

How to Apply

Candidates satisfying the eligibility conditions have to apply through online mode on DTU website only i.e. **<https://www.dtu.ac.in>**. Candidates are advised to read the instructions carefully before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. **Any mistake committed by the candidate shall be his/her sole responsibility.**

Application through any other mode will not be accepted. No documents are required to be sent to DTU by post in connection with the Application.

Steps for Applying:

STEP-I (Registration):

- a) Candidates can apply online by visiting the DTU website and going to the tab “Jobs” available at **<https://www.dtu.ac.in>**.
- b) Candidates will get the DTU Recruitment Home/Index page and have to click on “Register” available on this page for new Registration.
- c) Candidates will be redirected to Registration page and further needs to sign-up by filling up Post applied, Name, valid Mobile Number and valid E-mail ID.
- d) After this, candidates will have to Generate OTP and accept the Terms & Conditions by clicking 'I Agree' Checkbox.
- e) Candidates have to re-verify the details after entering the OTP & Captcha.
- f) Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved Category. If vacancy is not available under original Category, then such candidates will be considered as ‘Unreserved (UR)’.
- g) After submitting the above details, candidates will receive Login ID & Password on their registered Mobile Number and E-mail ID, hence candidates are advised to cross check the Mobile Number & E-mail ID before proceeding.

STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE

- a) Candidates should now click on the “Go to Application” given in the top right corner of the screen or re- login with Login ID & Password received on registered E-mail ID/Mobile Number.
- b) The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-1 (B). The candidate can see Application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post applied, Email-Id and Mobile Number cannot be changed.
- c) Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- d) After submission of application, candidates will automatically be redirected to Payment gateway (**if applicable**) to deposit the Examination Fee + applicable charges (if any) through different payment mode. Process Flow for deposit of Examination Fee through Payment Gateway of is as under:
 - i. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.

- ii. Post submission, the candidate will be re-directed to Payment gateway to make the online payment of Application Fee.
- iii. Kindly verify the Fee details and make the payment for Application fee via any of the different payment modes.
- iv. Post successful payment of Application Fee, candidate will be redirected to his/her Application Form.

In case of any issue related to submission of online Application and Fee payment candidate may contact via Helpdesk Tab provided in online Application Portal.

Application Form:

Now, Candidates are required to download the online Application Form generated by the System, which may be retained for future reference. This should NOT be sent to DTU.