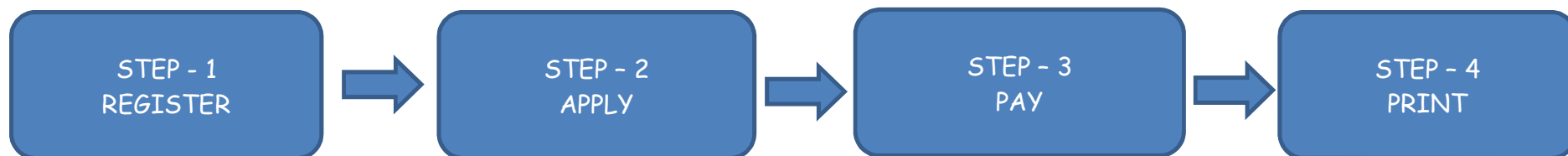


INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM



1. Before applying online, the candidates are advised to go through the detailed advertisement carefully and ensure that they fulfil all the eligibility criteria.
2. The candidates who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner,
3. The candidate should enter his/her particulars i.e. Name, Father's Name & Date of Birth, strictly as per his/her Matriculation Certificate.
4. The candidate must provide valid e-mail and mobile number at the time of registration.
5. Intimation in connection with written objective type examination/further recruitment process will be sent to the candidates on their registered e-mail as well as registered mobile number only. No separate intimation in this regard will be sent by post.
6. **It is suggested that the candidates should keep their e-mail logged in at the time of registration.**
7. Before applying online, the candidates should keep the following documents/certificates ready with them:
 - i) All educational qualification certificates.
 - ii) Scanned image of the latest passport size photograph (Size 30-50 KB) and scanned signature (Size 10-30 KB), both in .jpg/ .jpeg/ .png format only.
8. Please fill up the entire Mandatory (*) fields in the application form.

STEPS TO FILL UP ONLINE APPLICATION FORM:

- STEP-1: The candidate needs to get himself/herself registered first by clicking on "**Register**" and filling up all his/her requisite details. The candidate should note his/her User ID/E-Mail and Password carefully as the same will be applicable for logging into his/her account as well as for all future references.
- STEP-2: In order to verify his/her account, a link will be sent on the candidate's email which he/she has to click for his/her successful registration/activation.
- STEP-3: After completing the registration, the candidate will have to sign-in into the application by using their e-mail and password created by him/her at the time of registration.

- STEP-4: After filling up all his/her particulars, the candidate will have to press "**Save**" button at the Top Right of the page.
- STEP-5: Thereafter in "uploads" section, the candidate will have to upload his scanned photograph and scanned signatures of prescribed size and will to press the "**Save & Next**" button.
- STEP-6: After clicking on "Declaration", the candidate will have to press "**Go for Payment**" button.
- STEP-7: On successful payment of fee, the application form will automatically be submitted.
- Upon successful payment of the Application Fee, the candidate will receive an e-mail from the payment gateway containing transaction id. The candidates must keep that received transaction ID handy with them for transaction related issues/quarries, if any.
- STEP-8: The candidate can take print of his/her Application Form after clicking on "**Print Application Form**"
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FOR ANY ASSISTANCE, PLEASE CONTACT ON 01792-252444 between 10:00 AM to 05:00 PM from Monday to Saturday, on working days.

Queries related to online applications, can be mailed by the candidates on e-mail ID rectt.uhf@gmail.com or recruitment@uhf.ac.in