

Ambedkar University, Delhi

Instructions for filling online Application Form for Teaching Positions

- Before filling up the Online Application Form, candidates are advised to carefully read the instructions.
- Click on “**Careers@AUD**” link from university website.
- Click on “**Academic Positions**” Select the desired Job and Click “**Apply Online**” after reading the instructions and start filling the form.
- Fields with red STAR (*) marks are mandatory and essential to be filled in by the candidate. The Program automatically checks to make sure all the required information is provided. It will alert you if required information is missing. You will not be able to submit your application until all the required information has been provided.
- **Please put ‘NA’ or ‘00’ for those fields which are not relevant to you.**
- Keep scanned copy of your photograph (dimensions: 200*150) and signature (dimensions: 200*120) ready for uploading at the time of filling up the form assures that both files should be in JPG format with a size limit of 500KB.
- Once you hit “**Submit**” button you can check and make changes in your Application form. Through preview of your Application Form and Once you hit “**Continue**” button in Preview page of Application form No more Changes Can be made. Please be sure to review your Application Carefully before Submission.
- There is an advantage of Auto-Save of Data in Application form. If, in any case, you close your Application form without submission, then you can continue your form by logging in again.
- Those who are already in service are required to send hard copy of the application(s) along with copies of certificates, etc through proper channel.
- Applications submitted online followed by a hardcopy thereof will be entertained.
- In case of any technical problems, please send an email to careers@aud.ac.in with a copy to acadservices@aud.ac.in.
- For any further queries , please send a mail to acadservices@aud.ac.in , Phone

Number :+91-11-23862326 (9 AM to 5 PM on working days only)

STEPS REQUIRED FOR FILLING THE ONLINE JOB APPLICATION FORM

- i. Click on “**Careers@AUD**” link from university website.
- ii. Click on “**Academic Positions**” Select the desired Job and Click “**Apply Online**” after reading the instructions and start filling the form
- iii. Click on the relevant position to get details about the particular position.
- iv. Click on ‘Apply Online’ button to apply for the position.
- v. Enter your Name and primary email ID (An authentication code will be sent to your email id).
- vi. Enter the Captcha & click on Submit button.
- vii. Check your email. You'd have received a mail from careers@aud.ac.in containing your confirmation code (please check the notification / Spam folder in case the mail isn't found in the inbox).
- viii. Return to the AUD Online Job Form Login screen
- ix. Re-enter your Name, Email ID & Captcha
- x. You'll be asked to enter a password - Enter the password sent to you via email
- xi. On clicking Submit button, you'd be redirected to the Online Job Application Form.
- xii. Upload scanned copy of your photograph (dimensions: 200*150) and signature (dimensions: 200*120) in JPG format with a size limit of 500KB each.
- xiii. Please put ‘NA’ or ‘00’ for those fields which are not relevant to you.**
- xiv. After submission of duly filled application form, preview of the application form would appear for the final review from the candidate.
- xv. One can make any modifications required by going back to the application form during preview process.

- xvi. If the form is complete, then one can submit the application and complete the process of online application form.
- xvii. **A unique reference number would be generated for each application. Candidate can refer this unique number for future communication.**
- xviii. A mail would be sent to the primary email id along with the copy of duly filled application form and steps & instructions of the online application form.
- xix. **Candidate would need to take printout of the application form and send it by post along with attested copies of all the relevant documents/ testimonials etc. to the Dean, Academic Services, Ambedkar University, Lothian Road, Kashmere Gate Delhi-110006.**

CHECKLIST

| S.No. | | Yes/ No |
|-------|--|---------|
| i. | Do you have scanned copy of your signatures ready for filling online application form? | |
| ii. | Do you have scanned copy of your photograph ready for filling online application form? | |
| iii. | Have you submitted your online application form? | |
| iv. | Have you taken printout of the on-line application form? | |
| v. | Have you attached all the relevant documents/ certificates/ testimonials? | |
| vi. | Have you enclosed proof of age? | |
| vii. | Have you enclosed attested copy of SC/ST/OBC/PwD? | |