

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.jtgdc.org or go directly to <http://103.228.143.176/jtgdc/>

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 & Password any updation or changes are sent to the mentioned mobile no., Mobile no. will not be changed in any case), email address (all information regarding recruitment like amendments and changes, if any, will be send to the email. Email address cannot be changed), Aadhar no (optional).

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

Step 6: Payment option will appear on the 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 go to next procedure.

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

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

Step 10: If all filled information are true/correct, please click on 'final submission' button (After final submission you cannot 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 online submitted form and take print out of the same for future purposes.

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 online form, must be presented at the time of interview.