# 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**, downloaded after online submission, must be submitted in hard copies **along with the ATR form** in the required number of copies to the University Office on or before Last date.

7. Candidates should download and retain a copy of the submitted application form for their records.

8. Attested true copies of the documents related to Academic, Teaching and Research should be enclosed with each set of the ATR form.

9. Attested true copies of other required documents should be enclosed with each set of the downloaded application form.

10. Application process should be **completed well before the last date** to avoid any last-minute technical difficulties.

11. The University shall not be responsible for any technical or payment gateway related issue.

12. Candidates are advised to **regularly visit the University website and Recruitment portal** for updates and further instructions related to the recruitment process.

## B) Instructions for candidates who had applied earlier

Candidates who had **already applied for teaching posts through the recruitment portal in response to the earlier advertisement** (No.: SGBAU/1/103/2-606/2024, dated 09/10/2024) and whose applications were submitted through the portal should apply afresh without remittance of Application Fees.

1. Such candidates **should not create a new registration**.

2. They **must log in using their existing login credentials (User ID and Password)** created during the earlier application process.

3. Candidates who are unable to access their account may use the **"Reset Password"** facility available on the login page of the recruitment portal.

4. Candidates who had applied earlier and had paid the fees, **are not required to pay the application fee again** for submitting the new application.

5. Follow these steps to claim the exemption in Application fees:

   a) Go to "**Declaration**" Section:

   b) Select "**Have you applied in this department for the same position** against advertisement No. SGBAU/1/103/2-606/2024(XXX/2024)……….."

   c) Select "**Yes**" from the dropdown list.

   d) Enter the "**Application Form Number**" which you have submitted earlier. (e.g. CSBTXXX)

   e) This will exempt you from paying the fees.
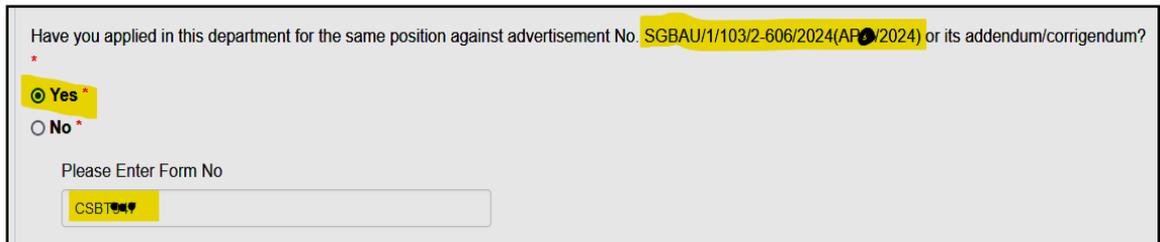
Have you applied in this department for the same position against advertisement No. SGBAU/1/103/2-606/2024(AP■/2024) or its addendum/corrigendum?
*
⦿ Yes *
○ No *

   Please Enter Form No
   CSBT■■■

6. Earlier form can be downloaded from the dashboard.

## C) 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 **Assistant Professor**. If you do not wish to write in any of these fields, **please type "NIL' and proceed**:

> **2.1 Academic Qualification**
> - kindly indicate in 100 words as to what makes you suitable for being considered under this Section
>
> **Ph.D.**
> - Salient features of your Ph.D. research work (Max. 100 words)
>
> Additional Information:
> **5.1**
> - How would you create an innovative learning environment? (max 100 words)
> - Outline your most significant contribution towards research. (in 100 words)
> - Outline your proposed roadmap for teaching and research for the next five years (in 100 words) Membership/Fellowship of Academies/Institutions/Professional Societies.
> - Present your vision for the University / Department for next five years Other activities/responsibilities: (academic/administrative).
> - Any other relevant information, if not given above.

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.