



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल Office Automation

## Instructions to Apply Online

### **Step 1:**

Use Google Chrome browser to fill up the application form and make sure Pop-up window is not blocked. Follow the steps to unblock the Pop-up window in Google chrome. Select **“Allow all sites to show pop-ups”**.

The screenshot shows the 'Turn pop-ups on or off' settings page in Google Chrome. At the top, there are three tabs: 'COMPUTER' (selected), 'ANDROID', and 'IPHONE & IPAD'. Below the tabs, the title 'Turn pop-ups on or off' is displayed. A numbered list of six steps provides instructions on how to access the settings. Step 6 lists two options: 'Do not allow any site to show pop-ups (recommended)' and 'Allow all sites to show pop-ups'.

1. On your computer, open Chrome.
2. At the top right, click More  $\text{⋮}$ .
3. Click **Settings**.
4. At the bottom, click **Show advanced settings**.
5. Under "Privacy," click **Content settings**.
6. Under "Pop-ups," select an option:
  - Do not allow any site to show pop-ups (recommended)
  - Allow all sites to show pop-ups

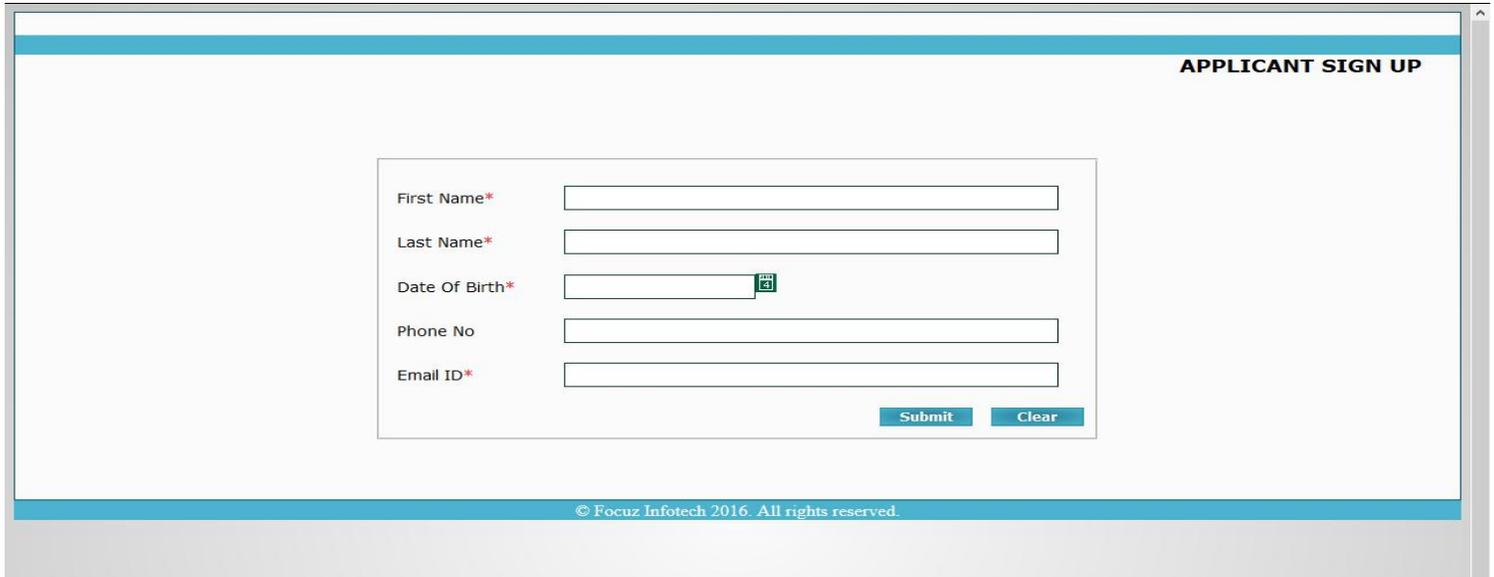
### **Step 2:**

Click on the [Apply](#) link, the following screen will appear. Enter your Email Id and Password to Apply.

The screenshot shows the 'APPLICANT LOGIN' form. The form is titled 'APPLICANT LOGIN' in the top right corner. It contains two input fields: 'User Name\*' and 'Password\*'. Below the 'Password\*' field, there is a link for 'New User?' and a 'Login' button. The form is set against a light blue background with a white border. At the bottom of the page, there is a copyright notice: '© Focuz Infotech 2016. All rights reserved.'

