



# **USER MANUAL FOR JOB APPLICATION**

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# JOB APPLICATION

## 1. Accessing the Job Application Portal:

### 1.1 Opening the Vignan Website:

- Open any web browser (e.g., Chrome, Microsoft Edge, or Firefox).
- Search for vignan.ac.in in the browser.
- Alternatively, open: <https://vignan.ac.in/newvignan/>
- The Vignan main page will be displayed as shown below.

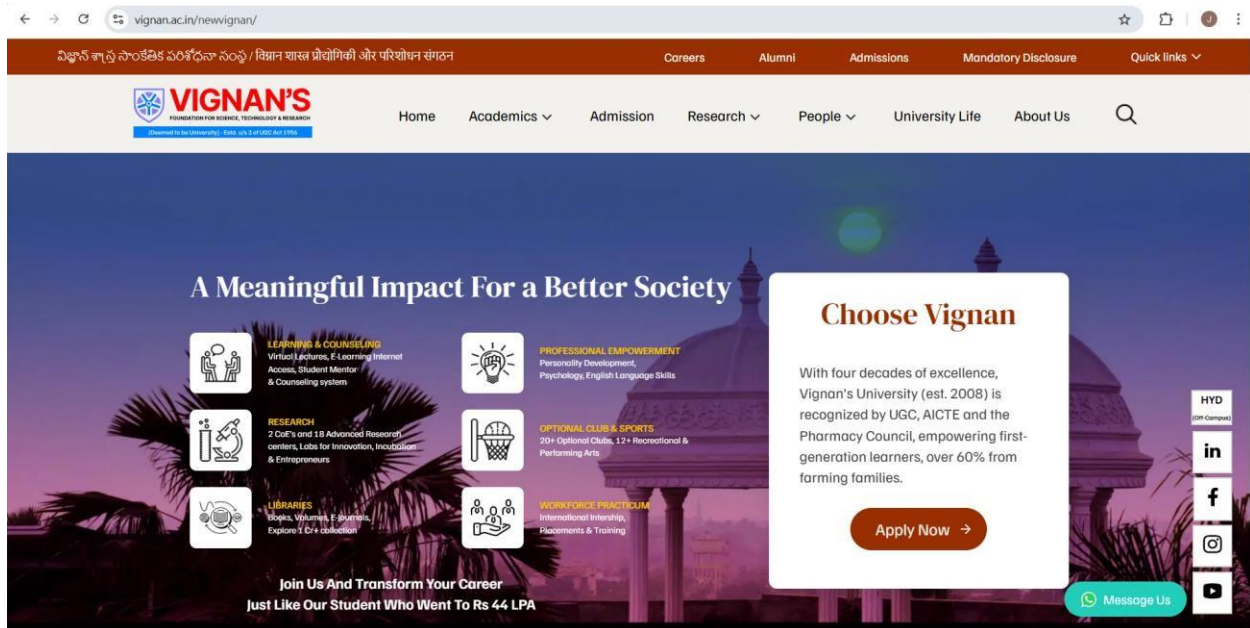


Figure 1.1: Vignan Main page



## 1.2 Accessing Job Advertisements from the Vignan Website

- Click on the Careers option at the top of the main page.

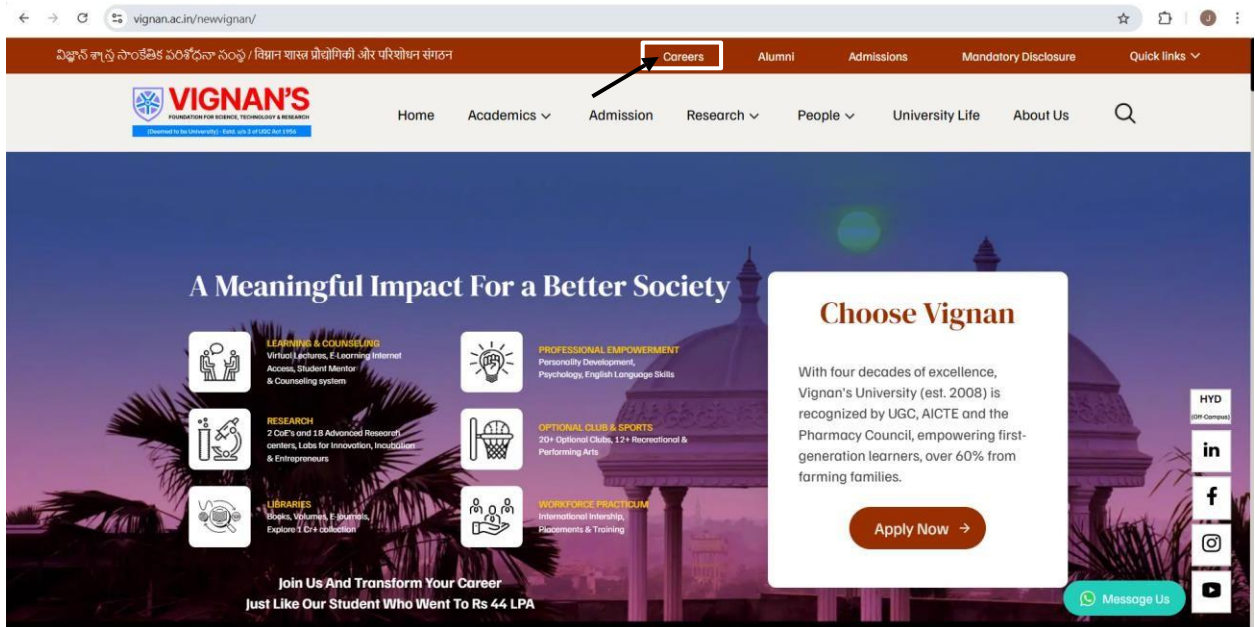


Figure 1.2: Careers Option in the Top Navigation Bar

- After clicking, the site redirects to the Notifications page.

