

Panjab University Recruitment Portal

Affiliated Colleges (Punjab)

How to Apply (Step-by-Step Procedure)

The applicants must read the advertisement, instructions a carefully before proceeding for online application form filling.

Step-1 Registration Process [SIGNUP]:

Click on "**User Registration/Login**" option available on the Homepage of this portal and Proceed for filling in the following information.

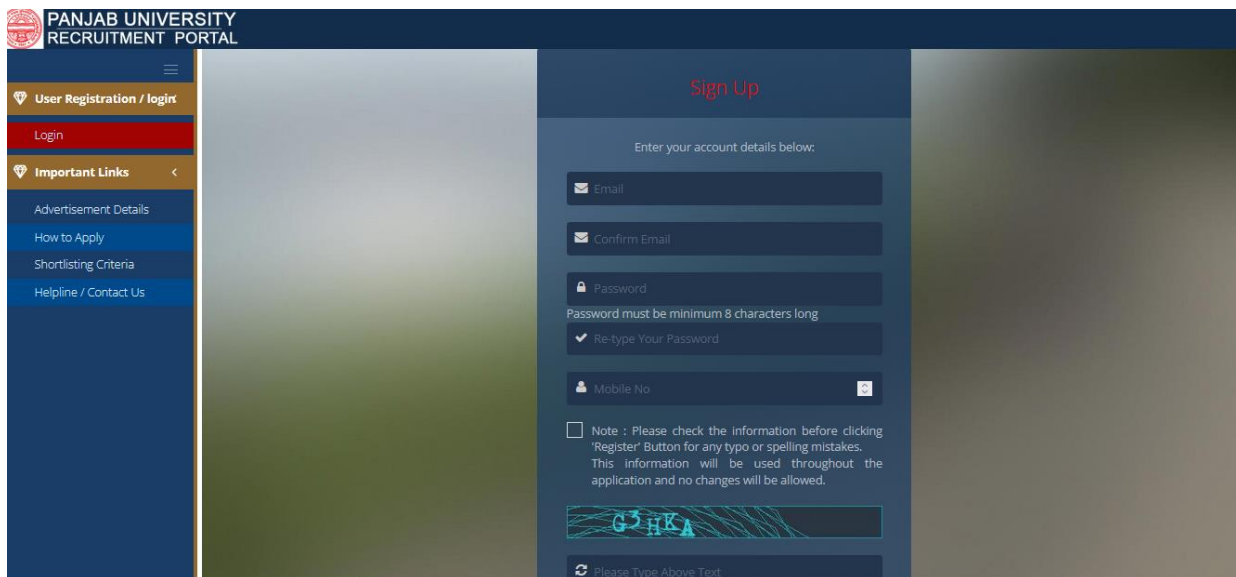
Step 1.1. Enter your Email-ID and confirm it.

Step 1.2. Enter password for this portal and confirm it.

Step 1.3. Fill your Mobile Number.

Step 1.4. Click the Checkbox confirming that the information on this screen shall remain un-editable.

Once registered, a message of successful registration shall appear and an email will be sent at the registered email id for verification. After verification, user can login using the login credentials entered while registering.

The screenshot shows the 'Sign Up' page of the Panjab University Recruitment Portal. The page has a dark blue header with the university logo and name. A left sidebar contains navigation options: 'User Registration / Login', 'Login', 'Important Links', 'Advertisement Details', 'How to Apply', 'Shortlisting Criteria', and 'Helpline / Contact Us'. The main content area is titled 'Sign Up' and prompts the user to 'Enter your account details below'. It includes input fields for 'Email', 'Confirm Email', 'Password' (with a note that it must be at least 8 characters long), 'Re-type Your Password', and 'Mobile No.'. There is a checkbox for a note: 'Note : Please check the information before clicking "Register" Button for any typo or spelling mistakes. This information will be used throughout the application and no changes will be allowed.' Below the fields is a CAPTCHA image and a 'Please Type Above Text' label.

Step-2. Apply for New Post:

Click on "**Apply for New Post**" button available on the Welcome page.

The applicant must fill all the details using following steps:-

Step 2.1. Select the desired post or position you wish to apply for.

Step 2.2. Select College name.

Step 2.3. Select Subject for which you are applying.

Step 2.4. Select Advertisement No. (Mentioned on home page and in advertisement details along with the copy of advertisement)

Step 2.5. Select Category in which you are applying.

After entering the details, save the information.

The applicant should click the "**Add New**" button to apply for the post. The Candidate can apply for multiple posts using the same registration.

Step-3. Fill-in the Application Details:

Application form showing Nine Sections of the Application Form will appear. These Nine Sections are:

1-Personal **2**-Education **3**-Experience **4**-Research **5**-Miscellaneous **6**-Declaration
7-Upload **8**-Preview **9**- Submit form

1-Personal:

Fill in your personal information, such as your full name, date of birth, gender, and contact details.

Provide your current address, including street name, city, state, and postal code and personal details, such as nationality or marital status.

