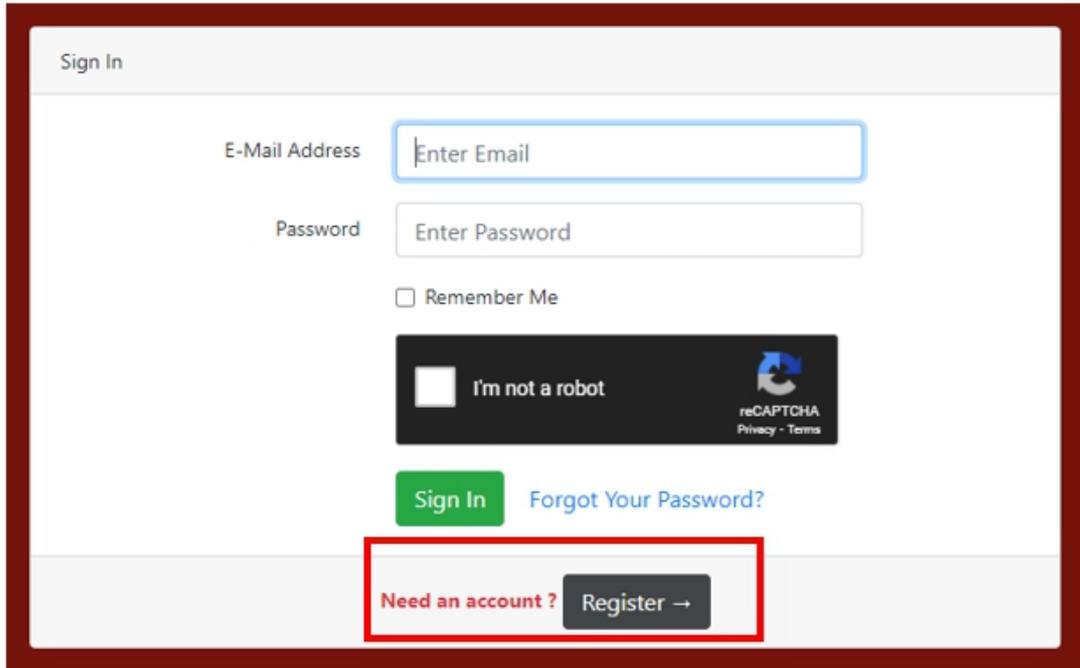


## Steps to fill up the Online Employment Application Form

- The employment application forms can be accessed for filling and subsequent submission via the web address <https://careers.amuonline.ac.in>
- All fields marked by (\*) in red color are mandatory. Submission of application form will only be possible when all the mandatory fields have been duly filled.

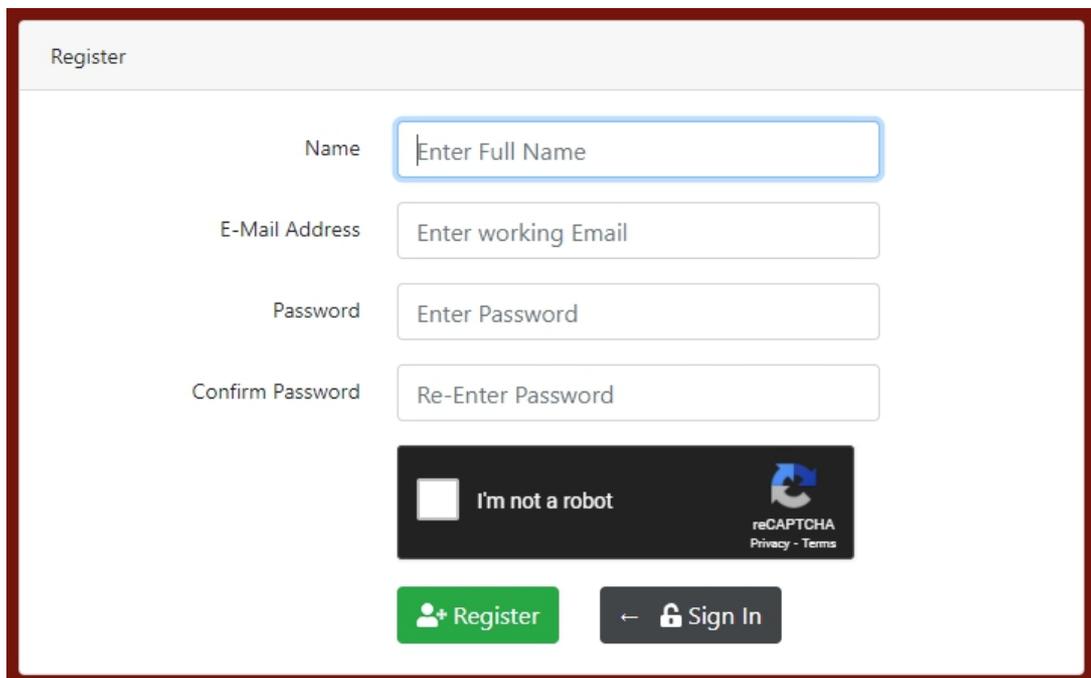
### Step 1: Registration & Sign-In

The applicant needs to register/sign in (create an account) on the portal.