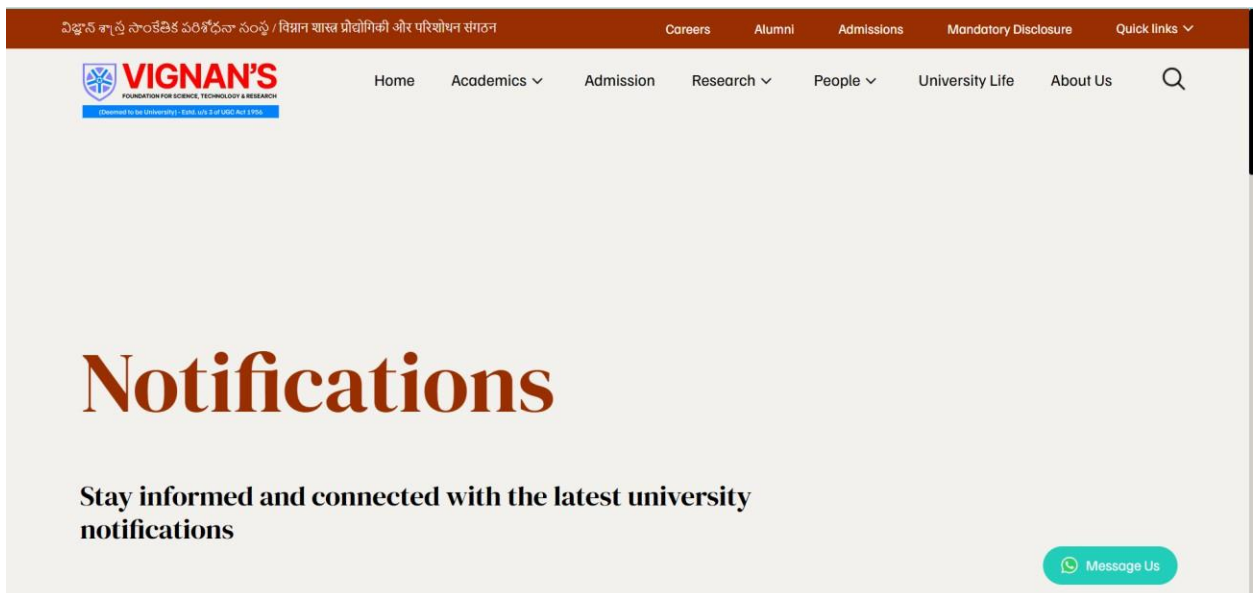


Figure 1.2.1: Opening the Notifications Page

- Scroll down the Notifications page to the **Showing All Notifications** section. Under the career section, multiple job advertisements are present.

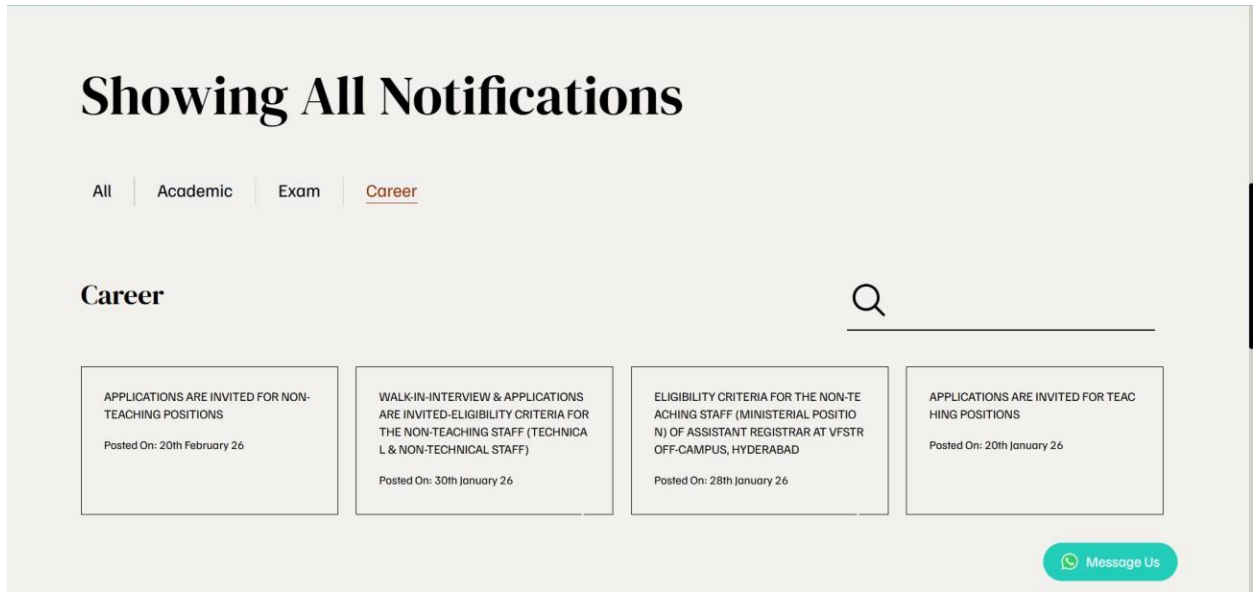


Figure 1.2.2: Viewing Job Advertisements in the Notifications Page

- Locate the required job advertisement and click the advertisement box.

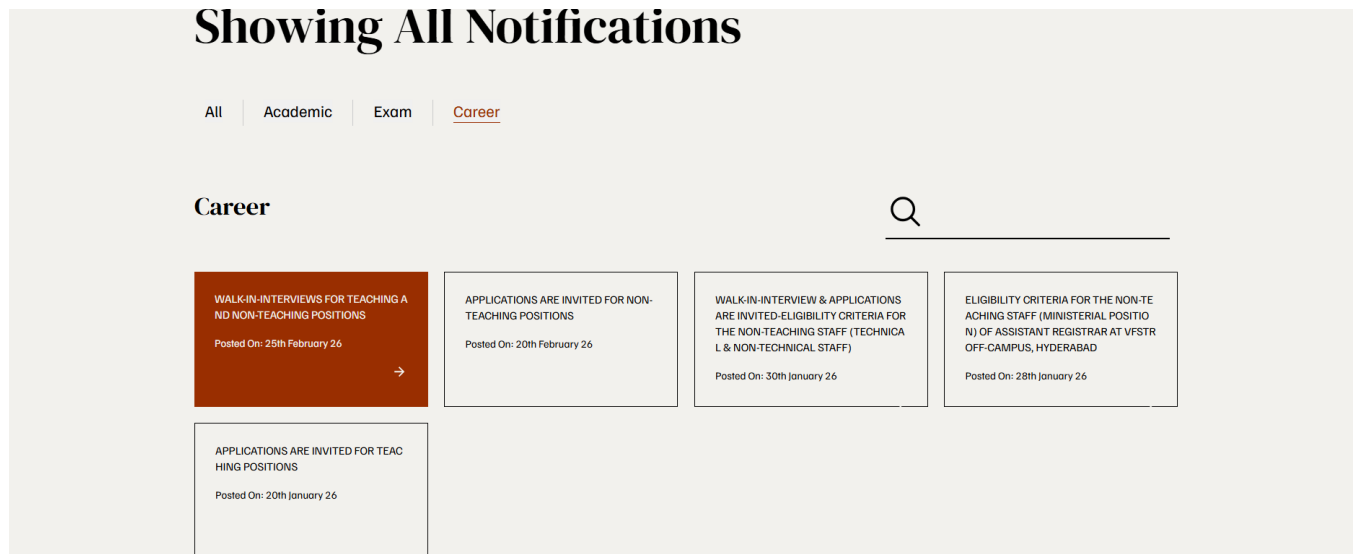


Figure 1.2.3: Selecting a Job Advertisement



- After the click on advertisement box, the site redirects to the chosen Advertisement Details page. This section displays:
  - **Advertisement No:** This is the unique ID for the job posting. Reference this number if you need to contact support.
  - **Advertisement Title:** The formal name of the position or recruitment drive.
  - **Advertisement Date:** The day the job was officially posted.
  - **Last Date To Apply:** After this date the job posting will be closed.
  - **Advertisement Notification:** You can view the notification in PDF or image format. Read this first!

