

Steps to be followed to submit Online Application Form

Only For Male General/OBC Candidate (Non-PwD)

Step-1: Click on the button **“Apply Online”**

Step-2: Click on **“New Registration”** button and Fill up the Registration Form.

Step-3: After submission of Registration Form, you will receive a confirmatory e-mail with User Id and Password.

Step-4: Click on the button **“Click Here to Complete Next Step”** available in your Inbox. It will redirect you to Log in page and Log In with your Registration No and DoB (Date of Birth). Then, select the option for the payment of Application Fee.

Step-5: Once you select the option to pay the Application Fee, it will redirect you to SBI Payment Portal to pay Application Fee online.

Instruction to payment

- Read out the disclaimer clause given at SBI portal carefully.
- Check the **“I have read and accepted the terms and conditions stated above”** given at the bottom of the page and Click on **PROCEED** button.
- Select the Payment Category **“Fees for NAS Position”** and fill up the form carefully.
- Your name and other details should be same as entered in the Registration Form.
- After filling up the form, click on **SUBMIT** button, available at the bottom of the page.
- After submission, confirmation page will open to verify the details. If all details are correct, click on **CONFIRM** button.
- Select the Payment Options and click on Arrow Mark, which will direct you to the Final Payment Page.
- Enter the Debit Card/ Credit Card details and click on **PAY** button.

Step-6: After successful payment of Application Fee, you will receive an SMS containing Transaction Id (DU No)

Step-7: After 24 hours of payment of Application Fee, you may Log in with your Registration No, DoB (Date of Birth) and Transaction Id (DU No) by clicking the button **“Click Here to Complete Next Step”** given in your Inbox or Click **“Apply Online”** or button given at www.rgipt.ac.in in Recruitment >> Non-Teaching Staff Section.

Step-8: Keep ready following documents before starting online submission of Application Form

- Scanned copy of mark sheet pertaining to educational/professional qualifications
- Scanned copy of experience details
- Scanned copy passport size photo (Maximum size- 50 KB) and Signature (Maximum size- 20 KB)
- Caste Certificate/ PwD certificate

Step-9: Fill up the Application Form.

Step-10: In Educational Qualification, Professional Qualification and Experience Details sections, click on **SAVE** button to add qualification/experience details. Please ensure to SAVE all your entered information.

Step-11: After completing the Application Form, Click on **PREVIEW** button to verify the entered information. Once you find the entered information correct, Click on **CONTINUE** button and that will bring you on main Application Form.

Step-12: To submit the Application Form, Click on **SUBMIT** button.

Step-13: After successful submission of Application Form, submitted form will open. You may take out the Print Out for further reference.

Step-14: You will also receive an e-mail about the successful submission of Application Form.

Note: Payment Option will be closed on 14-12-2017 at 12.00 Noon.

For Other Candidate

Step-1: Click on the button **“Apply Online”**

Step-2: Click on **“New Registration”** button and Fill up the Registration Form.

Step-3: After submission of Registration Form, you will receive a confirmatory e-mail with User Id and Password.

Step-4: Click on the button **“Click Here to Complete Next Step”** available in your Inbox. It will redirect you to Log in page and Log In with your Registration No and DoB (Date of Birth). Then, you may fill the final portion of Application Form.

Step-5: Keep ready following documents before starting online submission of Application Form

- Scanned copy of mark sheet pertaining to educational/professional qualifications
- Scanned copy of experience details
- Scanned copy passport size photo (Maximum size- 50 KB) and Signature (Maximum size- 20 KB)
- Caste Certificate/ PwD certificate

Step-6: Fill up the Application Form.

Step-7: In Educational Qualification, Professional Qualification and Experience Details sections, click on **SAVE** button to add qualification/experience details. Please ensure to SAVE all your entered information.

Step-8: After completing the Application Form, Click on **PREVIEW** button to verify the entered information. Once you find the entered information correct, Click on **CONTINUE** button and that will bring you on main Application Form.

Step-9: To submit the Application Form, Click on **SUBMIT** button.

Step-10: After successful submission of Application Form, submitted form will open. You may take out the Print Out for further reference.

Step-11: You will also receive an e-mail about the successful submission of Application Form.