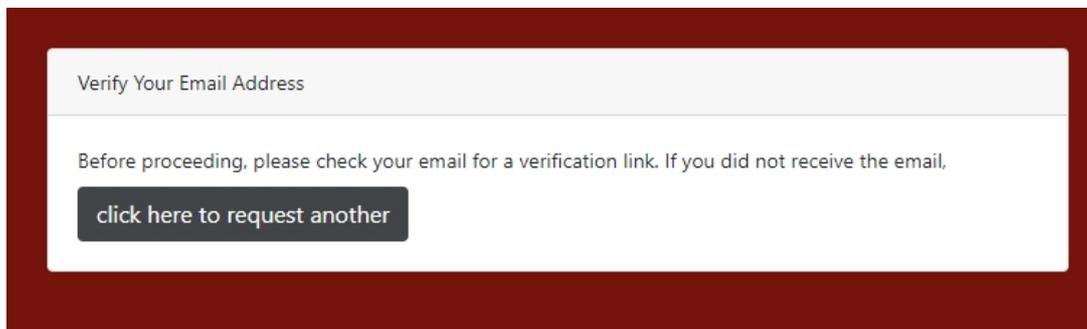
The screenshot shows the 'Sign In' page. It features a form with the following elements: 'E-Mail Address' field with a placeholder 'Enter Email', 'Password' field with a placeholder 'Enter Password', a 'Remember Me' checkbox, a reCAPTCHA widget with the text 'I'm not a robot', a green 'Sign In' button, and a blue 'Forgot Your Password?' link. At the bottom, there is a red-bordered box containing the text 'Need an account?' and a dark grey 'Register →' button.

For registering, the applicant is required to fill his/her name in full, a valid email address and a password is to be created using the defined norms. Click “Register” to complete the registration process.

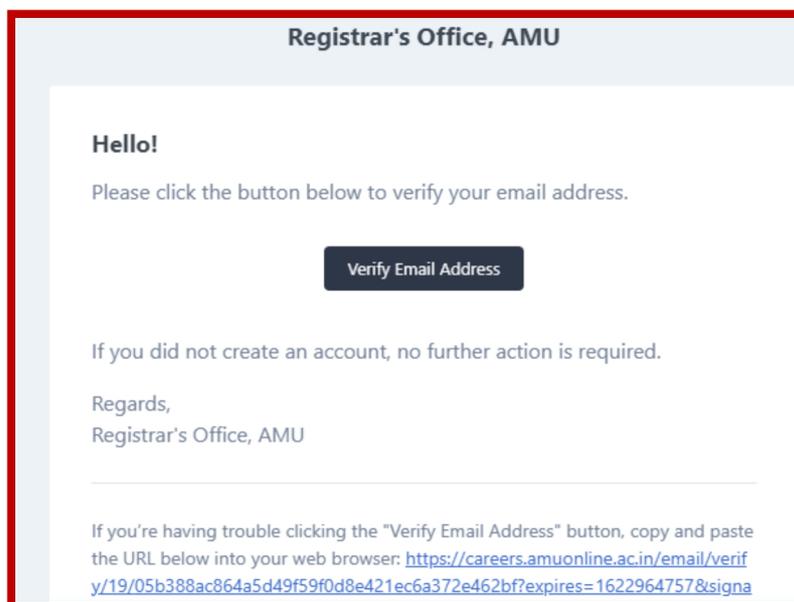
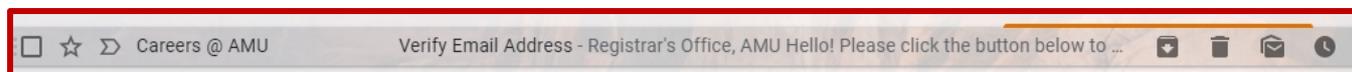


The screenshot shows the 'Register' page. It features a form with the following elements: 'Name' field with a placeholder 'Enter Full Name', 'E-Mail Address' field with a placeholder 'Enter working Email', 'Password' field with a placeholder 'Enter Password', and 'Confirm Password' field with a placeholder 'Re-Enter Password'. Below the form is a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom, there are two buttons: a green 'Register' button with a user icon and a dark grey '← Sign In' button with a lock icon.

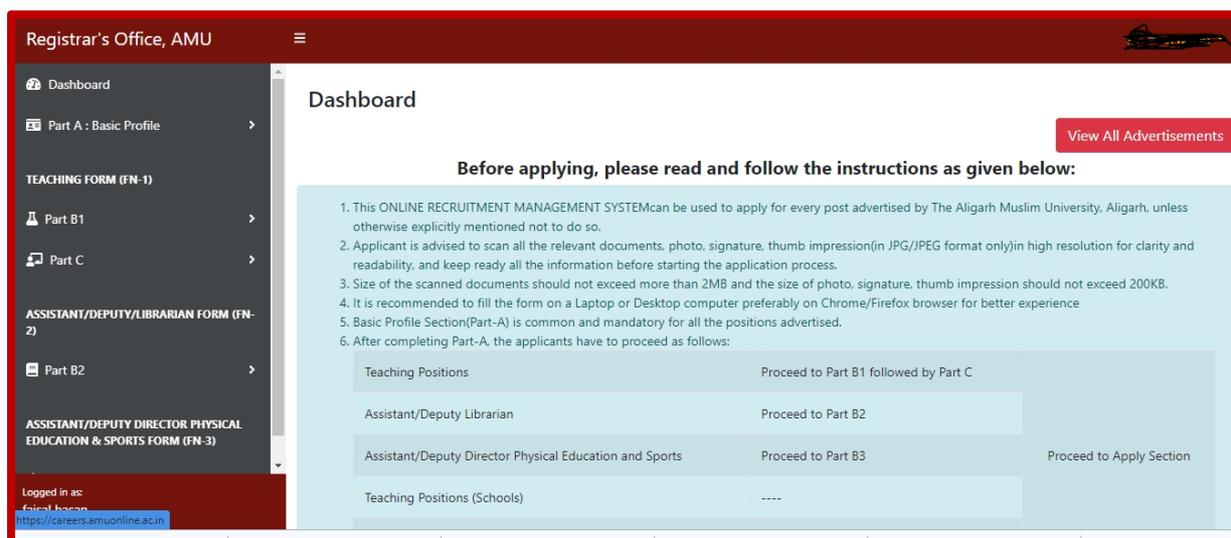
The email will be validated before allowing Sign-In to the applicant.



