

Instructions for Filling the Online Application Form

(Read all the instructions carefully before filling the online application form)

(A) For filling the online form, the applicant should have the following in place:

1- Scanned copy of the applicant's recent photograph with following specifications.

- Photograph should be in formals.
- Photograph must be a passport size color picture.
- Maximum size 50KB.
- Photo format should be as *.jpg* or *.jpeg* only.

2- Scanned copy of the applicant's signature with following specifications.

- The applicant should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size of signature not exceeding 50KB.
- Scanned signature format should be as *.jpg* or *.jpeg* only.

Fields Marked with () are mandatory. Applicant is required to fill all information required in different sections.*

PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM

The application will be submitted online through the college website www.stbedescollege.in recruitment section.

STEP-1: Click on the “**APPLY**” button.

STEP-2: Complete the fields in first form and click on **NEXT** button. Fields Marked with (*) are mandatory. Make sure the fields that are not relevant to the applicant must be filled by NA value.

STEP-3: Applicant will receive email on her/his registered email id containing login credentials, which can be used for future reference.

STEP-4: After filling all the details, there is a provision for reviewing the details which applicant has filled in the Application Form by clicking on the **PREVIEW/EDIT APPLICATION FORM** button before final submission. The preview page will display all the details that applicant has mentioned in her/ his application form. The applicant is advised to go through all the details filled for the position carefully, as, after the final submission of the application form, the applicant will not be able to edit and/or resubmit the application again.

STEP-5: Once the applicant is sure about the details filled by her/him in the application form, tick (✓) the declaration check box and click on the **SUBMIT** button for the final submission of her/his application.

STEP-6: After successful submission of the application form, the applicant will receive email on her/his registered email id containing the application number, which can be used for future reference.

STEP-7: Click on **PROCEED FOR FEE PAYMENT**. Fee can be paid only through online mode. Payment can be made through net banking/debit cards/credit cards/UPI/Wallets.

STEP-8: After the successful payment, a mail will be sent to the applicant having application form in pdf format along with checklist form (to be used with the hardcopy submission of the application form) for her/his further reference. Applicant can also download application form in pdf format along with checklist form using their login credentials.

NOTE: *Make sure that all the fields are filled correctly before you finally submit your form.*