**Note:**

- After the last date of the advertisement, the application will be closed
- If it is a WALK-IN advertisement you cannot Apply it online

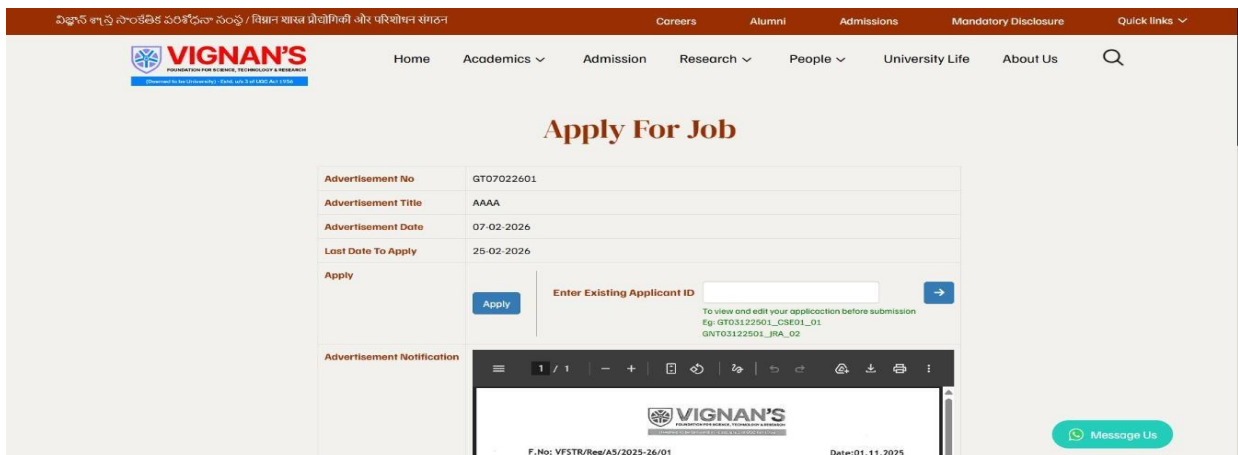


Figure 1.2.4: Advertisement Details Page

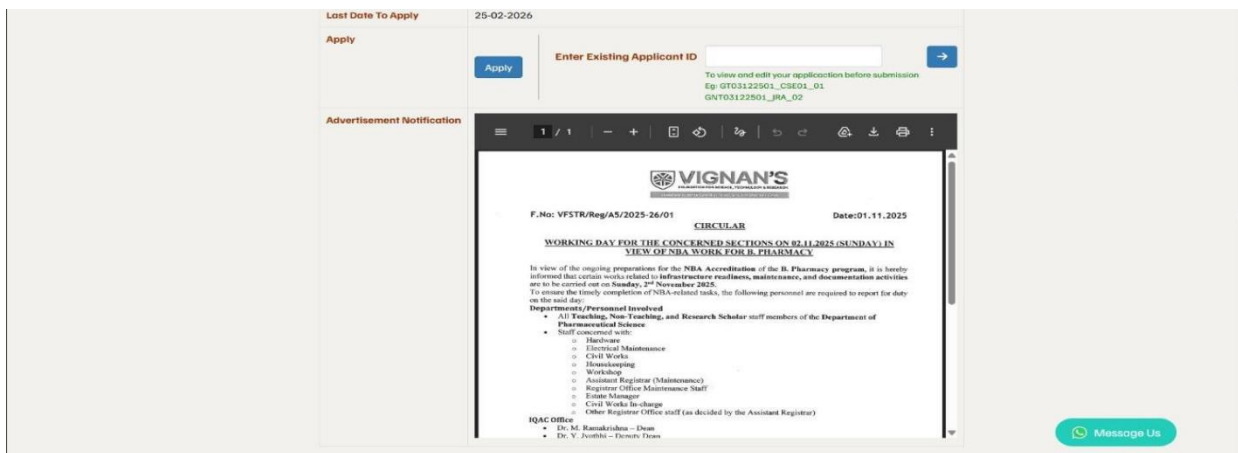


Figure 1.2.5: Viewing the Advertisement Notification PDF



Depending on whether you are a new or Existing user, use one of the following:

- **Apply Button:** Click this to begin a new application.
- **Enter Existing Applicant ID:** If you have already started an application and saved your progress(after clicking on the Next button in the Personal Details section), enter the ID here to pick up where you left off.

## 2. Applying for a Job :

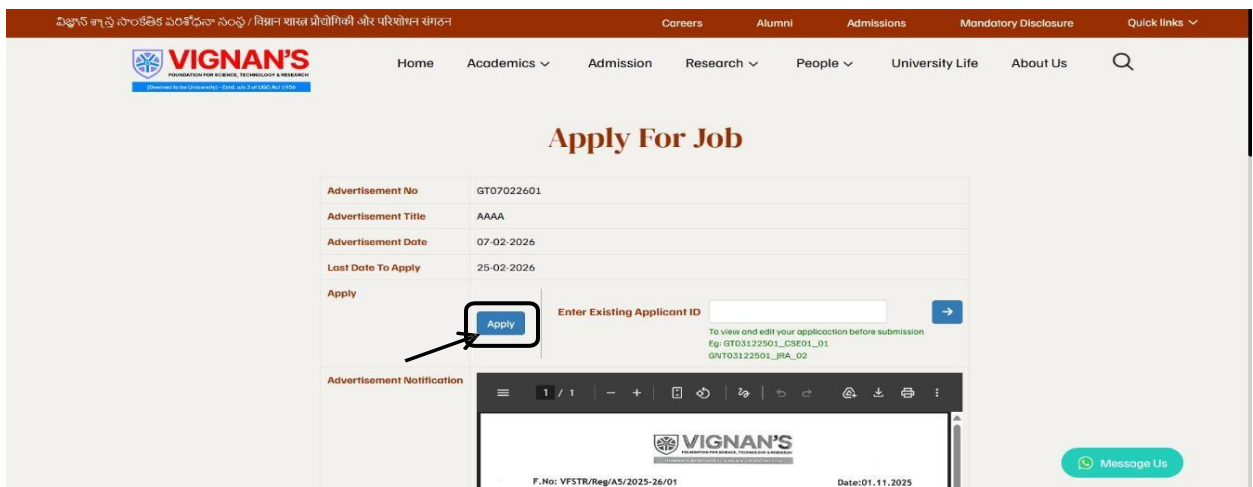


Figure 2: Apply Button for the Selected Advertisement

- Click the Apply button. You will be redirected to the OTP verification page.

