<p style="text-align:center">Online Recruitment Process Guidelines</p>

<p style="text-align:center">**Advt. No.: TAAS – 03 / 2018-19 dated 05.12.2018**</p>

1. **For New Candidate Registration** :- Click on the link : **Advt. No.: TAAS – 03 / 2018-19 dated 05.12.2018** : **Click here for new candidate registration** available below the Login section in the left side of Recruitment Home Page

2. **All the candidates are required to register themselves only once. From the same login you can apply for any number of posts as required.**

3. When you click on this link, the registration page is displayed on the screen.

4. Fill all the required details in the candidate registration form and click on Submit button.

5. This will register your details and generate **Login ID** and **Password** for Online Recruitment Process.

6. **Kindly note that you shall receive SMS of Login ID and Password for Online Recruitment Process on your registered mobile.**

7. Please check your mobile for SMS of login details.

8. **For already registered Candidates** : Enter Login ID and Password allotted to you for Online Recruitment Process in the Login section of Recruitment Home Page.

9. Enter **Captcha** as displayed on the screen.

10. Click on **Login** button.

11. This will open your Personal Home Page for Online Recruitment Process.

12. For applying online for any of the post, first you have to create Personal Profile.

13. All the details required for online application are grouped together under various heads/sections as given below :

   a. *Personal Information*

   b. *Educational Qualifications*

   c. *Experience Details*

   d. *Other Details*

   e. *Current Job Details*

   f. *References*

   g. *Upload Photograph*

   h. *Upload Signature*

   i. *Upload Documents*

14. Your Profile creation will be completed once you complete filling in information in all the above heads/section.

15. **How to apply for a Post?**

   a. Click on **Apply & View Status** link

   b. First properly read Eligibility Criteria for applying for any of the posts mentioned in the Advertisement.

   c. Once you are sure that you are eligible for the said posts, simple click on the button **Apply Online**.

   d. This will generate application form for the selected post.

   e. Click on the link **View/Print Application** form to read the application form generated.

   f. Once you are sure that all the information entered by you is true and correct, click on the link **Pay Fees** to make online fees payment.

   g. You can make online payment of Application Fees as mentioned in the Advertisement as per Category by Net banking / Debit Card / Credit Card etc.

   h. **Once the Online Payment is successful, your application shall be automatically submitted to UoM and will get locked**.

   i. Take print out of application form and keep it with you for future process.

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