

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.
- 1.4. Pl 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. 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.
- 2.2. After entering Payment details you can go to the **Final Submit** tab by clicking on Next button.
- 2.3. In **Final Submit** Tab there are two buttons **Preview PDF** and **Submit**. By clicking on **Preview PDF** you can see full form and you can edit the form if needed.
- 2.4. You can preview the form and make changes by using EDIT button as many times as you wish
- 2.5. Once the form is ready, press **SUBMIT** button.
- 2.6. Once the form is submitted **NO Changes** can be done.
- 2.7. After you submit the form, on the **Dashboard** you will see **2 links**
 - 2.7.1. **My Application**: To view all the fields of the form.
 - 2.7.2. **Application Form**: View the form in PDF.
- 2.8. Kindly save the **Application Form** 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.

4. Educational Qualification

- 4.1. You have to fill Educational Qualification details starting from SSC onwards.

5. 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 ADD a field by mistake, you can delete the record.

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. Payment

- 8.1. The method to pay the application fee can be selected as via Online Transfer or Demand Draft. Please choose the option accordingly and fill in the relevant fields provided.

9. LIST OF ATTACHMENTS

- 8.1 Candidates are **required** to save the **Fullform.pdf** files to their machine.
- 8.2 Print the **Fullform.pdf** in A4 size, color or black & white; **SIGN** the form and send it to the address mentioned below along with all documents as per advertisement.
- 8.3 Envelope should be super scribed with the advertisement number, Name of the Post applied for with Code and sent to the address below.

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