### 2.1 Mobile Number Verification

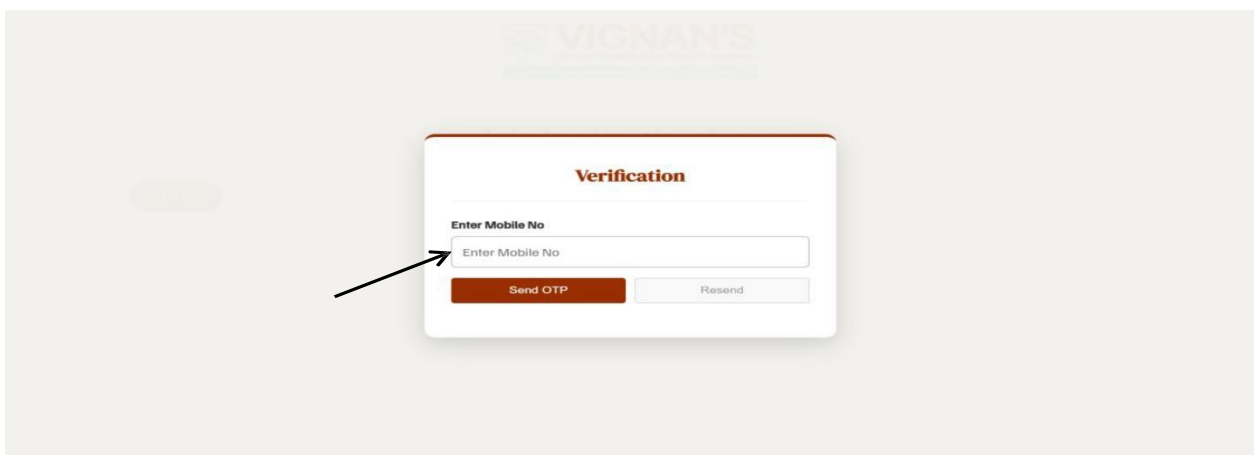


Figure 2.1: Mobile Number Field in the OTP Verification Page



- Enter your mobile number. (Note: The mobile number must start with a digit between 6 and 9.) and click on send OTP, An OTP field will appear to enter the OTP.

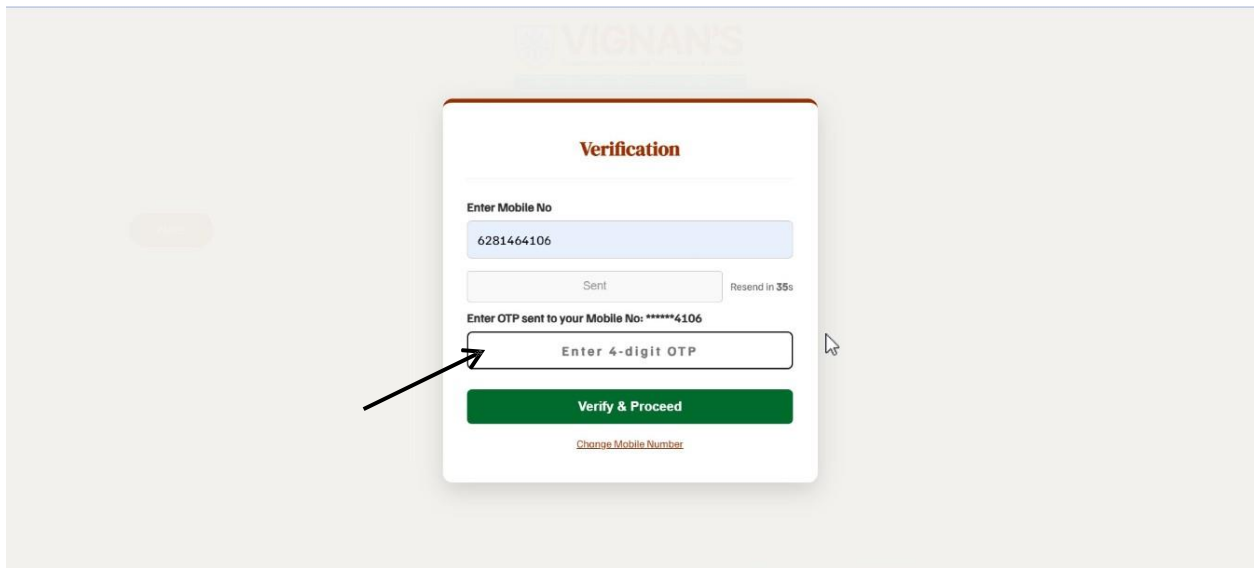
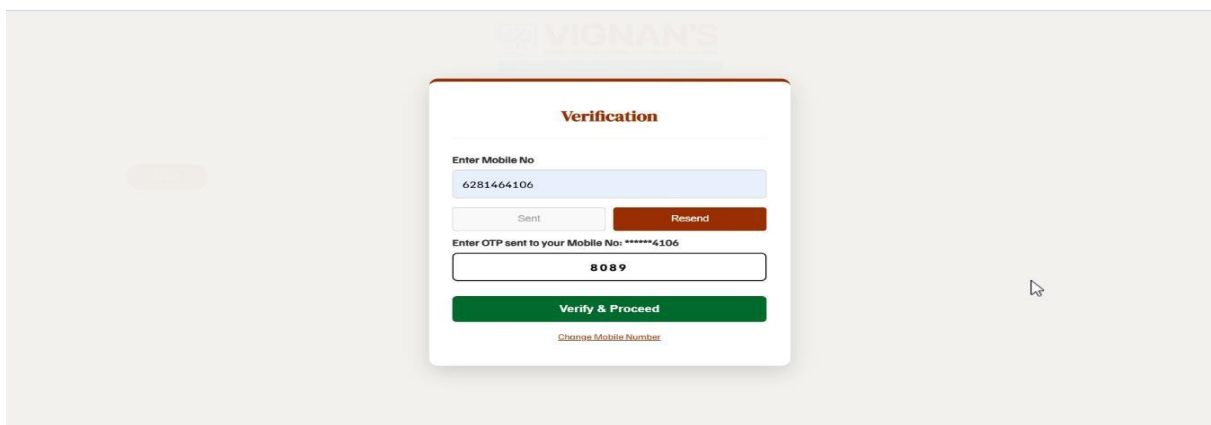


Figure 2.1.1: Entering the OTP

- You will receive an OTP to the mobile number you entered.



