

INSTRUCTIONS FOR APPLYING ONLINE



1. Log on to www.shivajicollege.ac.in and click on the tab **Non-Teaching Recruitment 2019**.
2. Candidates are instructed to read carefully the important instructions before filling the online form.
3. Applications shall be accepted online only.
4. Before filling up the form, candidates are advised to carefully go through the advertisement available on the college website and confirm their eligibility with regard to qualification / experience / age / caste etc.
5. Please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Application' process.

Sr. No.	Name of the Document	Type	Maximum Size
1.	Passport size photograph (Mandatory)	JPEG	100 KB
2.	Signature (Mandatory)	JPEG	100 KB
3.	Community/Caste Certificate (only if the applicant belongs to OBC/SC/ST) – Self Attested Copy	JPEG / PDF	500 KB
4.	Physically handicapped certificate showing extent of disability – from Authorized/ Competent Authority (in case of PwD candidates) – Self Attested Copy	JPEG / PDF	500 KB
5.	Class X Mark sheet/ Certificate, for proof of Date of Birth (Mandatory) – Self Attested Copy	JPEG / PDF	500 KB
6.	Proof of essential educational qualification(s) – Self Attested Copy	JPEG / PDF	500 KB
7.	No objection Certificate from the parent department/ present employer (for those, who are working/ serving in any Government/Semi Govt./ Public Sector Undertakings/ Autonomous Bodies)	JPEG / PDF	500 KB
8.	Experience Certificate (wherever needed)	JPEG / PDF	500 KB

***Please ensure that the scanned document files listed above are legible and readable.**

6. A separate online form must be submitted for each post.
7. After filling the Application Form, applicants are required to pay Application Fee online (₹500 for General/OBC applicants and ₹250 for SC/ST) on Paytm payment portal: http://m.p-y.tm/NTS_2019_nrweb. PwD and Female Candidates are exempted from payment of application fee.
8. After successful fee payment, candidates are required to enter a Unique Order ID (given by paytm) along with payment date in his/ her online application form **(Please take care and enter this information accurately).**
In addition to the above, candidates are also required to upload fee/ payment receipt on the portal.
9. After submission of online form, a confirmation page (application form) will open which will have all

the information entered by the candidate with his/ her unique registration number. Candidates are advised to keep a copy of duly filled in application form for future reference.

10. The applicant is not required to send a hard copy of the print out of his/her application or any other document(s) to the College.

11. In case of any technical problem, please send us an email at ntsrecruitment.shivaji@gmail.com, discrepancy received on aforesaid email id only will be entertained.

**Last date for submission of Online Application Form is 16.03.2019 (Saturday) till 23.59 Hrs
after which the weblink will be disabled.**