The applicant will receive an email (check spam and junk folder as well), click “verify email Address” to validate the mail id.



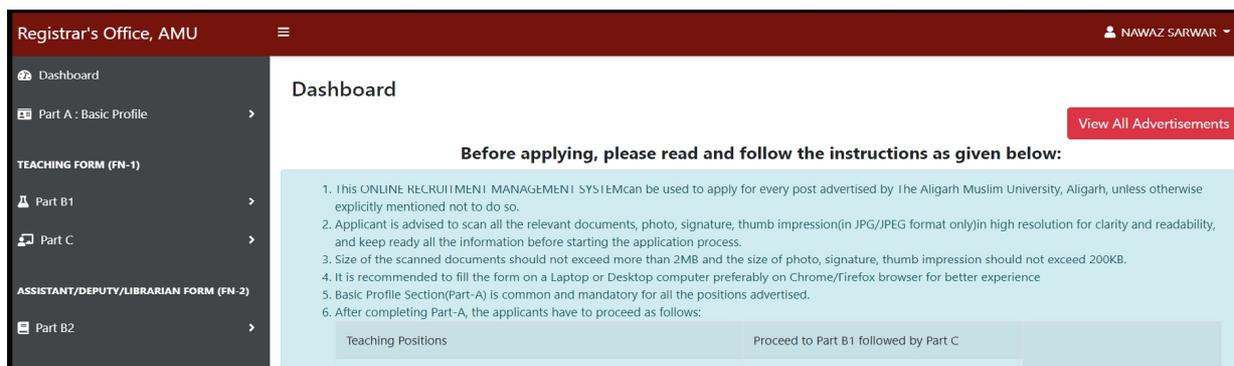
Once registration is complete, the applicant may see his/her dash board containing set of instructions and other details



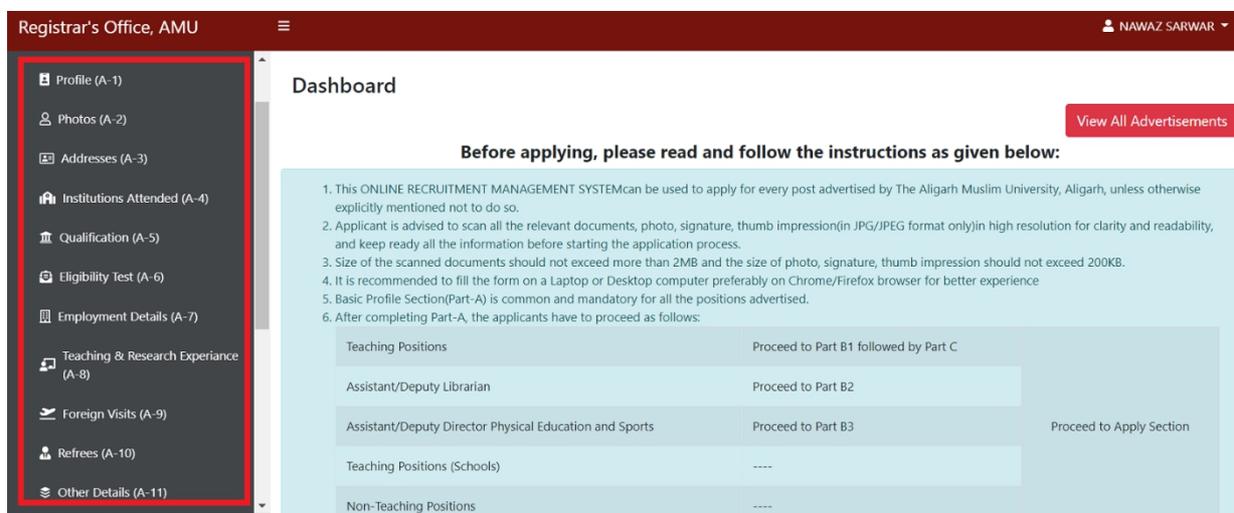
Once an account is created, the applicant may also log in using his/her registered mail id and the created password.

## Step 2: Basic Profile Form (A)

After signing in, the personal dashboard (as shown below) will be available for the applicant.



The applicant has to initially fill the Basic Profile Section(Part-A), which consists of 11 fields, viz. A1-A11 (boxed red).



Applicant can click the button “Get Started” and each of the 11 fields/tabs/menus will appear one by one after successful submission of information under each field/tab/menu.