Figure 2.1.2: OTP Message Received on Mobile





### 2.1.3 Entered the Received OTP

- Enter the OTP within 60 seconds, otherwise the OTP will be expired and you will see a resend OTP button
- You need to click on resend OTP button and again you will get the new OTP to same mobile number
- If you want to change the mobile number, click the Change Mobile Number link.

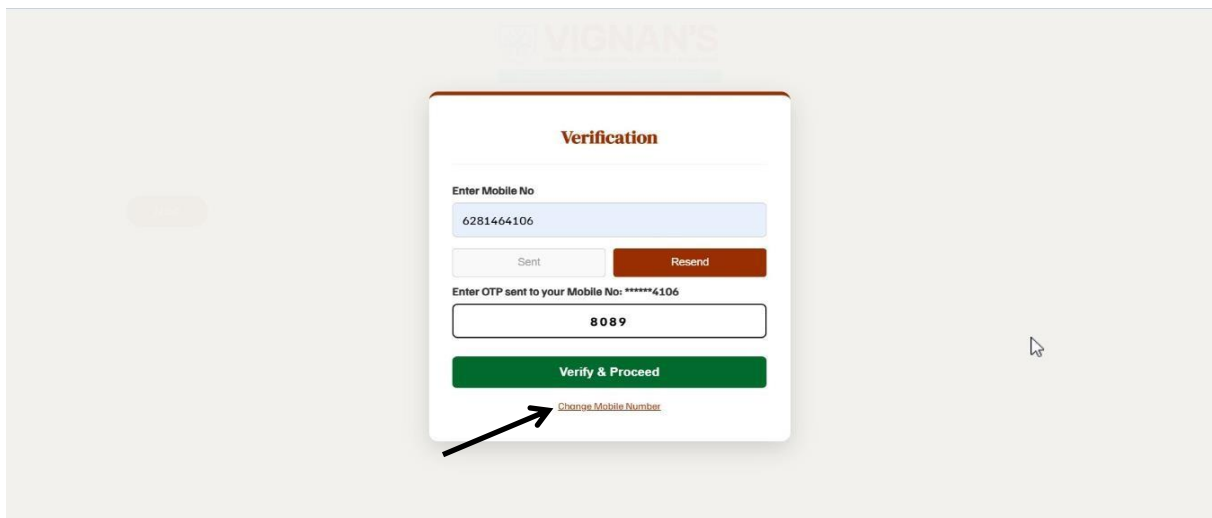


Figure 2.1.4: Changing the Mobile Number

- After the OTP entry, click on **Verify & Proceed** button. If the verification is successful, you will be redirected to Job Application Form (The application consists of three sections-personal Information, Educational & Experience Info and Other info).

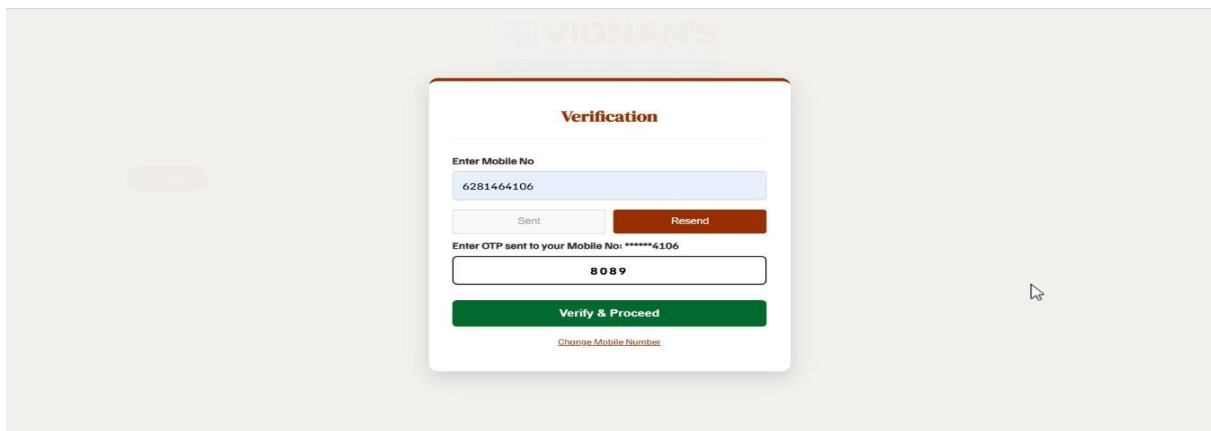


Figure 2.1.5: Verify and Proceed Button



## 2.2 Enter Personal Details

**VIGNAN'S**  
FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH  
(Deemed to be University) - Estd. u/s 3 of UGC Act 1956

### Job Application Form

Please Fill Out the Form Below to Submit Your Job Application:

Category:  Teaching  Nonteaching

Name:

Gender:  Female  Male

Date of Birth:  Age:

Address for Correspondence:

Position Applied:

Expected Salary (in Rupees per month):

Upload brief resume:   
[View: resume.pdf](#)  
Max file size: 2 MB. Accepted: PDF.  
Note: (Don't add any copies of certificates here)

Upload Photo:   
[View: Vignan TD.jpeg](#)  
\* Photo must be jpg/png < 200 KB

Campus Applied:

Phone Number:  Email:

[Next](#)

Figure 2.2: Personal Details Form

- **Category:** Teaching or Non- Teaching is set automatically according to your selected advertisement.(if the Advertisement contains TNT(Teaching&Nonteaching) then you can select either Teaching or Non-Teaching)
- **Name:** Enter your full name.  
**Note:** Only letters and spaces. Numbers or symbols are blocked.
- **Gender:** Select Male or Female.



- **Date of Birth:** Select from the calendar.

Note: You must be at least 20 years old. Future dates are not allowed.

- **Age:** Calculated automatically which is shown in years and months.
- **Address:** Enter your residential or correspondence address.

Note: Maximum 250 characters.

- **Position Applied:** Select your Branch (Department) first, then the Designation (Job position).

Note: A change to the branch or designation after you move to the Education section, you will get a message that your data may be reset with two buttons OK and cancel.

