

GUIDELINES FOR FILLING APPLICATION FORM ON SAMEER WEBSITE

1. REGISTRATION

- 1.1. For filling up the online application form candidates have to first register at <http://recruitment.sameer.gov.in> using their email address. Confirmation of registration will come to your email address. After authentication from email inbox, the registration will be completed.
- 1.2. Note that only **ONE APPLICATION** is permitted using **ONE EMAIL ADDRESS**.
- 1.3. If you wish to apply for more than one post, please register again with a different email addresses.

2. FILLING UP APPLICATION FORM

- 2.1. Application form is divided into multiple pages. Only after you finish entering all the entries on one page you can go to next page and so on.
- 2.2. If you fill some pages of the form and logout (or some other interruption occurs) before submitting the form, then you will have to fill the whole form again.
- 2.3. Once you finish all the entries on last page you can **SAVE** the form and then the form will be seen on DASHBOARD by clicking **HOME** button.
- 2.4. After you **SAVE** the form then in the **HOME** menu there will be 3 links
 - 2.4.1. **PREVIEW**: To view all the fields of the form.
 - 2.4.2. **EDIT FORM**: To edit the form again.
 - 2.4.3. **SUBMIT**: This will submit the form.
- 2.5. You can preview the form and make changes by using EDIT button as many times as you wish
- 2.6. Once the form is ready, press SUBMIT button.
- 2.7. Once the form is submitted **NO Changes** can be done.
- 2.8. After you submit the form, on the **HOME** menu you will see **Summary.pdf** and **Fullform.pdf**
- 2.9. Kindly save the above two files and get print outs

3. Application Form : Personal Information

- 3.1. Fill in all the fields
- 3.2. For Address, please type in entire address and ensure to give the Pin Code
- 3.3. For landline number, please provide relevant STD code
- 3.4. Kindly note that all correspondence / communication will be done to the address, email address and / or phone number mentioned in these fields. It is the responsibility of candidate to provide the correct details so that communication can be established in case needed.
- 3.5. Application charges of Rs. 100/- has to be paid via Demand Draft in favour of "Society for Applied Microwave Electronics Engineering And Research" payable at Mumbai. In the fields provided, please enter Demand Draft number and Name of Issuing Bank.
- 3.6. The candidates from SC/ST, Physically Disabled Category and Ex-Servicemen are exempted from the application fees. They should enter NA in these fields.

4. Educational Qualification

- 4.1. You have to fill Educational Qualification details starting from SSC onwards. At first you have option to fill up only SSC details. On the top left corner there is a link called "ADD QUALIFICATION"
- 4.2. After you click on "ADD QUALIFICATION" you will get option to fill educational qualification for next level. for example: HSC
- 4.3. After filling HSC details you again click "ADD QUALIFICATION" to add more entries. Continue adding entries as per your requirement. Please be careful and not add extra blank entries.
- 4.4. In case you ADD qualification by mistake, fill NA in all the fields.
- 4.5. No field can be left blank. Fill NA if the field is not applicable to your application.

5. Professional Training / Employment record

- 5.1. Similar to Educational details you have to fill up one entry at a time starting with the oldest Employment/training first.
- 5.2. Then use the "ADD TRAINING" / "ADD RECORD" to add more entries.
- 5.3. In case you ADD a field by mistake, fill NA in all the fields.

6. RELATIVE DETAILS

- 6.1 Please enter details of any relative if he/ she is working in SAMEER

7. REFEREE DETAILS

- 7.1 Please give name and details of two referees.

8. LIST OF ATTACHMENTS

- 8.1 Candidates are **required** to save the **Summary.pdf** and **Fullform.pdf** files to their machine.
- 8.2 Print the files **Summary.pdf** and **Fullform.pdf** in A4 size, color or black & white; **SIGN** the form and send it to the address mentioned below along with Demand Draft (if applicable)
- 8.3 Envelope should be super scribed with the advertisement number, Name of the Post applied for with Code and sent to address below so as to reach latest by **12th February 2018**

The Registrar
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