



Step by Step guide to fill Online Form

UPDATE: Some of the old web browsers may not work properly due to the known **security flaws** and may **not work properly with all the features** of this application and websites, which may result in loss of data. **College shall not be held responsible for any/all loss of data, if you choose to ignore this warning.**

Please update/upgrade your web browser with all latest security patches. This site works best with Firefox 22 or higher, Chrome 27 or higher, Safari 5.0 or higher.

Candidates are required to fill the Online Application Form available on the college website www.knc.edu.in by clicking the link :

Online Application Form for the post of Non-Teaching Staff.

Each applicant filling the Online Application Form will have to first register himself/herself with both e-mail id and password.

ONLINE PAYMENT ONLY :-Fee payment to be made online only by Credit/Debit card while submitting the application online.

Tab	Column/O ptions	Details	
Registra tion		Click on the registration tab to register a fresh, fill in the required details carefully and submit. You will receive an email (also check your Spam/Junk/Bulk folder) containing a link for confirmation. Please click on the confirmation link or use the given URL. You will be redirected to the login page. Fill in your login details to enter.	
General Details	Post Applied for	select as per list .	
	Department /Centre	Select from the drop- down	
	Name	Please write your First name, Middle Name and Last Name in the space provided. In case, you do not have a middle name, please leave that column blank. The name should be the same as mentioned in the Class X/XII/School leaving certificate	
	Parent's/Sp ouse Name	Write the name of the Parent as mentioned in the Class XII school leaving certificate. If married, mention the name of the Spouse	
	Date of Birth	Click on the box provided and you can select the date, month and year from the calendar (Upload the proof in the upload section)	

	Age (as on date)	Automatically calculate when you fill the Date of Birth	
	Category	Select the category you belong to from the drop-down menu (Upload the Certificate in case of SC/ST/OBC/PWD in the Upload Section)	
	Gender	Select the appropriate gender from the drop-down menu	
	Nationality	Select from the drop-down menu whether you are an Indian citizen, Overseas Citizen of India or Person of Indian Origin	
	Telephone No.	Select the country you live in from the drop down menu, area code of the area you live in and your landline number in the box for phone number. e.g. a candidate living in Delhi with phone number 11111111 will select India as Country code, 11 as area code and 11111111 as Phone number.	
	Mobile Number	Type your ten digit mobile number	
	Email	Automatically fills in the Email ID you have used as User name	
	Address for Correspondence	Type in your house no, locality etc in the address line; name of City, State and Postal Code in boxes provided for the purpose. Select the country from the drop-down menu.	
	Permanent Address	Click on the box 'Same as above' if your permanent address is same as the Address for Correspondence otherwise fill in the permanent address according to the instructions given in the address for correspondence	
Academic Qualifications	<div>Qualification</div> <div>Select the of your qualification Pattern from the drop-down menu</div>		
	Year	You have to mention the year when you passed	

	Overall percentage	You have to mention your overall percentage that you obtained after completion of the degree. In case of CGPA first convert into percentage.	
	Experience	It will be displayed automatically from the period you have entered.	

	Present Employment details	If you are not employed at present, click on the box provided for the purpose. If you are employed, fill the name of the institution, position held and the date of appointment. The present status can be selected from the drop-down menu to indicate if you are presently in a permanent, probation, Ad-hoc or temporary position. A certificate from the employer must support these details.	

	Miscellaneous Information	This includes all information not covered in previous sections	
	Computer skills	The section reveals the computer skills of the candidate which includes ICT usage, skills like word processing, spreadsheet, specialized software etc. The candidate also selects the level of familiarity with computer skills from advanced, intermediate or basic.	

Uploads	Upload Section	<p>Please choose files of digital or scanned documents that you need to upload in this section as a proof of information filled in the form</p> <p>They consist of</p> <p>a. Photograph (not more than 100kb) (Format :jpg/jpeg/png/JPG/JPEG)</p> <p>b. Signature (not more than 100kb) (Format :jpg/jpeg/png/JPG/JPEG)</p> <p>(Under mentioned documents should be self attested copies & size not more than 200kb each and the Format as pdf/doc/docx/jpg/jpeg/png/JPG/JPEG)</p> <p>c. Proof of Date of Birth</p>	
Declaration	No Objection Certificate	<p>Upload copy of NOC if available. Please add details of the No objection Certificate from the employer along with details of the employer in this section. In case the NOC is not being attached, this form will be considered as an advance copy with a commitment from you that you will be producing the</p>	

		NOC before or at the time of interview otherwise you will not be allowed to appear for the interview.	
	Declaration	The candidate declares that all the statements made and documents uploaded are true. If any information is found to be incorrect, his candidature is liable to be cancelled and he may be subject to legal/disciplinary proceedings.	
Preview		The entire form appears. There are two options available at the bottom of the page viz. 'Save and Go for Payment' and 'Reset the Form'. In case you think you have not given correct information click to 'Reset' button to fill the complete application form again from starting. If the entries are correct click on the 'Save and Go for Payment', candidate will be redirected for Payment Gateway and after successful payment will get the 'Acknowledgement Page' with option to print the completed form.	



KAMALA NEHRU COLLEGE, UNIVERSITY OF DELHI

Information on Call for Interview and Selection

Call for Interview

1. Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for interview.
2. The applications received shall be screened in accordance with the guidelines laid down by the University in this regard, to restrict the number of candidates.
3. No TA/DA shall be paid to any shortlisted candidate for appearing in the interview.
4. The list of candidates shortlisted for interview will be displayed on the college website after screening.
 - a. This link will be activated only after the screening process is complete.
 - b. Applicants are advised to visit the website periodically to keep track.
 - c. An email and sms text message alert will be sent to shortlisted applicants when this site is activated.
 - d. The shortlisted applicants will be able to generate the Call Letter for interview online from the college website.
 - e. Since all communication with reference to the recruitment process will be web and mobile based, the applicants are advised to ensure that the email id and mobile number provided are correct.
5. The date and time of interview will be displayed on the college website when fixed.

Announcement of Selected Candidates

1. The list of candidates selected after completion of the recruitment process will be Displayed on the college website.
2. The link for the announcement of selected candidates will be activated only after the completion of the necessary administrative processes.