the text in captcha, click on I Agree and press Submit.
- Credentials are generated and displayed on the screen. Also the same are shared via email and SMS

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

Please enter the letters displayed in the image below.
If the image is not clear, click on "Get a new image"



Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters. No UPPER CASE.

Get New Image
Help

Declaration

I understand that on completion of Registration Process I will receive a Valid User Id and Password for completing my application process.

I Agree

Submit

Applicant Profile

Personal Details

Login Id :	N1000059
Post Category :	Non Teaching Staff
Post Category Code :	NTS
Post Name:	<input type="text"/>
Post Code:	001
Nature of Appointment:	Direct
Name of the Applicant:	Ms. Parul Xhandel
Date of Birth:	14/09/1986
Age:	29 years 10 months 7 days

Contact Details

Email Address:	abcd@abcd.com
Mobile:	8888888888

STEP 6: Continue Registration

- An Applicant can now either logout and complete the Application form later or continue the registration by clicking on 'Continue' Button on the Top Right corner of the form



STEP 7: General Information, Tab 1

- The data already filled in the registration form is auto populated when an applicant start filling the general information

1 General Information

Personal Information

*PostCategory **NON TEACHING STAFF**

*Post Category Code **NTS**

*Post Name

*Post Code **001**

*Nature of Appointment **DIRECT**

*Applicant Name
MS. PARUL XHANDEL

- Applicant fills other general and address details
NOTE: - Please choose the correct category

Other Personal Details

*Father's/Husband's Name

*Nationality

*Religion

*Marital Status Married Unmarried

Date of Birth(DD/MM/YYYY) **14/09/1986**

*Gender Male Female Transgender

*Category

*Person with disability Yes No

Identification Mark

*Age as on 21/07/2016 **29 Years 10 Months 7 Days**

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

Correspondence Address

*Address Line 1

*State

*Pincode

Address Line 2

*City

*Is Permanent Residential Address same as Correspondence Address? Yes No

Permanent Residential Address

*Address Line 1

*State

*Pincode

Address Line 2

*City

Contact Details

*Email Id **abcd@abcd.com**

Mobile No
91 8888888888
(Country) (Mobile Number)

- Applicant uploads scanned copies of his/her photograph, Signature and Thumb impression images

Upload your Photograph, Signature and Left Hand Thumb Impression

*** Please upload your photo, signature and left hand thumb impression here .**

Note : Upload recent good quality passport size colour photograph failing to which your candidature may be cancelled.
Do not use any special character (such as ' , & , etc) in the file names of Photograph, Signature and Left hand thumb impression, to be uploaded.

Save & Continue

- Candidate has to upload their recent passport size photograph. **By clicking on Browse button, candidate has to select the photograph from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size



- For uploading the Signature, candidate has to click on Signature Tab and upload their scanned signature. **By clicking on Browse button, candidate has to select the scanned signature image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size.



- For uploading the Left Hand Thumb impression, candidate has to click on Left Hand Thumb Impression Tab and upload their scanned image. **By clicking on Browse button, candidate has to select the scanned thumb impression image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size. **After uploading the photograph, signature and thumb impression image candidate has to "Close This Window" button to close the window, once he/she gets the message "Your images have been uploaded successfully" in all three tabs.**

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

You can preview the uploaded image in the image box displayed on right hand side of the window.



- Applicant clicks on Save and Continue button to go to the next tab

Save & Continue

STEP 8: Qualification Details, Tab 2

- Applicant must fill his/her academic qualification details

1 General Information 2 Qualifications Details

Academic Qualification(s)

Sr.	Examination	Year of Passing	Board/University	Subjects	Division/Gr.
1	10th Class	---Select---			
2	Intermediate/10+2	---Select---			
3	Under Graduate	---Select---			
4	Post Graduate	---Select---			
5	Doctorate	---Select---			
6	Any Other (1)	---Select---			
7	Any Other (2)	---Select---			
8	Any Other (3)	---Select---			
9	Any Other (4)	---Select---			
10	Any Other (5)	---Select---			

- Applicant enters the details of the known languages

Language(s) Known

<input type="checkbox"/>	Hindi	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write
<input type="checkbox"/>	English	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write
<input type="checkbox"/>	French	<input checked="" type="checkbox"/> Speak	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

- Applicant enters the contact details of his/her current employer

Details of Current Employer

Designation of Current Employer	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 1	<input type="text"/>	City	<input type="text"/>
State	Telangana		
Pincode	878788		

- Applicant enters the details of work experience starting from the earliest and giving the details of the latest at the end.

NOTE: - Applicant will be able to add up to 10 rows for filling the information and must give all the details within the specified limit.

Work Experience Details (Please start with the Earliest)

Sr.	Designation/Post	Organization Name	From Date	To Date	Duration of Service	Pay Band / Pay Scale & GP	Last
1	<input type="text"/>	<input type="text"/>	01/01/2005	04/07/2007	2 Year(s) 6 Month(s)	<input type="text"/>	767
2	<input type="text"/>	<input type="text"/>	02/08/2007	01/07/2009	1 Year(s) 10 Month(s)	<input type="text"/>	887

Total Experience : 4 Year(s), 4 Month(s)

NOTE: - The total experience field shall give the sum of all the duration of services

- Candidate enters his/her expectations from this job.

Expectations

Present Basic Pay	Present pay scale	*Basic pay acceptable	*Period required for joining, if selected	Any other relevant information you wish to give in support of your candidature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

- Applicant must enter the details of two references

Names and addresses of TWO references (Other than relatives)

Sr.	*Name	*Address Line 1	Address Line 2	*State	*City	*Pincode
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	---Select---	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	---Select---	<input type="text"/>	<input type="text"/>

- Applicant must now click on 'Save and Next' button

Save & Continue

STEP 9: - Declaration, Tab 3

Candidate will

- Confirm the payment
- Fill in the the 'captcha' ,
- Check the "I Agree" checkbox
- Click on 'SUBMIT' button

Can't read the text? Get a new image



Type the text shown in the image above

Click on SUBMIT to proceed.

