

# GENERAL INSTRUCTIONS

**(Read the instructions/ Pre-requisite carefully before filling up the application form).**

Before proceeding to apply, please ensure that you have:

1. Scanned copy of applicant's recent photograph with following specification.
  - a) Photograph should be in formals.
  - b) Photograph must be a passport size color picture.
  - c) Photograph must be a taken in full face view directly facing the camera.
  - d) Photograph should have no shadows and red eyes.
  - e) Maximum size 200KB. (width=140 and Height=190)
  - f) Photo format should be .jpg or .jpeg only.
2. Scanned Thumb impression (**Maximum Size 100KB and width=140 and Height=190**)
3. Scanned Signature (**Maximum Size 100KB width=140 and Height=190**)
4. Scanned copy of Fee payment challan/receipt in jpg/jpeg/pdf format only
5. Scanned copy of self attested educational and other documents in jpg/jpeg/gif/pdf formats only. The attestation must be signed only by the applicant and not by any other person.  
**Maximum size 400 KB.**
6. **For Publications upload First Page of the Publication(s) only (Maximum Size 400 KB)**
7. Create an email account if you already don't have one.
8. You must give a mobile number in basic details. If you don't have mobile number, Please enter your guardian's mobile number for any further correspondence in this regard.

## **Instructions for filling the ONLINE APPLICATION FORM**

1. All fields in the form are mandatory.
2. visit <http://jobs.igqdcj.edu.in>
3. click the link for Online Job Application Portal.
4. Choose User Signup option if you are visiting first time and fill basic details there for registration. E-mail verification link and Password sent through verification mail on the email address provided at the time of registration.
5. Use your mobile number or email as login id. Click on User Sign In after registration has been done.
6. After successful login click Application Form on the left bar of the dashboard page. Fill up the necessary information. All fields here are mandatory and submit the form.
7. After submission your application form verified by the competent authority with in two hours and intimated by email. After which you can upload required documents as per information filled.
8. **Also email all the documents as single pdf file alongwith checklist of the documents from candidates registered email id to official email id:- [igqdcjrecruitment@gmail.com](mailto:igqdcjrecruitment@gmail.com)**
9. **PSC In-Service candidates** can not move to next step. They need to take print out of the filled in application form and paste recent passport size photograph on it, and route it through the proper channel to the office of the Principal, Indira Gandhi Govt. Dental College.
10. **No incomplete or late submitted applications shall be considered for evaluation.**

**Note: Before proceeding further please make sure that all the fields are filled in correctly in the confirmation screen before clicking the submit button.**