

## Guidelines for Online Application Submission

- Please read this guidelines before the online application submission for Post Name, available at [www.iegindia.org](http://www.iegindia.org)
- The Online Application Submission (OAS) can be completed in 4 sequential steps, briefly illustrated below.

### Pre-requisites:

Before filling the information in the Online Application, please ensure that the following information is available with you:

- Information related to Academic Qualifications, Professional Experience, Awards & Honors, and Publications.
- Scanned Passport Size Photo of the applicant [JPEG, 50 KB] and your signature for the purpose of uploading in the online-application form. The photographs shall be size of 120 x 100 pixels (Height x Width).
- Details of Certificate of having qualified/ scores available from the Exams

Applicants are to ensure that the scanned photo is clear and easily recognizable.

### STEP 1: New User Registration

- Applicants who apply for the first time in the academic year should first register onto the website, [www.iegindia.org](http://www.iegindia.org)
- Now log into the website [www.iegindia.org](http://www.iegindia.org)
- New USER? Click REGISTER
- Enter Your Name (Please enter your name as mentioned in your Class X or XII Transfer Certificate/ Mark Sheet).
- Enter your Father's Name (As mentioned in your Class X or XII Transfer Certificate/ Mark Sheet)
- Enter Your correct Date of Birth (in the format) – DD/ MM/ YYYY (no modification can be made thereafter)
- Choose your Social Category
- Enter your Email ID. The e-mail used for the registration should belong the desirous applicant. The e-mail must be valid, functions and regularly checked by the applicant. All the communications shall be sent using this e-mail ID, so please ensure proper use and information provided are correct and true.
- Entering Verification Code is essential, CAPTCHA. Students have to enter the verification code correctly. Applicant can change the verification code by clicking the Refresh image. Wrong entry of verification code will generate error. In case this appears please **Refresh** to get new image.

- After successful registration, a pop up shall appear with a message that the user ID and password has been sent to your registered e-mail ID.

### **STEP 2: Online Application Form**

- After registration, enter all details as per the format requested in the Online Application Format.
- All mandatory information is to be filled. Missing of some/ few information will be disqualified from the submission/ selection process.

### **STEP 3: Online-Submission & Acknowledgement**

- Upon filling in all required information, you will be prompted to Submit the Application. Please click the Submit Button.
- At this stage you may decide to review the application information entered by you. In case you are not satisfied, you may decide to add/ delete information.
- After the filled in information, you may decide to Submit the Application.
- An acknowledgement number will be generated, please take a note of this number for future reference.
- A copy of the filled application form would be sent on your registered email id.
- In case if the mail is not received filled application, candidate can login on [www.iegindia.org](http://www.iegindia.org) and download the application form.

### **STEP 4: Submission of filled-in application and relevant documents by Post**

- Please take a print-out of the duly filled in application received through email, attach all the self-attested relevant documents etc. and send through registered post/ courier/ by hand at the address in the advertisement, super-scribing the envelop with ‘**Application for Post Name**’
- Please mention Name, Application Reference Number and Mobile Number at the back of the envelope.

### **General Guidelines**

- If the applicant does not submit his/her application form, it will be rejected as incomplete application. No claims shall be entertained in case of incomplete or non-submitted applications.
- Candidates submitting online applications must send signed application along with copies of relevant documents including PG degree, Post PG degree certificates, etc. Those not submitting these documents shall be treated as incomplete.
- Do not submit more than ONE Application for same post.
- Duplicate applications will not be considered, one can view the status of the application by entering the Application Reference Number.

- In case, candidate is not able to upload photograph, it is mandatory to submit photograph in the hard copy version of the application.
- In case of any queries, please send an email to [system@iegindia.org](mailto:system@iegindia.org) , [sushil@iegindia.org](mailto:sushil@iegindia.org)