(A1) The following information needs to be filled up under “Profile”

- First Name: Enter your First Name as per your matriculation certificate.
- Middle Name: Enter your First Name as per your matriculation certificate.
- Last Name: Enter your First Name as per your matriculation certificate.
- Nationality: Select your nationality from the dropdown.
- Father's Name and Mother's Name.
- Mobile: Enter your Mobile Number.
- Category: Select your category to which you belong.
- Sub Caste, if any category is claimed
- Gender: Select your gender from the dropdown.
- Place of Birth, Birth, District and State
- Date of Birth- Select your date of birth from the calendar.
- Marital Status- Select your Marital status from dropdown list.
- Spouse Name, if married
- Identity Mark, if any.
- Disability, if any
- % and type of disability (OH, VH or HH)

Once all this information is filled up in personal profile tab ,applicant needs to verify mobile number through OTP received on registered mobile number by click on verify button.

Please ensure that the information displayed below is correct. If there is any discrepancy please edit and update the same before proceeding to next step.

Full Name	TEST FIRST NAME TEST TEST
Father's Name	TEST
Mother's Name	TEST
Spouse's Name	NA
Gender	Male
Marital Status	Single
Date of Birth	Tuesday 01, January, 1980 (Age as of Today: 41 years)
Mobile	8881248275 <a href="#">Verify</a>
Alternate Mobile	9891504125

Logged in as: TEST FIRST NAME TEST TEST

After successful verification through OTP a message “Mobile verified successfully.” is shown on screen

Registrar's Office, AMU

Profile

Mobile verified successfully.

Profile Details

Please ensure that the information displayed below is correct. If there is any discrepancy please edit and update the same before proceeding to next step.

Full Name	TEST FIRST NAME TEST TEST
Father's Name	TEST
Mother's Name	TEST
Spouse's Name	NA
Gender	Male
Marital Status	Single

Logged in as: TEST FIRST NAME TEST TEST

Once all this information is filled up, the candidate may review the information and subsequently the information may be edited or saved. Once saved, upon clicking the “next” icon (boxed red), the tab for uploading of photos will appear

University or any other educational institution.

Any vigilance/Disciplinary case is pending against you? No.

[Edit Profile](#)

[Next](#)

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[Privacy Policy](#) - [Terms & Conditions](#)

## (A2) Photos

The following three files with specification detailed below are to be uploaded either in jpg, or jpeg formats

Photo: 350 by 450 pixels, File Size: 10-100KB and Aspect Ratio: 7:9

Signature: 300 by 150 pixels, File Size: 10-100KB and Aspect Ratio: 6:3

Thumb Impression: 300 by 150 pixels, Size: 10-100KB and Aspect Ratio: 6:3

Click on the Next icon to move on to the next tab.

The screenshot shows three side-by-side panels for uploading profile pictures. The first panel is titled 'Photograph' and shows a 350px x 450px placeholder. The second panel is titled 'Signature' and shows a 300px x 150px placeholder. The third panel is titled 'Thumb Impression' and shows a 300px x 150px placeholder. Each panel includes a pink message box stating 'You haven't uploaded any image as [category]. Please Upload. You may use given image as a template for dimensional accuracy.' Below each message is a 'Choose Image' button with a 'Choose File' input and 'No file chosen' text, and a green 'Upload Image' button.

### (A3) Addresses

Click on the “Add Address” icon to upend the details of permanent and address for correspondence

The screenshot shows the 'Addresses' section of a profile. On the left is a green 'Previous' button with a left arrow. On the right is a green 'Add Address' button with a right arrow, which is highlighted with a red rectangular box. Below the 'Add Address' button is another green 'Next' button with a right arrow.

The following details are required. Under the Address type field there is option for both the addresses i.e. Permanent and Correspondence

Save and proceed further

The screenshot shows the 'Add Address' form. It has a dropdown menu for 'Address Type \*:' with 'Select' chosen. To its right is a text input for 'House No. \*:' with the placeholder 'Enter House No.'. Below these are two rows of text inputs: 'Street \*:' (placeholder 'Enter Street details') and 'Landmark \*:' (placeholder 'Enter Landmark details'). The next row has 'Locality \*:' (placeholder 'Enter Locality details') and 'City \*:' (placeholder 'Enter City'). The following row has 'District \*:' (placeholder 'Enter District') and 'State \*:' (placeholder 'Enter State'). The final row has 'PIN Code \*:' (placeholder 'Enter a valid PIN Code') and 'Country \*:' (dropdown menu with 'India' selected). A yellow warning message at the bottom states: 'On adding this address, this address will be become you current corresponding/permanent address. However, you can change current corresponding/permanent addresses later if you want.' At the very bottom is a blue 'Save' button.

### (A4) Institutions Attended

The following information is required in chronological order. The applicant may use “Add Institution” button to append more information pertaining to institutions attended. If the name of University/Board is not listed under the drop down, one may use to opt “other university/board”.

**Institutions Attended**

Details

#	Name of School	Name of College	Name of University/Board	Year of Joining	Year of Leaving	Action

Add Institution Details

Name of School \* :  Name of College \* :

Name of University/Board \* :  Year of Joining \* :

Year of Leaving \* :

**Add Qualification**

[Previous](#) [Next](#)

The applicant can delete/edit information wrongly filled by using the delete/edit icon

**Institutions Attended**

Institutions Attended successfully added.

Details

#	Name of School	Name of College	Name of University/Board	Year of Joining	Year of Leaving	Action
1	hjjf	DNSVJ	A P University of Law, Visakhapatnam, AP	1950	1953	<a href="#">Delete</a>

Once all the information regarding Institutions is filled up, the application may use the next button to proceed to the next tab.

### (A5) Educational Qualifications

In this section, information regarding educational qualifications are to be filled up starting from High School/Class X and onwards.

