

## **GUIDELINES FOR FILLING APPLICATION FORM ON SAMEER WEBSITE**

(Candidates are advised to carefully read and strictly follow the instructions while filling the application)

### **1. REGISTRATION**

- 1.1. For filling up the online application form candidates have to first register at <http://recruit.sameer.gov.in> using their email address. After filling registration form, confirmation link will come to your email address. After clicking on confirmation link from email inbox, the registration is confirmed & your account is activated.
- 1.2. Please note that IF THE CONFIRMATION is not done by clicking the link in your email inbox, the registration is not COMPLETE and access will not be possible. Merely trying to reset password will not work in this case.

### **2. FILLING UP APPLICATION FORM**

- 2.1. On the **Dashboard** page, click on '**New Application**' button to apply for new post. Select the post you wish to apply & then click '**Apply**' button & confirm your selection.
- 2.2. Application form is divided into multiple tabs. Only after you finish entering all the entries on one page you can click on '**Save & Proceed**' button and go to next tab and so on.
- 2.3. After entering & saving '**Referee Details**' you can go to the '**Final Submit**' tab by clicking on '**Next**' button.
- 2.4. In '**Final Submit**' tab, there is '**Preview Application**' button. By clicking it you can see full preview of the application form.
- 2.5. You can make changes by clicking on '**Back**' button and edit the form if needed as many times as you wish.
- 2.6. Once the form is ready, click on '**Final Submit**' button to final submit the form.
- 2.7. Once the form is submitted NO CHANGES can be done.
- 2.8. After you final submit the form, you can click on **My Applications List** link to see all applications where you will see **2 buttons**:
  - 2.8.1. **View**: To view all the fields of the form.
  - 2.8.2. **Application Form**: View the form in PDF format
- 2.9. Kindly download the Application Form (.pdf format) and get print outs.

### **3. APPLICATION FORM: PERSONAL DETAILS**

- 3.1. Fill in all the fields (Note: Fields marked with \* are compulsory).
- 3.2. For *Address*, please type in entire address and ensure to give the correct 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.

### **4. APPLICATION FORM: EDUCATIONAL QUALIFICATION**

- 4.1. You have to fill Educational Qualification details starting from SSC on wards.
- 4.2. Please note that the Educational details should be entered strictly as per mark-sheets of education board/university.

**5. APPLICATION FORM: PROFESSIONAL TRAINING/ EMPLOYMENT RECORD**

- 5.1. You have to fill up one entry at a time starting with the oldest Training/Employment first.
- 5.2. Then use the ‘**Add Professional Training**’/ ‘**Add New Employment Details**’ to add more entries.
- 5.3. In case you added a field by mistake, you can delete the record by clicking on the ‘**Delete**’ button.
- 5.4. You can edit the entry by clicking on the ‘**Edit**’ button if needed.

**6. APPLICATION FORM: RELATIVE DETAILS**

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

**7. APPLICATION FORM: REFEREE DETAILS**

- 7.1. Please give name and details of two referees.

**8. LIST OF ATTACHMENTS**

- 8.1 **IMPORTANT:** Candidates are required to save the **Application Form (.pdf format)** to their machine after final submitting.
- 8.2 Print the **PDF Application Form** in A4 size, color or black & white, **SIGN** the form for the further procedure along with all documents as per the advertisement.

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