

STEPS INVOLVED IN ONLINE APPLICATION PROCESS

Step 1: Read advertisement, instructions, qualifications, eligibility criteria carefully.

Step2: Go to **Apply Online** link on the college website www.isdc.ac.in or go direct to <http://103.228.143.176/isdc/>

Step 3: Click on New registration and follow the instructions.

Step 4: Fill the mandatory fields like Name, Father's Name, Mother's Name, Date of Birth, Valid mobile no (One time password, User Id & Passowrd any updatation or chnages are sent to the mentioned mobile no. if required. Mobile no will not be change in any case), email address (all informationsregarding recruitment like amendments and changes if any will be send to the email. Email adress can not be changed), aadhar no (optional).

Step 5: After filling these informations an OTP will be send to your mobile no. Please fill OTP no. in prescribed OTP box and click next Button to Register for online process.

Step 6: Payemnt option will appear on screen. Please select your applied post and go to payment option. Do payment by selecting any mode of payment like credit card,debit card, net banking etc. (*SC, ST Rs. 500.00 and GEN/ OBC Rs. 1000.00, Differently Abled Person candidates are exempted from application fees*)

Note : Payment will not be refunded in any case..

Step 7: Fill online form by save and next procedure.

Step 8: Merge all scanned images pages of certificates, testimonials and research works etc. and convert into PDF format and upload wherever required. Kindly carefully follow the instructions to upload the files.

Step 9 : Each selected file to upload shall not exceed the size of 15 MB.

Step 10: If all filled & correct informations are true, please click on final submission boton (After final submission you can not edit any information. Hence it is advisable that before final submission kindly ensure that all information given by you are true & correct)

Step 11: Please download pdf file of outline submitted form and take print of the same for future purpose.

Step 12 : The copy of the online submitted application form alongwith all the self attested marksheets, certificates, testimonials, research works etc. claimed in support of candidature while filling the outline form should must be present at the time of interview, if called.