

Procedure to fill Online Application Form

1. Application for any position has to be submitted through **ONLINE mode only** followed by submission of hard copy of online-submitted application along with copy other required documents as per the advertisement.
2. Visit Institute's website <https://www.iiserbpr.ac.in> > Careers > Staff Positions.
3. Candidates are advised to go through the full advertisement and recruitment rules for non-teaching positions placed under Careers > Staff Positions thoroughly before applying for any position.
4. Click on "Click here to apply".
5. **Registration Mandatory (Sign up):** 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 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.
6. A candidate can apply for multiple positions under the same user id and password. However, separate application number will be generated before proceeding for payment of application fee for each post. After successful submission of application for a post, candidates who wish to apply for multiple positions, have to apply using the same user id and password each time.

7. Application Form:

• Page no.1:Application History:

Applicant's previous application details such as Application number, Post applied for, Mode of recruitment, Fee status (Paid/ Unpaid/ Exempted), Application status (Submitted successfully/ in progress), Print submitted application is mentioned here.

Application Status (Submitted successfully (completed)/ In Progress, click to pay):

- i. **Submitted Successfully(completed):** An applicant, if not exempted from payment of fee, has to pay the application fee on **Page no.9**(elaborated below) 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.
- ii. **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 **August 31, 2020 by 5:30 PM**. 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 fresh 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 Employment.

- **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 details.

- **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.
- ii. An applicant may fill up to five previous professional experience details. However, if an applicant is having more than five previous professional experience and wishes to provide the same in the application, a self-attested copy of the rest information (except those five mentioned in the application) 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**. If yes, specify in detail.

- **Page no.7: Attachments:**

Attach the soft copy of your pass photo (Should not be more than 50 KB) and signature (Should not be more than 20 KB) in .jpg/.jpeg format only, as per 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:**

Candidates who are exempted from payment of application fee: click on '**Submit**'.

Candidates who are not exempted from payment of application fee:

- i. The Application number will be generated on this page. Use this system generated application number to fill up the details on the bank portal and for future reference.
 - ii. If the applicant is not exempted from payment of application fee, click on the "**SBI i-Collect payment link**" to pay the application fee. The candidate will be directed to SBI collect web page.
 - iii. After going through the disclaimer clause, click on the 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-02/20 dated August 01, 2020**"
 - viii. Provide details of payment for personal banking. Click 'Submit'.
 - ix. Application fee can be paid through any of the following modes: Net Banking, Card Payments, UPI & SBI branch. Verify details and confirm the transaction.
 - x. After successfully paying the application fee, provide the SBI collect Reference Number (Generated in the e-receipt for State Bank collect payment) in '**Page 9: Application Fee Payment Details**' and click on '**Submit**'.
8. Successfully submitted application can be printed from "**Print Submitted Application**" column in **Page no.1 (Application History)** i.e. Home Page.
9. All communication with the candidates regarding the recruitment process will be made **through Email only**.
10. A printout of the online application form, duly signed in each page along with self-attested copies of all educational qualification (Matriculation certificate and mark sheet onwards), experience certificate, testimonials and hard copy of e-receipt for State Bank i-collect payment (for those not exempted from payment of application fee) must reach the Institute **on or before September 21, 2020 by 5:30 PM**. The complete application should be sent through **Speed Post/ Registered Post/ Courier etc**. The Institute shall not be responsible for any postal/courier delay. **Applications not received within the due date shall be rejected**. No correspondence in this regard shall be made by the Institute.