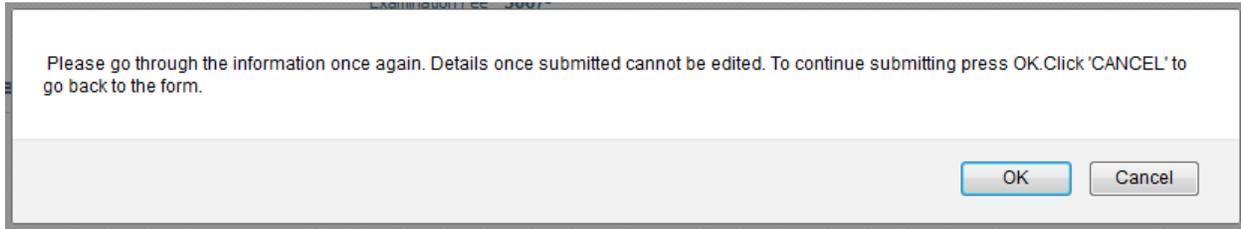
[Help](#)

I Agree

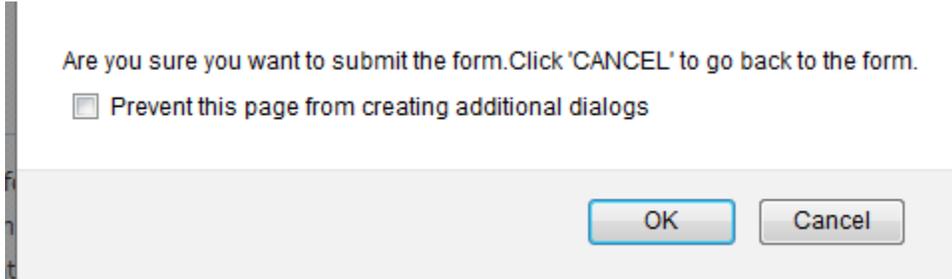
Submit

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

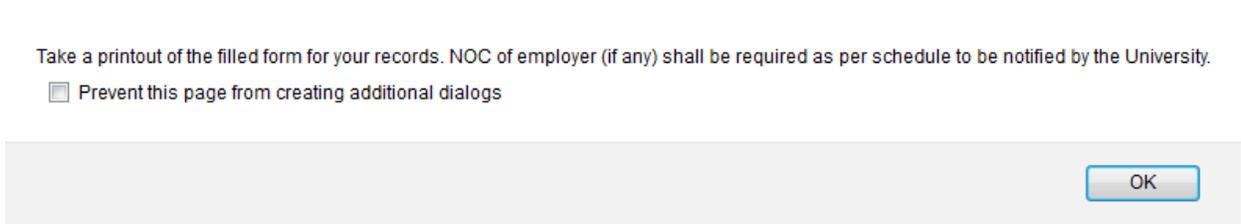
- On clicking '**Submit**' the following message will appear:



- If the candidate press **CANCEL**, he/she will be allowed to check and make modifications in their general and qualification details.
- If the candidate presses **OK**, then he/she cannot edit the same and have to re-register in case they need to change any personal information.
- Another pop up will come



- If the candidate presses **OK**, then a new pop up will appear:



- Please take a print out and keep for future record
- NOC of the employer shall be required as per schedule to be notified by the University. The same can be checked from University website <https://ipu.ac.in>

STEP 10: - Payment

- Only online payment can be made

Steps to fill Non-Teaching Staff Recruitment Form, Guru Gobind Singh Indraprastha University

- Once an applicant presses OK, he/she is redirected to the payment page

Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA

Card Number

Enter card number

Expiration Date

Month Year CVV/ CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name
Guru Gobind Singh IP
University

Payment Amount: ₹ 500.00

VISA everywhere you want to be

Powered by
BillDesk

- After doing successful payment following view page shall appear:

Applicant Profile

Personal Details

Login Id : **N1000059**

Post Category : **Non Teaching Staff**

Post Category Code : **NTS**

Post Name : **Gardener**

Post Code : **001**

Nature of Appointment : **Direct**

Name of the Applicant : **Ms. Parul Xhandel**

Date of Birth : **14/09/1986**

Age : **29 years 10 months 7 days**

Gender : **Female**

Father's/Husband's Name : **Anirudh desh mukh**

Nationality : **Indian**

Category : **OBC**

Religion : **Hindu**

Person with disability : **Yes**

Marital Status : **Unmarried**

STEP 11:- Print Form

- Click on the 'Print form' Tab

Note: Your application has been successfully submitted.

Applicant Profile

Print form

Personal Details

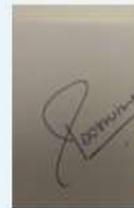
Login Id : N1000059

Post Category : Non Teaching Staff

Post Category Code : NTS

Post Name: Gardener

Post Code: 001



- Click on "Click here" to take print of the form

Note: Your application has been successfully submitted.

Applicant Profile

Print form

Click [here](#) to download Application View PDF .

- Save the PDF and open it
- Keep one copy of the form with yourself for future reference

STEP 12: - Login

An already registered user can click on 'already registered users can **LOGIN** here' to go to the login page:

Candidate Login

Note:
Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 43) or Google Chrome(20 to 48) to fill in the Application Form.

Login

Login Id

Password (DOB in dd/mm/yyyy format)

*****THANK YOU*****