

# Instructions for Candidates

Candidates are required to carefully read the following instructions before filling the online application form.

## A) General Instructions

1. Candidates are advised to read the **detailed advertisement and other instructions** carefully before filling the online application form.
2. Application form can be filled online through the portal  
<https://sgbaurec.samarth.edu.in>
3. Candidates should provide a valid email ID and mobile number, which must remain active throughout the recruitment process. Candidates are suggested to use their own email id and mobile number.
4. Candidates should preserve the Login credentials generated for the Recruitment Portal.
5. Candidates should keep the following information and scanned documents ready before starting the online application process:
  - ✓ Personal details
  - ✓ Educational qualifications
  - ✓ Teaching/Research/Professional experience (if applicable)
  - ✓ Research publications details
  - ✓ Category and reservation certificates (if applicable)
  - ✓ Scanned photograph and signature in prescribed format and size
  - ✓ Documents for academic, teaching and research sections
  - ✓ Other relevant supporting documents
6. The **completed application form/s**, downloaded after online submission, must be submitted in hard copies in the required number of copies (mentioned in advertisement) to the University Office on or before Last date.
7. Candidates should download and retain a copy of the submitted application form/s for their records.
8. Attested true copies of all required documents should be enclosed with each set of the form.
9. Application process should be **completed well before the last date** to avoid any last-minute technical difficulties.
10. The University shall not be responsible for any technical or payment gateway related issue.
11. Candidates are advised to **regularly visit the University website and Recruitment portal** for updates and further instructions related to the recruitment process.

## B) Candidates who wish to apply for more than one post

Candidates who wish to apply for more than one post may apply through a single login on the recruitment portal.

1. Different application forms would be generated for each post.
2. Completed forms for all applied posts need to be submitted in hard copies separately.

## C) Candidates who wish to apply for more than one category for the same post

Candidates who wish to apply for more than one category for the same post should apply through different login on the recruitment portal.

1. Such candidates **should create a new registration using a different email ID**.
2. They **must log in using new login credentials (User ID and Password)** created for this category.
3. A separate form would be generated for each applied category for the same post.
4. Completed forms for all applied posts & categories need to be submitted in hard copies.

## D) Guidelines for filling online application

Please read the following instructions carefully before applying on the SAMARTH portal

### 1) Specifications for Scanned Documents:

Sr. No.	Name of Document	Acceptable Format	Acceptable Size
1.	Photo and Signature	jpg/jpeg/png	20 KB to 100 KB
2.	X/XII Certificate (Indicating DOB)	pdf/jpg/jpeg/png	20 KB to 100 KB
3.	Category Certificate	pdf/jpg/jpeg/png	20 KB to 500 KB
4.	Additional Uploads (Small Family Declaration, etc.)	pdf/jpg/jpeg/png	100 KB to 500 KB
5.	Academic Qualifications	pdf/jpg/jpeg/png	Max. 500 KB
6.	Administrative Experience	pdf/jpg/jpeg/png	Max. 500 KB
7.	Research Publications / Patents	pdf/jpg/jpeg/png	Max. 500 KB
8.	Honors and Awards	pdf/jpg/jpeg/png	Max. 500 KB

- 2) Following fields are not mandatory for the post of **Contractual Teachers**. If you do not wish to write in any of these fields, **please type “NIL’ and proceed:**

<p><b>2.1 Academic Qualification</b></p> <ul style="list-style-type: none"><li>• kindly indicate in 100 words as to what makes you suitable for being considered under this Section</li></ul> <p><b>Ph.D.</b></p> <ul style="list-style-type: none"><li>• Salient features of your Ph.D. research work (Max. 100 words)</li></ul> <p>Additional Information:</p> <p><b>5.1</b></p> <ul style="list-style-type: none"><li>• How would you create an innovative learning environment? (max 100 words)</li><li>• Outline your most significant contribution towards research. (in 100 words)</li><li>• Outline your proposed roadmap for teaching and research for the next five years (in 100 words) Membership/Fellowship of Academies/Institutions/Professional Societies.</li><li>• Present your vision for the University / Department for next five years Other activities/responsibilities: (academic/administrative).</li><li>• Any other relevant information, if not given above.</li></ul>
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- 3) Other Instructions for Portal:

**1. ‘Education’ tab:**

Under ‘Ph.D.’,

**Date of submission:**

If you fail to find the exact date of Ph.D. thesis submission, you may enter the date of Ph.D. notification in this field also. Other dates are mandatory.

**2. Upload for NET/SET Exemption:**

If you have acquired Ph.D. before Sep. 2009, please upload the “Ph.D. notification” in place of “NET Exemption Certificate” in the ‘Upload’ section.

If your subject is exempted from NET/SET/SLET, please upload ‘Self-declaration’ in the ‘Upload’ section

**3. “Upload” tab**

- i) X/XII certificate (indicating DOB): If X or XII certificate having Date of Birth, is not available, candidate can upload any of the following documents indicating DOB. (Birth Certificate, Domicile Certificate, T.C.)

- ii) Category Certificate :-

- Candidates belonging to reserved categories except Scheduled Castes and Scheduled Tribes are required to upload caste and Non-Creamy Layer Certificates.
- The Candidates belonging to SEBC category should upload SEBC Certificate.
- The Candidates belonging to EWS category should upload EWS Certificate.

**4. Full time teaching (experience)**

If the pay slip is not available, the candidate may upload relevant document or self-declaration in this regard.

## **E) Submission of forms**

Send hard copy of forms at following address with clearly mentioning about "**Application for the post of.....**" at the top.

To,  
The Registrar  
Sant Gadge Baba Amravati University  
Camp  
Amravati 444 602

In case of any query please contact:

**[dreestablishment@sgbau.ac.in](mailto:dreestablishment@sgbau.ac.in)**