**Add Qualifications**

Select Course Level/Examination \* :  Enter Name of the Course \* :

Enter Name of the Course exactly as mentioned on the Certificate/Degree/Diploma

Name of the Board/University \* :  Year of Passing \* :

Enter Name of the Board/University exactly as mentioned on the Certificate/Degree/Diploma

Division \* :  Percentage \* :

If the course marking is CPGA based. Enter NA

CPGA \* :  Subject(s) \* :

If the course marking is percentage based. Enter NA. If not applicable. Enter NA.

Research Topic Title \* :  Remarks :

If no research is applicable with the course. Enter NA. If no remark is applicable with the course. Enter NA.

**Add Qualification**

One can add the qualifications by using “Add Qualification” icon. All the information will be populated in tabular form with the option of edit/delete any, if required.

My Qualifications											
#	Name	Course	Board	Year	Division	Percentage	CGPA	Subjects	Title of Research	Remarks	Action
1	Graduation	B.A. (Hons) Economics	Aligarh Muslim University, Aligarh, Uttar Pradesh	2000	I Division	79	9.003	MECHANICAL	MANUFACTURING SYSTEMS	POSITION	 Delete
2	Ph.D	manufacturing systems	Indian Institute of Technology, Roorkee, Uttranchal	2014	NA Division	NA	NA	NA	RMS	NA	 Delete

### (A6) Eligibility Tests Qualified

In this, information pertaining to NET/JRF/SLET/GATE etc. is to be filled up, Multiple eligibility test may be added using “Add Eligibility Test”. Again all the information is populated in Tabular form with the option of Editing/deleting any information if required

#### Eligibility Tests

#	Name of the Exam NET/JRF/SLET	Name of the Agency	Year	Subject	Action
Add Eligibility Tests					
Name of the Test * :		Name of the Testing Agency * :			
<input type="text" value="Enter the Name of the Test such as NET/JRF/SET"/>		<input type="text" value="Enter Name of the Testing Agency"/>			
Year * :		Subject * :			
<input type="text" value="Select"/>		<input type="text" value="Enter the Name of the subject"/>			
Add Eligibility Test					
<a href="#">&lt;&lt; Previous</a>		<a href="#">Next &gt;&gt;</a>			

### (A7) Employment Details

Information pertaining to Employment history is to be provided stating from the current employer and position. In this, pay band, basic and Gross pay (in INR) is to be provided. Extra records for employment may be added using “Add Employment” icon. All the information is populated in Tabular form with the option of Editing/deleting any information if required

#### Add Employment Details

**Note:** Add details starting from the present position.

Name of the Institution/College/University * :	Status of the Organization (Government/Private) * :
<input type="text" value="Aligarh Muslim University, Aligarh"/>	<input type="text" value="Select"/>
Designation * :	Period From * :
<input type="text" value="Enter your Designation"/>	<input type="text" value="dd-mm-yyyy"/>
Period To * :	Nature of Work/Duties * :
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="Describe your responsibilities at this designation"/>
Reason For Leaving * :	Pay Band/AGP * :
<input type="text" value="Enter Reason For Leaving"/>	<input type="text" value="Enter Pay Band at this designation"/>
Basic Pay * :	Gross Pay/Total salary P.M. * :
<input type="text" value="Enter Basic Pay at this designation"/>	<input type="text" value="Enter Gross Pay at this designation"/>
Add Employment	
<a href="#">&lt;&lt; Previous</a>	<a href="#">Next &gt;&gt;</a>

## (A8) Teaching & Research Details

Details of Teaching and Research are to be provided, if any. Here the duration of all such experience as a teacher or a researcher is to be provided in years.

Teaching at Bachelor's level (in year(s))	15 year(s)
Teaching at Master's level (in year(s))	15 year(s)
Research at Master's level (in year(s))	15 year(s)
Research at Post-Doctoral's level (in year(s))	5 year(s)

Add/Edit Teaching & Research Details

**Note:** If no experience, put '0' in corresponding field.

Teaching at bachelor's level (in year(s)) :	Teaching at master's level (in year(s)) :
<input type="text" value="15"/>	<input type="text" value="15"/>
Research at master's level (in year(s)) :	Research at post-doctoral's level (in year(s)) :
<input type="text" value="15"/>	<input type="text" value="5"/>

[Update Teaching & Research Details](#)

[◀ Previous](#) [Next ▶](#)

## (A9) Foreign Visits

Details regarding visits owing to foreign job assignment, collaboration or personals visits may be filled up, if any.

### Foreign Visits

My Foreign Visits

#	Country	Date	Duration	Purpose	Action
---	---------	------	----------	---------	--------

Add Foreign Visit

Country * :	Date of Travel * :
<input type="text" value="Enter Country Name"/>	<input type="text" value="dd-mm-yyyy"/>
Duration * :	Purpose * :
<input type="text" value="Enter Duration of Stay"/>	<input type="text" value="Enter Purpose of visit"/>

[Add Qualification](#)

[◀ Previous](#) [Next ▶](#)

## (A10) Referees

Details of referees, whom the university may contact to collect information about the applicant are to be provided. Number of referees may be added using “Add Referee” icon

Referees

#	Name	Designation	Mobile	Email	Address	Period	Action
1	KJGRWKJ	EJHJFW	8943699058	hegf@kjgsa.com	hjewgf kjewhefk kwfhek	10	Delete

Add Referees

Name \* :  Designation \* :

Mobile No. \* :  Email \* :

Address \* :  Period Known \* :

**Add Referee**

### (A11) Other details

Information like number of PhD guided, PG thesis supervised etc., Scholarship & fellowships awarded, details of being eminent scholar, Number of publications etc. is to be filled up. The information required under different field is self-explanatory.

