UNIVERSITY OF GOUR BANGA
Established under the West Bengal Act XXVI of 2007
& recognized by UGC U/S 2(f) & 12(B)
NAAC accredited Univeristy with "B" Grade (2016)

Guidelines to fill up the Application Form Online

What all do you need to complete the Online application process for University of Gour Banga Recruitment?
As an applicant you would need the following:

1. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Entrance Test Result, Admission Counselling etc till the admission process is over and subsequently, if applied.
2. Access to facilities of computer with internet connectivity, B/W printer and scanner.
3. A recent passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
4. Your signature using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
5. Access to an online payment facility / service such as ONLINE Payment mode:
    1. Net Banking (NEFT on SBI & Others)
    2. Credit card
    3. ATM-cum-Debit card

If you do not have Net Banking facility/Credit Card or ATM-cum Debit Card, you can pay the fee in cash at any branch of **United Bank of India** through the **Challan** downloaded from the University of Gour Banga Recruitment Application Portal. You will be able to download the duly filled up United Bank of India Bank challan from the University of Gour Banga Recruitment Application Portal only when you select the "OFFLINE Payment mode" option while filling the application form online.

All applicants should note, that:

1. Printout of online submitted application form & proof of payment of University of Gour Banga Recruitment fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record.

2. Original certificates issued by competent authority supporting your filled in details will be asked from you ONLY at the time of Recruitment. If data provided in the online application is not supported by appropriate documents then your application/ claim for admission shall be summarily rejected.

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at first para no.3 & 4 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

1. Registration on the UGB website (www.ugb.ac.in or ugbonline.in) for online application process.
2. Select the course of your choice [check eligibility etc].

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3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
    1. Candidate Details,
    2. Upload scanned image file of your Photograph and Signature [as specified in first para no.3 & 4 above],
    3. Academic Details,
    4. Additional Qualification [Computer Application or Others],
    5. Experience Details,
    6. Scan Document Details
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first applied post) process of filling up 'Candidate Details', 'Upload Photo and Signature', Academic Details', 'Additional Qualification', 'Experience Details', 'Document Details', and 'Preview And Confirm' will not be required. These details will be repeated automatically/ copied for all subsequent applications after the first application.

How to complete Registration on the University of Gour Banga Recruitment (www.ugb.ac.in or ugbonline.in) for Online Application Process?

Step 1: Please click on **"Apply for University of Gour Banga Recruitment"** button given on the home page of the UGB website (www.ugb.ac.in or ugbonline.in).

Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**. Please click on this link.

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and

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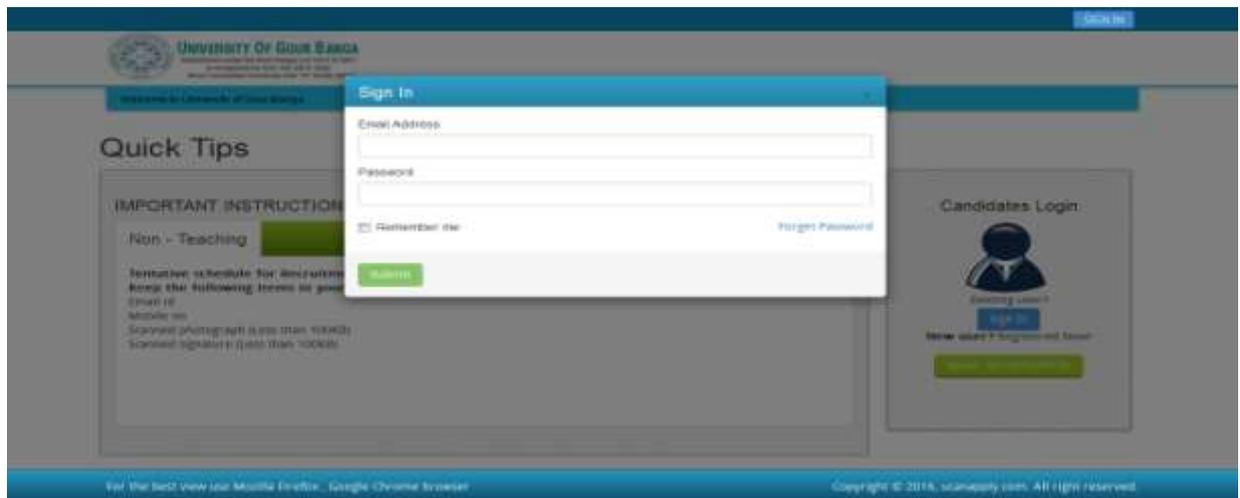NAAC accredited Univeristy with "B" Grade (2016)

are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

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Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from ugbonline16@gmail.com in your **"Spam Folder" or "Junk Folder"**, please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from ugbonline16@gmail.com always comes in your Inbox. Always check your **"Spam Folder" or "Junk Folder'** for e-mails from the University of Gour Banga Recruitment Application Portal.

2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link or click **"Enter Activation Code"** and enter your Register e-mail ID and enter Activation code /OTP [OTP already send to your register mobile no.] so, do not forget this important step.

3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.

How to select Course for which I want to apply?

Step 1: After activation and validation of your Registration on the University of Gour Banga Recruitment Application Portal (www.ugbonline.in or ugbonline.in), you can login into the programme.

After login you will be able to see **Dashboard** and click **"My Application"**

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Then you will be able to see following page with the title **"Status of Applications"**.