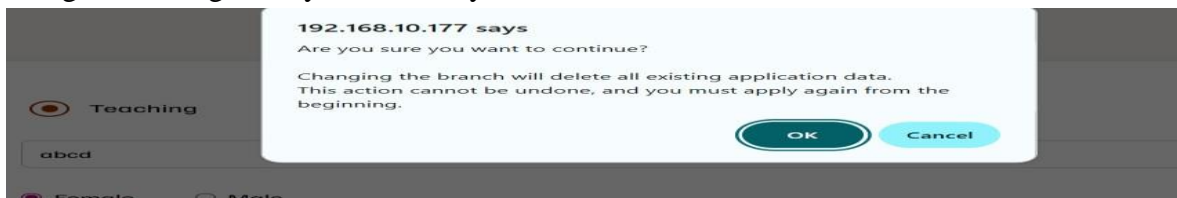


Figure 2.2.1: Message if you change branch or designation

- **Expected Salary:** Your desired salary in rupees per month.

Note: Numbers only.

- **Brief Resume:** Must be in PDF format.

Note: Maximum size 2 MB.

- **Photo:** Upload a professional pic.

Note: JPG/JPEG formats only, Maximum size 200 KB.

- **Campus Applied:** Automatically set according to advertisement (e.g., Hyderabad or Guntur).

- **Phone Number:** A valid 10-digit mobile number is automatically set from the number you provided during OTP verification. However, you can change the mobile number if needed

Note: Must start with 6, 7, 8, or 9.

- **Email:** A valid email address for correspondence.

#### **Important Note:**

- You must complete all fields in Personal details Section before proceeding to Educational & Experience details Section, If any field is left empty, a message "Please fill out this field" will appear.
- Once you fill these and click Next, a popup will display your Applicant ID. You must note this down, as it is required to track your status.

Note : If you refresh the page after entering data, all entered information will be cleared and you will get a new form. So, Please avoid refreshing

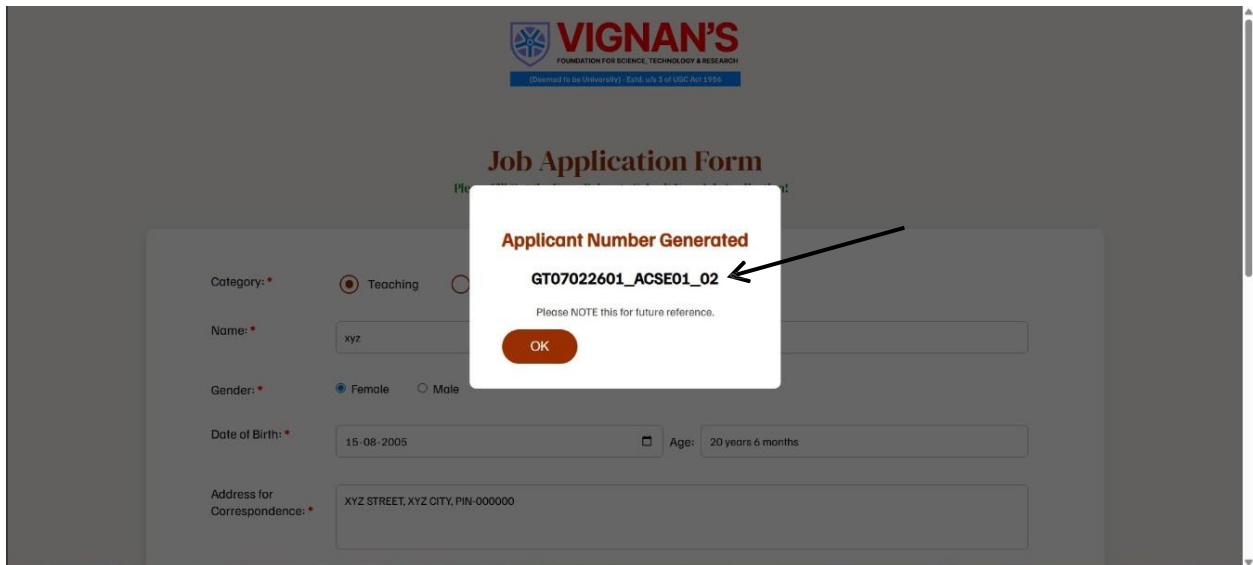


Figure 2.2.2: Generated Applicant ID

## 2.3 Educational & Experience Details(Experience details are optional):

### 2.3.1 Educational Qualifications (Tick to Enable):

- You can see the Applicant Name and Application ID at the top. Verify them before filling Educational & Experience details Section .
- By default, SSC, Intermediate, and UG are selected.



Figure 2.3.1: Default Educational Qualifications

- If you have qualifications other than SSC, Intermediate, or Diploma, you can tick the other check boxes (Diploma, PG, PhD, PDF) to fill those specific education details.

## Job Application Form

Please Fill Out the Form Below to Submit Your Job Application!

Applicant Name: xyz

Application ID: GT07022601\_ACSE01\_02

### Educational Qualifications

SSC (10th)
  Intermediate
  Diploma / ITI
  Under Graduate
  Post Graduate
  Ph.D
  PDF

Note: (To Enter diploma(10+3), post graduate, PHD, PDF details tick the relevant check box on the top of this form)

#### SSC (10th)

Board/School: \* XYZ BOARD      Year of Passing: \* 2015  
 Percentage/CGPA: \* 95      Upload Certificate: \*  SSC (2).pdf  
[View: SSC \(2\).pdf](#)  
Upload PDF (Max 2MB)

#### Intermediate

Board/College: \* XYZ JUNIOR COLLEGE      Group: \* XYZ GROUP  
 Year of Passing: \* 2017      Percentage: \* 90  
 Upload Certificate: \*  INTER.pdf  
[View: INTER.pdf](#)  
Upload PDF (Max 2MB)



# VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

(Deemed to be University) - Estd. u/s 3 of UGC Act 1956

## Diploma / ITI

Institute/College(with Location):\*  Branch/Trade:\*

Year of Passing:\*  Percentage:\*

Upload Certificate:\*  Diploma.pdf  
[View: Diploma.pdf](#)  
Upload PDF (Max 2MB)

## Under Graduate

Degree:\*  Specialization:\*

Institution(with Location):\*  University(with Location):\*   
Note - University Name(If Affiliated University)

Passed Out:\*   Division:\*

Percentage:\*  Upload Certificate:\*  UG.pdf  
[View: UG.pdf](#)  
Upload PDF (Max 2MB)

## Post Graduate

Degree:\*  Specialization:\*

Institution(with Location):\*  University(with Location):\*   
Note - Affiliated University

Passed Out:\*   Division:\*

Percentage:\*  Upload Certificate:\*  PG.pdf  
[View: PG.pdf](#)  
Upload PDF (Max 2MB)

### Ph.D

Title: \*

Thesis: \*  Awarded  Submitted  Pursuing Area: \*

Institution(with Location): \*  University(with Location): \*   
Note : Affiliated University

Passed Out: \*   Division: \*

Upload Certificate: \*   
[View: PHD.pdf](#)  
Upload PDF (Max 2MB)

### PDF

Title: \*

Thesis: \*  Awarded  Submitted  Pursuing Area: \*

Institution(with Location): \*  University(with Location): \*   
Note : Affiliated University

Figure 2.3.1.1: Educational details form



**SSC (10th) - Mandatory:**

- Board/School: Name of the board or school.
- Year of Passing: 4-digit year.

