

Procedure to fill Online Application Form

1. Application for any position has to be submitted through **Online mode only**.
2. Visit Institute's website <https://www.iiserbpr.ac.in>> Careers > Staff Positions
3. Click on "Click here to apply".
4. **Initial Registration is Mandatory:** If a candidate is applying for first time, click on '**Sign up**' to create a new user ID. Provide the desired data and click on '**Register**'. Login using the **User ID** and **Password** sent to the Email id provided by the candidate at the time of Registration. If a candidate forgets the password, click on '**Forgot Password**' in the login page and submit the email id provided at the time of registration. New password will be sent to the registered email id.
5. A candidate can apply for multiple position as per eligibility under same **User ID and Password**. However, Separate application number will be generated for each post before proceeding to payment of application fee. After successful submission of application for a post, Candidates, who wish to apply for multiple position, have to re-login and apply using the same User ID and Password each time.
6. **Application Form:**
 - **Page no.1: Application History**

Applicant's previous application details such as Application Number, Post Applied for, Mode of Recruitment, Fees Status (Paid/ Unpaid/ Exempted), Application Status (Submitted successfully/ In Progress, click to pay), Print Submitted Application is mentioned here.

Application Status (Submitted successfully / Submitted Partially, Click to Complete / In Progress, click to pay):

- Submitted Successfully:** An applicant, if not exempted from payment of fee, has to pay the application fee on **Page no.9** and click on **Submit** button for final submission of application.
If an applicant is exempted from payment of fee, he/she can click on **Submit** button for final submission of application.
- Submitted Partially, Click to Complete:** If an already submitted application is missing some mandatory field, Candidate needs to re-login and click on '**Submitted Partially, Click to Complete**'. Provide the missing data and click on '**Save & Continue**' to submit the application. Successfully submitted application can be printed from **Home Page**.
- In Progress, click to pay:** If an applicant wishes to pay the application fee later, he/she may log out at **page no.9** and should complete the payment and submit the application by logging in using the same User ID and Password by **February 09, 2019**

till 5:30 p.m. In such case, 'Fee Status' will show 'unpaid' in Page no.1 (Application History) until the fee is paid and application is submitted successfully.

Note: If an applicant wishes to log out at any stage in between page no.1 to page no.8, the application will be rejected and the candidate has to fill a new application for the respective position by logging in using the same User ID and Password.

To apply for a position afresh, click on "Click [here](#) to apply for a new position". Click on 'Save & Continue' each time after successfully providing the desired data. Data once submitted cannot be changed later. i.e. if 'Save & Continue' is clicked after providing the desired data, applicant cannot switch back to the previous page.

- **Page no.2: Position Details**

Select the Post applied for & Mode of Recruitment.

- **Page no.3: Personal Details**

Enter your Personal details, Whether Ex-servicemen, Whether Person with Disability details.

- **Page no.4: Address for Communication**

Enter your Address for communication, Permanent Address, Telephone Number, Mobile Number, Email I'd, Alternate Email I'd.

- **Page no.5: Academic Qualification**

Enter your Academic Qualification details.

- **Page no.6: Work Experience**

- i. Enter your current and previous Work Experience details, if any, **as of 09-02-2019**.
- ii. An applicant may fill up to five previous professional experience details. If an applicant is having **more than five previous professional experience**, a self-attested copy of the rest information must be sent along with the hard copy of the application.
- iii. "Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you?" – Mention **Yes/No. specify, if Yes.**

- **Page no.7: Attachments**

Attach the soft copy of your Passphoto (Should not be more than 50 KB) and Signature (Should not be more than 20 KB) in **.jpg/.jpeg format only**, as per the instruction provided in the Full Advertisement.

- **Page no.8: Declaration**

Provide your current residing place. Click the Check Box after reading the declaration.

• **Page no.9: Application Fee Payment Details**

- i. The Application number will be generated in this page. Use this system generated application number to fill up the details on the bank portal and for future reference.
 - ii. If you are not exempted from payment of application fee, click on the **“SBI i-Collect payment link”** to pay the application fee.
 - iii. Click Check Box and click ‘proceed’ for payment.
 - iv. State of Corporate / Institution: Choose **‘Odisha’**
 - v. Type of Corporate / Institution: Choose **“Educational Institutions”**. Click ‘Go’ to proceed further.
 - vi. Educational Institutions Name: Choose **“IISER BERHAMPUR”**. Click ‘Submit’
 - vii. Select Payment Category : Choose **“Application Fee for NT-01/2019”**
 - viii. Provide details of payment for personal banking. Click ‘Submit’
 - ix. Application fee can be paid through any of the following modes:
Net Banking : State Bank of India/ Other Banks Internet Banking.
Card Payments : State Bank ATM-cum-Debit Card/ Other Banks Debit Cards/ Credit Cards.
Other Payments Modes: SBI Branch Challan Payment/ UPI
 - x. Verify details and confirm the transaction.
 - xi. After successfully paying the application fee, provide the SB collect Reference Number (Generated in the e-Receipt for State Bank Collect Payment) in **‘Page 9: Application Fee Payment Details’** and click on **‘Submit’**.
 - xii. If you are exempted from payment of application fee, click on **‘Submit’**.
7. Successfully submitted application can be printed at the **“Print Submitted Application”** column in **Page no.1 (Application History)** i.e. Home Page.
8. All communication with the candidate regarding the recruitment process will be made **through Email only**.
9. A printout of the online application form, duly signed in each page along with self-attested copies of all educational qualification (Matriculation certificate onwards), experience certificate, testimonials and hard copy of e-Receipt for State Bank Collect Payment (for those not exempted from payment of application fee) must reach the Institute **on or before February 18, 2019 till 05:30 p.m.** The complete application should be sent through **Speed Post/ Courier etc.** The Institute shall not be responsible for any postal delay. **Applications not received within the due date shall be rejected.** No correspondence in this regard shall be made by the Institute.