Step 2: Please select **Type of Post** and **Post Name** from the drop down boxes given at the Bottom and click **"Proceed".** Check the eligibility and in case you are **eligible** for the course **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Add Post"** button.

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How to fill up the Application Info after I have selected the Post I wish to apply for?

Step 1: After adding the post of your choice, following screen will appear showing status of submitted applications. On the left panel, various other buttons such as 'Application Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. Application Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.

Step 2: After you have added the first course of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the 'Candidate Details' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.

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CHANGE PASSWORD | LOGOUT

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Home | Dashboard | Application Detail

Welcome Shura

Application Info

Back to My Application

Application Status
Candidate Details
Upload Photo And Signature
Academic Detail
Additional Qualification
Experience Detail
Document Detail
Preview And Confirm

Application Detail for Senior Assistant : Non - Teaching

Candidate Name:		Mid name	Ganguly
	IN CAPITAL LETTERS ONLY		
Father's Name:	S Ganguly		
	IN CAPITAL LETTERS ONLY		
Mother's Name:	D Ganguly		
	IN CAPITAL LETTERS ONLY		
Category:	- Select -		
Physically Challenged:	- Select -		
Date of Birth (as record in Madhyamik or equivalent certificate):	12	October	1990
	26 years, 29 days		
Gender:	FEMALE		
Nationality:	- Select -		
Blood Group :	- Select -		
Exempted Category :	- Select -		
Religion :	- Select -		
BPL Card Holder ? :	- Select -		
Married ? :	- Select -		
Employment Exchange Registration Number:	Employment Exchange Registration Numbe		
Any point of time was there any departmental enquiry occurred (Yes / No):	- Select -		
Did you apply in UGB recruitment in the year 2012? :	- Select -		

Permanent Address

Address Line:	
City/Town/Village:	City/Town
Post Office:	Post Office
District:	City/Town
State:	- Select -
PIN:	
Father/Guardian Mobile No.:	
LandLine Phone:	Std code

Correspondence Address ☐ Copy the Permanent Address

Address Line:	
City/Town/Village:	City/Town
Post Office:	Post Office
District:	City/Town
State:	Select
Pin:	
Father/Guardian Mobile No.:	
LandLine Phone:	Std code

Email :	

Save & Continue

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Step 3: After you have filled up all the required fields of the 'Candidate form', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

Note: If you fill 'Yes' in this question "Did you apply in UGB recruitment in the year 2012?" then you can proceed forward only after uploading all your documents. You have to upload all your relevant document. If you do not upload relevant document (e.g. PH certificate for PH candidate), your application may get rejected.

Step 4: After filling up application click the 'Save & Continue' Buttom given at the bottom.

How to Upload image file (in jpeg format; size limit 100kb) of my scanned photograph and signature?

Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)
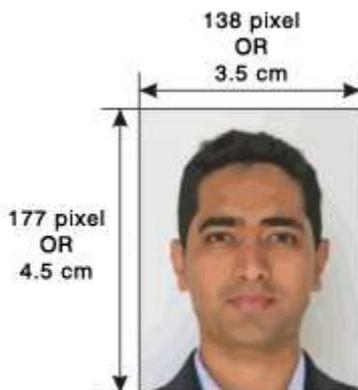
        If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
To Resize your scaned photo please follow the following steps:

1. Right click on the scaned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

Step 5: Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

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Step 6: After filling up application click the 'Save & Proceed' Buttom given at the bottom you have filled up all the required fields of the 'Academic Details', here you add your passed examination details and Click on the 'Save' button.

After filled all academic details and click 'Save' Button re-confirm all fields no further changes will be entertained.

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Step 7: After filling up application click the 'Save' and 'Ok' Button given at the bottom you have filled up all the required fields of the 'Additional Qualification', here you add your Additional Qualification [Computer Application or Others] and Click on the 'Save' button and then Click on the 'Continue' button.

Step 8: After filling up application click the 'Continue' Button given at the bottom you have filled up all the required fields of your 'Experience Details', here you add your Experience Details and your minimum experience should be 48 months and Click on the 'Save' button and then Click on the 'Continue' button.

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Step 9: After filling up application click the 'Continue' Button given at the bottom you have filled up all the required fields of your **'Document Details'**, here you add your all required document details and Click on the 'Save & Continue' button.

Upto this stage, you have completed all stages of the Application Form. Now, click the 'Save & Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button because once you confirm and submit an application form, it cannot be edited further.

For the other subject system will go for Applicant Form View page. Here you can check all information which you have entered in your application process. If everything is ok then click the button 'I CONFIRM THE ABOVE' & Click 'Confirm & Submit' button.

After that system will show you the Proceed to Payment button to complete the payment.

NOTE: If you are sure that all details are correct and you do want to submit the application then click on the button "Proceed to payments". When you click on the button you would be

shown a page which lists the various applications which are completed. There is also a small declaration which is to be confirmed. Select the applications you want to submit and click on the declaration after reading it thoroughly. This is important.

How to pay the Application Fees?

Step 1: You will get dropdown for '**Payment Type**', here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Step 2: You can select the applications for which you want to pay the University of Gour Banga Recruitment Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying University of Gour Banga Recruitment Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].

Step 3: On clicking **'Proceed to Pay'**, following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.

After a successful payment you can take the Print of the form.

Online Support Services
UGB Online Admissions