Note: Cannot be in the future.

- Percentage: Your final score.

Note: Numbers only(max 100 allowed)

- Certificate: upload PDF only.

Note: Max 2 MB size allowed.

**Intermediate (12th) or Diploma - One is Mandatory:**

- Board/College: Name of the College.
- Group/Trade: Your stream (e.g., MPC, BiPC, or specific Trade for Diploma).
- Year of Passing: 4-digit year.

Note: Cannot be in the future.

- Percentage: Your final score.

Note: Numbers only(max 100 allowed)

- Certificate: PDF upload.

Note: Max 2 MB size allowed.

**Under Graduate (UG) - Mandatory, Post Graduate (PG) -Optional:**

- Degree & Specialization: Select your degree (B.Tech, B.Sc, etc.) and enter your branch.
- Institution & University: Names of the college and the university it is affiliated with.
- Passed Out: Select Month and Year from dropdown.
- Division & Percentage: Your class (1st, 2nd, etc.) and final percentage(Numbers only,max value 100(<100) allowed).
- Certificate: PDF upload.

Note: Max 2 MB size allowed.

**PhD / PDF (Optional):**

- Degree/Title: For PhD/PDF, enter the Thesis Title.
- Thesis Status (PhD/PDF only): Choose Awarded, Submitted, or Pursuing.

Note: If Awarded is selected, the Year, Division, and Certificate fields become mandatory.

If Pursuing or Submitted is selected, these detail fields are hidden.

- Area of Research: Specific research field.
- Institution & University: Details of where the research was conducted.
- Passed Out: Select Month and Year from dropdown.
- Division & Percentage: Your class (1st, 2nd, etc.) and final percentage(Numbers only,max value 100(<100) allowed).
- Certificate: PDF upload.

### 2.3.2 Experience Details (Optional) :

## Experience Details

S.No:	<input type="text" value="1"/>	Name of Employer:	<input type="text" value="Enter employer name"/>
Location:	<input type="text" value="Enter location"/>	Designation:	<input type="text" value="Enter designation"/>
From Date:	<input type="text" value="dd-mm-yyyy"/>	To Date:	<input type="text" value="dd-mm-yyyy"/> <input type="checkbox"/> Currently Working
Last Drawn Salary (in Rupees per month):	<input type="text" value="Enter salary"/>	Experience:	<input type="text"/>

click here to add more records

+ Add

Figure 2.3.1: Default Experience Entry Row


You can add multiple work records using the **+Add** button.

## Experience Details

S.No:	<input type="text" value="1"/>	Name of Employer:	<input type="text" value="Enter employer name"/>
Location:	<input type="text" value="Enter location"/>	Designation:	<input type="text" value="Enter designation"/>
From Date:	<input type="text" value="dd-mm-yyyy"/>	To Date:	<input type="text" value="dd-mm-yyyy"/> <input type="checkbox"/> Currently Working
Last Drawn Salary (in Rupees per month):	<input type="text" value="Enter salary"/>	Experience:	<input type="text"/>

click here to add more records

+ Add



## Experience Details

S.No:	<input type="text" value="1"/>	Name of Employer:	<input type="text" value="EMP"/>
Location:	<input type="text" value="LOC1"/>	Designation:	<input type="text" value="DES1"/>
From Date:	<input type="text" value="07-07-2024"/> <input type="checkbox"/>	To Date:	<input type="text" value="06-06-2025"/> <input type="checkbox"/> <input type="checkbox"/> Currently Working
Last Drawn Salary (in Rupees per month):	<input type="text" value="40000"/>	Experience:	<input type="text" value="0 years 10 months"/>

S.No:	<input type="text" value="2"/>	Name of Employer: *	<input type="text" value="EMP"/>
Location: *	<input type="text" value="LOC2"/>	Designation: *	<input type="text" value="DES2"/>
From Date: *	<input type="text" value="06-07-2025"/> <input type="checkbox"/>	To Date: *	<input type="text" value="dd-mm-yyyy"/> <input checked="" type="checkbox"/> Currently Working
Last Drawn Salary (in Rupees per month): *	<input type="text" value="50000"/>	Experience:	<input type="text" value="0 years 7 months"/>

Delete

Click here to add more records

+ Add

Previous

Next

Figure 2.3.2: Adding Multiple Experience Entries

- **Name of Employer & Location:** Name and place of the company.
- **Designation:** Your job position during that tenure.
- **From Date & To Date:** Calendar selection.

Note: To Date cannot be before From Date. Future dates are blocked.

- **Currently Working:** Tick this box for your current job (if you are working now).

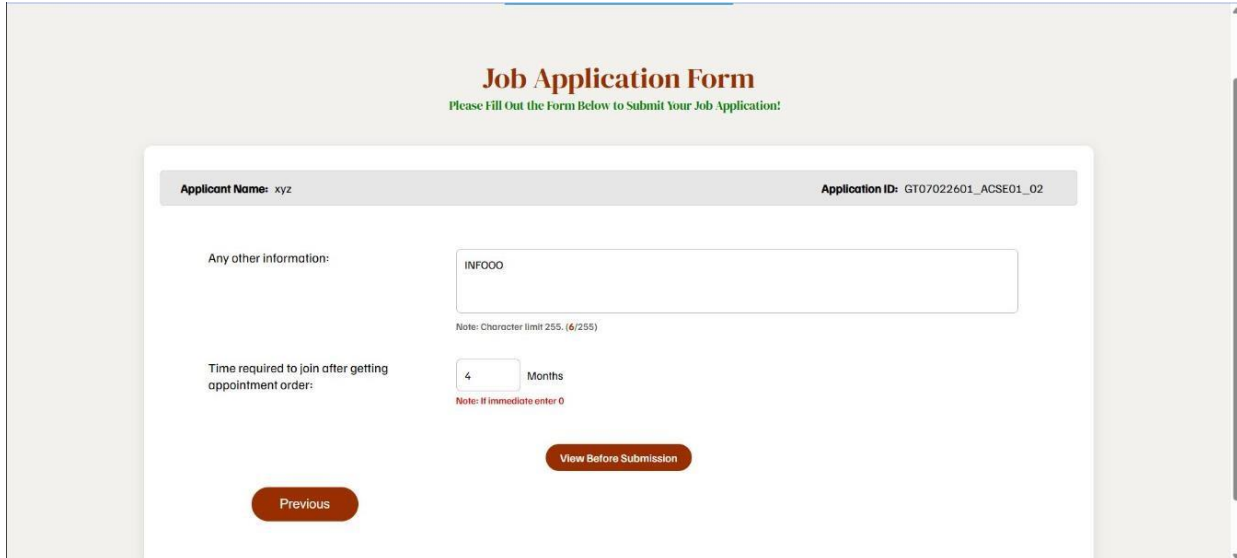
**Note:** Only one entry can be marked as Currently Working. It automatically disables the To Date field.

