

## **Instructions to fill online application form for Associate Professor/Equivalent**

1. Open website <https://hau.ac.in> or <https://recruitment.hauiums.in>
2. To register yourself click on New Registration and fill the details carefully.
3. Reservation benefit is only for Haryana Domicile candidates.
4. If you are resident of Haryana and you don't have domicile certificate then you will be considered as General Category Candidate.
5. Carefully select all the Posts for which you are eligible.
6. After saving record User Name and Password will be generated, please note down for future reference (same will be sent to your given mobile and email id).
7. Login using these credentials and select the applied jobs one by one and fill the forms.
8. **Fill all the details from step 1 to step 16.**
9. In step no. 4 (Academic qualification):
  - i. B.Sc(4/5/6 years) is for the candidates who didn't pass 10+2 separately. 10+2 section will be disabled in this case.
  - ii. While filling Ph.D. detail, first select section from the list then fill details (**Ph.D. Completed Mandatory for Associate Professor/Equivalent**).
10. In Step No. 6 (Publications Details): You are advised to fill the details in parts. Don't fill numbers in all the section at a time. For example if you have 10 number of papers for section (i) For first and corresponding author under Full papers section then first fill 10 in corresponding textbox then fill details of these 10 papers (in automatically generated grids bellow) and save. (You can also save these 10 papers in parts like first fill number 5 in corresponding section and fill the details of five papers and save the details then change number 5 to 10, five more blank grids will be generated, fill the details and save again). In this way you can fill the remaining publication details also.
11. In Step No. 7 (Experience): Must fill the details of the experience. **Minimum eight years experience mandatory for Associate Professor/Equivalent.**
12. In Step No. 15 (Upload Document): Upload all necessary documents. For second section, Select relative section from the list and upload documents, you can also upload multiple documents against same section.
13. In Step No. 16: Before online fee submission please check and verify all the details filled by you. After fee submission all records will be locked and final print will be generated.