Other Miscellaneous Details

Fill other Miscellaneous Details

**Scholarships and fellowships with details**

at Undergraduate level :  at Graduate level:  at Post-graduate level :

Title of Ph.D. Thesis :

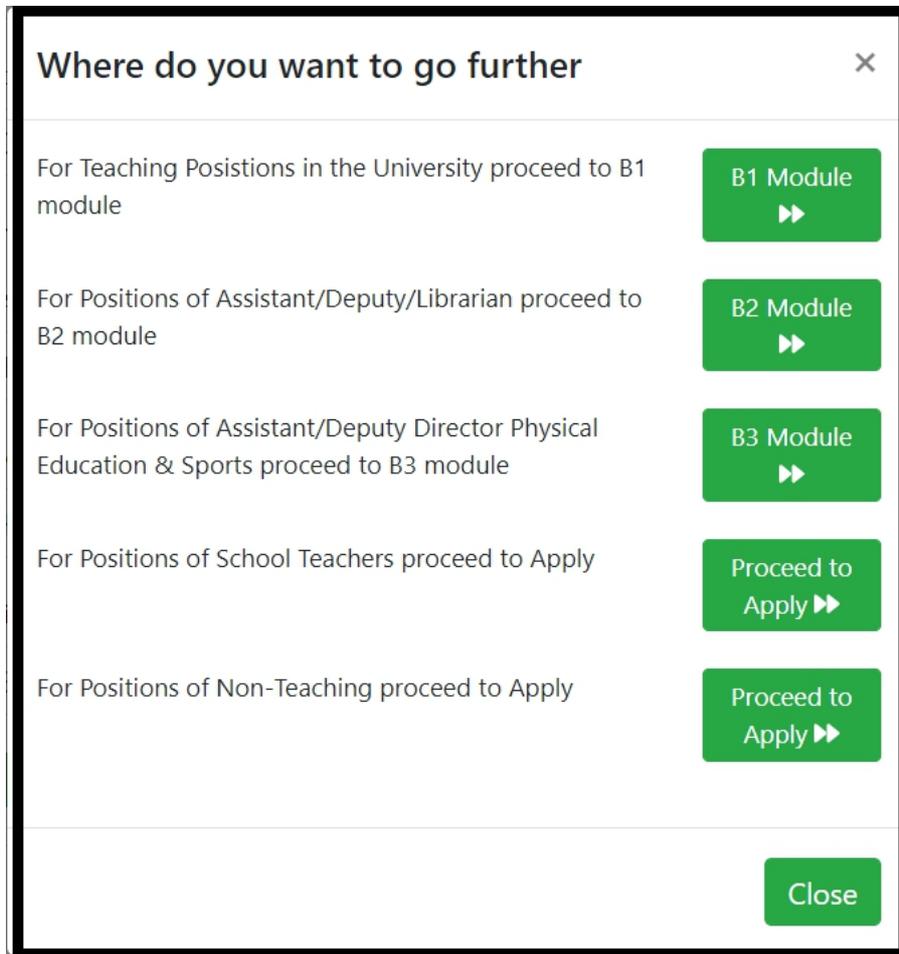
**Supervisor for research degrees (Give numbers)**

Degree	Awarded	Thesis/Dissertation	No. of Research Scholars working under him/her
1. Ph.D.	<input type="text" value="Supervisor for resear"/>	<input type="text" value="Supervisor for research de"/>	<input type="text" value="No. of Research Scholars working under him/her in Ph.D."/>
2. M.Phil.	<input type="text" value="Supervisor for resear"/>	<input type="text" value="Supervisor for research de"/>	<input type="text" value="No. of Research Scholars working under him/her in M.Phil."/>

Once information for each tab (A1 to A11) is filled and saved, **Basic Profile Form(Part-A) is complete**. The option of editing is available till the time the applicant submits the filled up form for any advertised post.

After completing Part-A, the applicants have to proceed as follows:

<b>Teaching Positions</b>	Proceed to Part B1 followed by Part C	Proceed to Apply Section
<b>Assistant/Deputy Librarian</b>	Proceed to Part B2	
<b>Assistant/Deputy Director Physical Education and Sports</b>	Proceed to Part B3	
<b>Teaching Positions (Schools)</b>	----	
<b>Non-Teaching Positions</b>	-----	

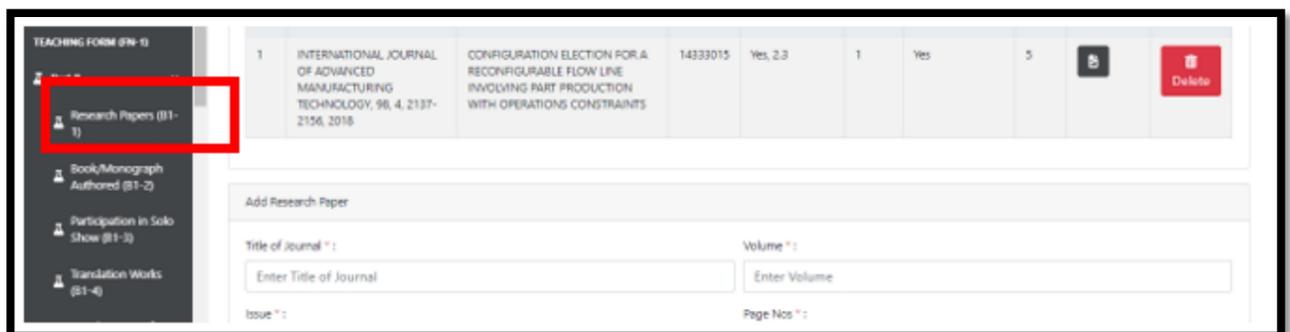


Click on next on the above pop up window to proceed further

**Step 3: Part B1 (Applicable for Teaching Positions only)**

Click on Part B1, a drop down will pop up showing the heading under which the information is required.

