

## **Instructions to fill online application form**

1. Open website <https://hau.ac.in> or <https://recruitment.hauiums.in>
2. To register yourself click on New Registration.
3. Reservation benefit is only for Haryana Domicile candidates.
4. If you are resident of Haryana and you don't have domicile certificate then your will be considered as General Candidate.
5. Select all the posts/disciplines 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 number and email id).
7. Login using these credentials and select the applied jobs one by one and fill the forms.
8. Fill all the detail 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. if you don't have Ph.D then select No and save it blank without filling any details.
  - iii. if your Ph.D is not completed but you have submitted your Ph.D thesis, then select No and fill details up to thesis submission date.
  - iv. If your Ph.D is completed then select Yes and fill all the details.
10. In Step No. 6 (Publications Details): Fill all the publications in the relevant section. You can also copy/paste from your files.
11. In Step No. 7 (Experience): If you don't have any experience then skip this step by clicking Next.
12. In Step No. 15 (Upload Document): For second section, Select relative section from the list and upload documents, you can also upload multiple documents against same section.
13. Please check your records in print preview. After online fee submission final print will be available.