### **Step 3:**

For New User, Click on the [New User](#), the following screen will appear.



The screenshot shows a web form titled "APPLICANT SIGN UP" in the top right corner. The form contains five input fields: "First Name\*", "Last Name\*", "Date Of Birth\*" (with a calendar icon), "Phone No", and "Email ID\*". At the bottom right of the form are two buttons: "Submit" and "Clear". A copyright notice "© Focuz Infotech 2016. All rights reserved." is located at the bottom of the page.

1. Enter the required details and submit the form.
2. Password will be sent to your registered email id.
3. After New User Registration, follow [Step 2](#) to apply online.

## Step 4: Fill up the Application form.



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal  
Bhopal Bypass Road, Bhauri 462066.

### Application Form for Non-Teaching Positions

Application Date	24-09-2020	Application Number	POST_REFERENCE_NO_58_47197
Advertisement No and Date	Post Applied For	Mode	
NT-02/2019, Dated 13-06-2019	ASSISTANT ENGINEER (CIVIL)	--Select--	

#### 1. Personal Information :

First Name*	Middle Name	Last Name	<b>Color Photograph</b>  <small>(Maximum File Size : 50kB)</small>
Date of Birth*	Age	Gender	
Father's Name <input checked="" type="radio"/> Husband's Name <input type="radio"/>	Mother's Name	Marital Status	
Nationality	Religion	Category	
Ex-Servicemen	PWD Eligibility	PWD-Sub-Category	
Type of Disability	EWS (Economically Weaker Sections) Applicability *	Photo ID Number*	

#### 2. Contact Details :\*

Address for correspondence	Contact Details	
	Landline with ISD/STD Code	
	Mobile Number	9999999999
	Personal E-Mail Id	noleh26297@tinkmail.net

#### 3. Academic / Professional ( In chronological order from 10th onwards) :\*

Sl.No	Degree	Course Name	Name of the University	Type of study	Passing Year	Marks Maximum	Marks Secured	% of Marks	Subject(s) studied	Attachment <small>(Maximum File Size : 1MB &amp; type: .pdf)</small>	
1	SELECT			SELE						Choose File No file chosen	

**4. Professional Experience from current position onwards( One Field is mandatory) :\***

[Add Row](#) [Remove](#)

Sl.No	Position	Name of the Organization	Type of Organization	From	To	Duration Y.M.D	Type of Appointment	Pay Scale/Pay Band/Pay Level	Basic Pay	Area of Work(Brief Description of Duties)	Attachment <small>(Maximum File Size : 1MB &amp; type: .pdf)</small>
1	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	SELECT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

**5. Annexures to be uploaded with Application :\***

(Maximum File Size : 50KB & type: .pdf)

Experience Certificate-cum-NOC (Annexure-1)

Pay Scale Equivalence Certificate (Annexure-2)

Certificate for SC/ST/OBC/PwD/EWS Category (Annexure-3)

Declaration Undertaking (Annexure-4)

Form of Undertaking For Ex-Servicemen (Annexure-5)

Undertaking for OBC-NCL (Annexure-6)

<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen

Signature

(Maximum File Size : 50KB & type: .jpg)



[Upload Sign](#)

Declaration:

I undertake that the above information is true to the best of my knowledge and I understand that disciplinary action will be initiated for any misrepresentation. I understand that the application shall summarily be rejected without uploading the required annexures as mentioned in the Advertisement vide Item No. XXI, besides all others terms and conditions. There are No legal disciplinary proceedings pending or contemplated against me. I am not suffering with any major illness and chronic medical problems for which treatment is going on.

[Submit](#)

**Step 5:** Click on the **SUBMIT** button and you will be redirected to online payment.



**IISER Bhopal**  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL

Recruitment Online Payment

Reference Id	REC_NT-02/2019_AE(CIVIL)-1000_111
Select Post	ASSISTANT ENGINEER (CIVIL)
Name:	Ishan Gupta
Mobile Number	9999999999
Application Fee	50
Payment Mode	Debit Card

**PAY NOW**

**Step 6:** After the successful payment, a page with success notification will be shown. Click on “**Complete Process & Generate Report**”



**IISER Bhopal**  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL

Payment Completed Successfully

transactionId	REC_NT-02/2019_AE(CIVIL)-1000_111
sbiEpayId	2424965295218
Status	SUCCESS

**Complete Process & Generate Report**

**Step 7:** You will receive an email in your registered email id with confirmation of application submission along with a link to take print out of application.

**Step 8:** Take print out and save for your reference.