(B1-1): Click on the field “Research Papers” to add details pertaining to published research papers.



Upon filling up the details of a research paper like title, journal name, volume, issue, page, peer reviewed or not etc. The document in support of this publication is to uploaded. The table may be referred for claiming the score.

Whether you are the First/Principal/Corresponding author \* : Score Claimed \* :

Select Enter Score Claimed

Upload Supporting Document \*

Choose File No file chosen Save Reset

Next ▶▶

Once the information is saved, details of more publications may be added and all the details will be populated in the form for the table, the applicant may edit/delete any publication detail, if required.

Research Papers In Peer-Reviewed Or UGC Listed Journals

S. No.	Title of Journal, Volume, Issue, Page nos., Years	Title of the Paper	ISSN/ ISBN No.	Whether peer reviewed or UGC Listed (Impact Factor, if any)	No. of Co-author (s)	Whether you are the First/Principal/ Corresponding author	Score	Supporting Document	Action
1	INTERNATIONAL JOURNAL OF ADVANCED MANUFACTURING TECHNOLOGY, 98, 4, 2137-2156, 2018	CONFIGURATION ELECTION FOR A RECONFIGURABLE FLOW LINE INVOLVING PART PRODUCTION WITH OPERATIONS CONSTRAINTS	14333015	Yes, 2.3	1	Yes	5		

All subsequent tabs (B1\_2 to B1\_16) are to be filled up in a similar way.

**Likewise, Part B2 (Applicable for Assistant/Deputy Librarian) and Part B3 (applicable for Assistant/Deputy Director Physical Education and Sports) will be filled up.**

**Step 4: Part C (Applicable for Teaching Positions only)**

Information related to teaching, University activities, Involvement in Ph.D., Research and Publications are required in this

Part C

- Teaching (C-1)
- University Activities (C-2)
- Active Involvement PHD (C-3)
- Conducting Research Projects (C-4)
- Publications (C-5)

Add Teaching

Course/Paper \* : Enter Course/Paper

Level \* : Enter Level

All the tabs (C-1 to C-5) are to be filled on similar lines as done for Form B1.

**Step 5: Applying for the post**

Upon completion and saving information as detailed above, click on “Proceed to Apply” icon.

Upload Supporting Document \* :

Choose File No file chosen Save Reset

Proceed to Apply ▶▶

Once click, a pop-up window will appear to view the active advertisements.

Advertisements					
#	Dated	UID	Title	Posts	Action
1	25 June 2020		Advertisement No. 1/2020/NT	6	<a href="#">View</a>
2	11 June 2020		Advertisement No. 2/2020 (T) Dated: 11.06.2020	1	<a href="#">View</a>

Click on the view button to see the various post advertised under the given advertisement

Advertisement No. 1/2020/NT  
**Number of Posts:** 6  
**Dated:** 25-06-2020

Advertisement No. 1/2020/NT

[Download Advertisement](#)

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Posts in Advertisement No. 1/2020/NT

1. [Deputy Registrar, Aligarh Muslim University | Vacancies: 2](#)
2. [Assistant Director Physical Education | Vacancies: 1](#)
3. [Deputy Librarian | Vacancies: 1](#)
4. [PGT \(Chemistry\) | Vacancies: 1](#)
5. [21. SUB STATION OPERATOR | Vacancies: 1](#)

Click on the post the applicant wishes to apply

Posts in Advertisement No. 1/2020/NT

1. [Deputy Registrar, Aligarh Muslim University | Vacancies: 2](#)

**Pay Level-12** (Pay Range: ₹ 78800 - 209200) Plus Allowances

**QUALIFICATIONS - ESSENTIAL:** Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration

**OR**

Comparable experience in research establishment and/or other institutions of higher education.

**OR**

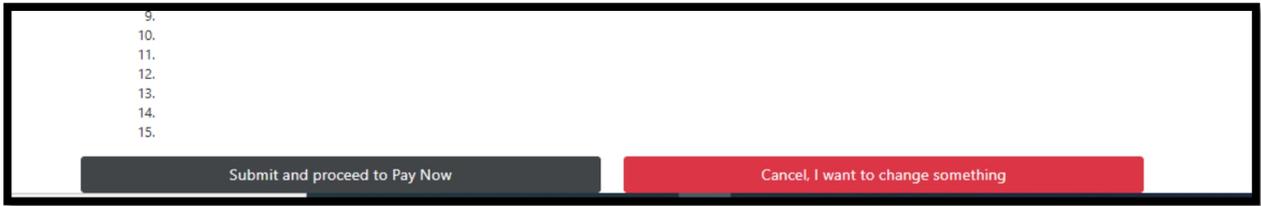
5 years of administrative experience as Assistant Registrar or in equivalent post.