The screenshot shows the 'PANJAB UNIVERSITY RECRUITMENT PORTAL' header. On the left is a navigation menu with 'User Area', 'Dashboard', 'Logout', and 'Important Links' (Advertisement Details, How to Apply, Shortlisting Criteria, Helpline / Contact Us). The main content area is titled 'A. PERSONAL DETAILS' and contains the following fields:

- Title: Select Title (dropdown)
- First Name: First Name (text input)
- Middle Name: Middle Name (text input)
- Last Name: Last Name (text input)
- Gender: Select Gender (dropdown)
- Nationality: Select Nationality (dropdown)
- Category/ PWD: Select Category (dropdown)
- Marital Status: Select Marital Status (dropdown)
- Date of Birth: (text input)
- Place of Birth: Place of Birth (text input)
- Father's Name: Father Name (text input)
- Mother's Name: Mother Name (text input)

Below this is 'B. PRESENT ADDRESS: (FOR CORRESPONDENCE):' and 'PERMANENT ADDRESS: Same as Present Address'. Both sections have fields for Address, City, State (dropdown), PIN Code, and Country (dropdown with 'India' selected).

2-Education: Enter your educational qualifications, include the name of the institution, degree or certification obtained, year of completion, and any relevant details. Add additional education details if required.

3-Experience: Provide information about your work experience, starting with the most recent job or position. Include the name of the organization, your job title, employment dates, and a brief description of your responsibilities. Repeat this step for each relevant job or position you have held.

4-Research: Provide details about research work or projects you have undertaken as per the forms.

5-Miscellaneous: Fill details of self-evaluation, any other relevant information that does not fit into the previous categories, and details of referees.

MISCELLANEOUS INFORMATION

M. PARAGRAPH OF SELF-EVALUATION REGARDING DIFFERENT FIELDS OF ACTIVITY RELATING TO THE JOB (MAXIMUM 100 WORDS):

ANY OTHER RELEVANT INFORMATION, IF NOT GIVEN ABOVE

N. REFEREES: These should be Professionally Competent Persons, well acquainted with some aspects of the applicants training, accomplishments, capability and character.

S No.	Name	Occupation/ Position	Address	Email	Mobile / Phone No.
1.					
2.					
3.					

CANCEL SAVE

6-Declaration: Read the declaration carefully. Click on the checkbox or select the appropriate option.

NO OBJECTION CERTIFICATE

Please select the check box if NOC is not available (Advance Copy)

I shall produce the No Objection Certificate before/at the time of Interview.

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

Name of Head of Institution:

Place:

Designation:

Date:

Address:

DECLARATION

7-Upload: Upload your passport size photo, signature, educational qualifications, NOC etc. in this section and Ensure that the files meet the specified requirements in terms of format and size..

Note:

- Photograph and Signature must be in jpg/jpeg/png files of size 20-100 KB each
- All other documents must be in PDF/JPG/JPEG/PNG FILES OF MAX SIZE 500KB each

PLEASE UPLOAD YOUR PASSPORT SIZE PHOTO AND SIGNATURE (ONLY JPG/JPEG/PNG FILES OF SIZE 20-100 KB EACH ARE ACCEPTED)

The Personal Section is not filled.

PLEASE UPLOAD YOUR CERTIFICATES ((ONLY PDF/JPG/JPEG/PNG FILES OF MAX SIZE 500KB EACH ARE ACCEPTED))

The Personal Section is not filled.

EDUCATIONAL QUALIFICATION (ONLY PDF/PDF/JPG/JPEG/PNG FILES OF MAX SIZE 500KB EACH ARE ACCEPTED)

The Academic Qualifications Section is not filled.


E. EMPLOYMENT EXPERIENCE (ONLY PDF/PDF/JPG/JPEG/PNG FILES OF MAX SIZE 500KB EACH ARE ACCEPTED)

The Full-time Teaching Experience Section is not filled.

F. (1) RESEARCH PAPERS/ (ONLY PDF/PDF/JPG/JPEG/PNG FILES OF MAX SIZE 500KB EACH ARE ACCEPTED) (UPLOAD THE SELF-ATTESTED COPIES OF THE FIRST/FRONT/COVER PAGE OF MENTIONED Research Papers / Review Articles / Conference Proceedings)

8-Preview: You can have the complete view of the application form with all the details provided by you. The portal provides you the facility to edit any section and save it.

APPLICATION NO: 3/PU230000003

Post with Subject:	Assistant Professor in Science	
Post Category:	General	
College:	abc college	
Advertisement No:	3	
Email ID:	XXXXXXXXXX@XXXXXX.XX	

A. PERSONAL DETAILS

The Personal Details Section is not filled.

D. EDUCATIONAL QUALIFICATION (PLEASE ATTACH ONE SET OF ATTESTED COPIES ALONGWITH ORIGINAL APPLICATION ONLY)

The Educational Qualification Section is not filled.

E. EMPLOYMENT EXPERIENCE (TEACHING / POST DOCTORAL) (DETAILS IN CHRONOLOGICAL ORDER, STARTING WITH FIRST JOB) [EDIT](#)

Step-4. Lock and Submit Application:

Before submitting the form, review all the entered information. Check for any errors or missing details. Make necessary edits or additions if required. Once you are satisfied with the form, click on the "Submit" button to complete the submission process.

After locking the form, the applicant can take print out of all the Application Form submitted.

If you are unable to fill the form in one go, you can save the details you have filled and continue filling the form before the last date by resuming it from the dashboard. All the posts you have applied for will appear there along with the status of the application.