**Pay Level:** L12  
**Pay Range:** Pay Range: ₹ 78800 - 209200  
**Location:** Aligarh  
**Application Fee:** Rs. 1  
**Form Opening Time:** August 1st 2020, 12:00:00 am  
**Form Registration End Time:** September 30th 2020, 11:59:59 pm  
**Form Payment End Time:** September 30th 2020, 11:59:59 pm

[Apply](#)

Click on “Apply” button, this will generate the viewable pdf version of the application form based on the filled up information.

At this point, the applicant may review the form again, to change any filled up information, if required, or alternatively proceed for submission of the required fee.

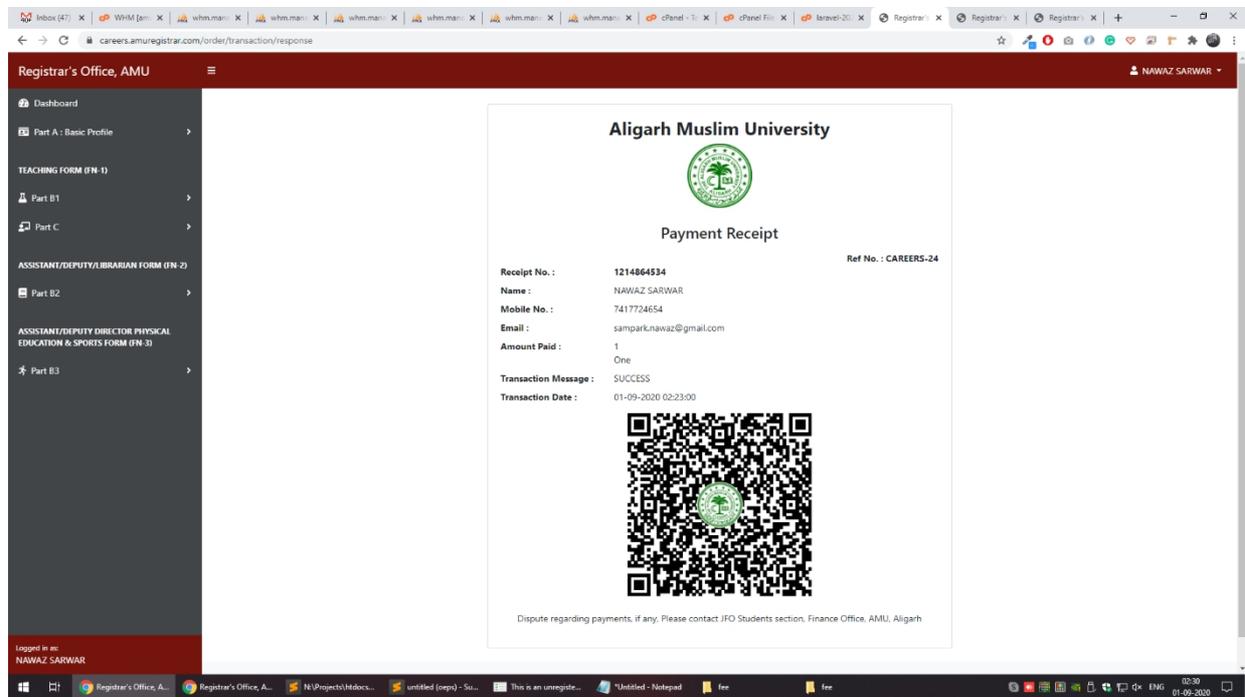


### Step 6: Payment of the required fee

Applicant must ensure that he/she is eligible to apply for the post for which application is being submitted as the Application Processing Fee is non-refundable.

Application Processing Fee is to be paid ONLINE only. The applicant should keep ready his/her Net Banking/Debit Card/Credit Card details and follow the instructions available on the website to make payment.

Once the Application Processing Fee has been paid, the Payments Receipt shall be generated and the control will be redirected to the Dashboard where a PDF copy of the duly paid Application Form will be available for download. Upon clicking “Submit and proceed to Pay Now”, payment gateway will open for submitting the required fee. Once paid, the receipt will be generated and the control will be redirected to the dashboard.



Note: Please note the applicants are not allowed to update/modify their Application Form in any circumstances once they have paid the Application Processing Fee.

### Step 7: Addition of Form on the Dashboard

Message of addition of the form on the dashboard will appear after successful payment of Application Processing Fee.

S.No.	Post Type	Post Title	Location	Pay Level	Fee	Open Date	Last Date	PDF	Status
1	GENERAL (Non Teaching Post)	Deputy Registrar, Aligarh Muslim University	Aligarh	L12	1	2020-08-01 00:00:00	2020-09-30 23:59:59		

### **Step 8: Printing and Submission of Hard copy of Application Form.**

Take the Printout of the PDF Generated Application Form on A-4 Size paper. Put your signature and paste your recent photograph at the designated place on the Application Form. Attach the relevant document(s) with the Application Form, for example, publications, books, etc. Do not fold or mutilate the Application Form in any way.

Hard copy of the Application Form, complete in all respects, must be submitted by hand or through Registered Post / Speed Post / Courier in a separate envelope for each applied post so as to reach the respective offices as mentioned in the respective advertisement up to 5:00 PM on or before the last date of receipt.

For example, Forms pertaining to Teaching position (under General Advertisement) should be submitted at the following address:

**Joint/Deputy Registrar,  
Selection Committee Section(Teaching),  
Aligarh Muslim University, Aligarh. (U.P)  
India, Pin Code: 202002**

## **5.Submission of printed application form in hard copy:**

**Help Line** - In case of any technical problems or any other query regarding the online filling of the application form and deposit of online fee the candidate may contact at Help Line Number 05712700920 Etn- 1178 on all w