- **Last Drawn Salary:** Monthly salary in Rupees.

Note: Numbers only.

- **Experience:** Calculated automatically in years and months for each row.

## 2.4 Additional Information:



**Job Application Form**  
Please Fill Out the Form Below to Submit Your Job Application!

Applicant Name: xyz Application ID: GT07022601\_ACSE01\_02

Any other information: INFOOO  
Note: Character limit 255. (6/255)

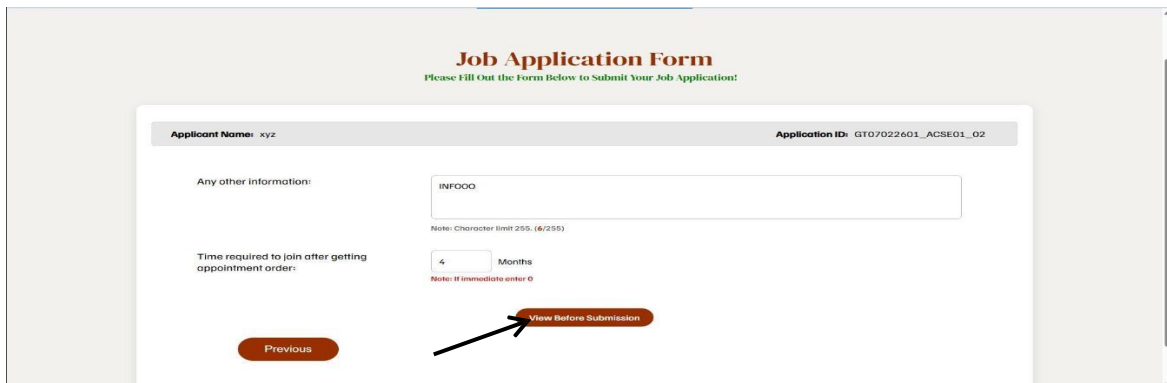
Time required to join after getting appointment order: 4 Months  
Note: If immediate enter 0

Previous View Before Submission

Figure 2.4: Additional Information

- **Any Other Information:** Use this field to provide additional skills or achievements.  
**Note:** There is a 255-character limit. A counter will show you exactly how many characters you have used.
- **Time Required to Join:** Enter the number of months required for you to join. (Notice Period).  
**Note:** If you can join immediately, enter 0. The maximum allowed is 6 months.

Once you have completed all sections of the form (Personal Details, Education, and Experience(optional), Additional info(optional)), click the **View Before Submission** button at the end of the form to go to preview page.



**Job Application Form**  
Please Fill Out the Form Below to Submit Your Job Application!

Applicant Name: xyz Application ID: GT07022601\_ACSE01\_02

Any other information: INFOOO  
Note: Character limit 255. (6/255)

Time required to join after getting appointment order: 4 Months  
Note: If immediate enter 0

Previous View Before Submission

Figure 2.4.1: View before submission button




## 2.5 Application Preview Before Submission:

The preview displays your application in a format similar to a printed document. Please review the following sections carefully:

**Personal Details:** Verify your Name, Date of Birth, Contact Information, and the specific Position you are applying for and etc.

**Education History:** Check that all degrees, percentages, and passing years are listed correctly in the summary table.


**Experience Summary:** Review your employment history and the calculated Total Experience at the bottom of the table.



Applicant Name: xyz
Application ID : GT07022601\_ACSE01\_02

### Application Preview

**Personal Details**

Category	Teaching	Name	xyz
Gender	Female	DOB	2005-08-15
Branch	Advanced Computer Science Engineering	Designation	Professor
Campus	Guntur	Salary Exp.	70000
Phone	6281464106	Email	xyz@gmail.com
Resume	<a href="#">View Resume</a>	Photo	

Address	XYZ STREET, XYZ CITY, PIN-000000
---------	----------------------------------

**Educational Qualifications**

Qualification	Degree/Title	Group/Spec/Area	Thesis	Board/Institution	University	Year	Division	% Marks
SSC	-	-	-	XYZ BOARD	-	2015	-	95
INTER	-	XYZ GROUP	-	XYZ JUNIOR COLLEGE	-	2017	-	90
DIPLOMA	-	XYZ BRANCH	-	XYZ POLYTECHNIC	-	2017	-	92
UG	B.Tech. / B.E.	XYZ SPEC	-	XYZ INSTITUTION	XYZ UNIVERSITY	2020	div	90
PG	M.Tech. / M.E.	XYZ SPECIALIZATION	-	XYZ INSTITUTION	XYZ UNIVERSITY	2024	XYZ DIV	92
PHD	THESIS THESIS THESIS THESIS THESIS THESIS THESIS	XYZ AREA	Awarded	XYZ INSTI	XYZ UNI	2026	DIVISION	-
PDF	PDF THESIS PDF THESIS PDF THESIS PDF THESIS	AREA1	Submitted	INST1	UNIV1	-	-	-

**Experience Details**

S.No	Employer	Location	Designation	From Date	To Date	Salary	Experience
1	EMP	LOC1	DES1	07-07-2024	06-06-2025	40000	0 years 10 months
2	EMP	LOC2	DES2	06-07-2025	Currently Working	50000	0 years 7 months
<b>Total Experience:</b>							<b>1 yr 5 m</b>

**Other Information**

Any other information	INFOOO
Time required to join	4 Month(s)

Note: Verify Application details before requesting for OTP. After entering the OTP details the form cannot be edited.

Figure 2.5: Application Preview Page

If you spot an error while reviewing the preview:

- Click the Edit button at the bottom of the page.
- The system will take you back to the form sections.
- Correct the information and click through the steps to return to the Preview.

Figure 2.5.1: Editing the Application

Once you are 100% certain the information is correct:

- Click the Confirm & Send OTP Button.

Figure 2.5.2: Confirm and Send OTP button

- A 4-digit One-Time Password (OTP) will be sent to your registered mobile number.



## 2.6 Final OTP Verification for Submission

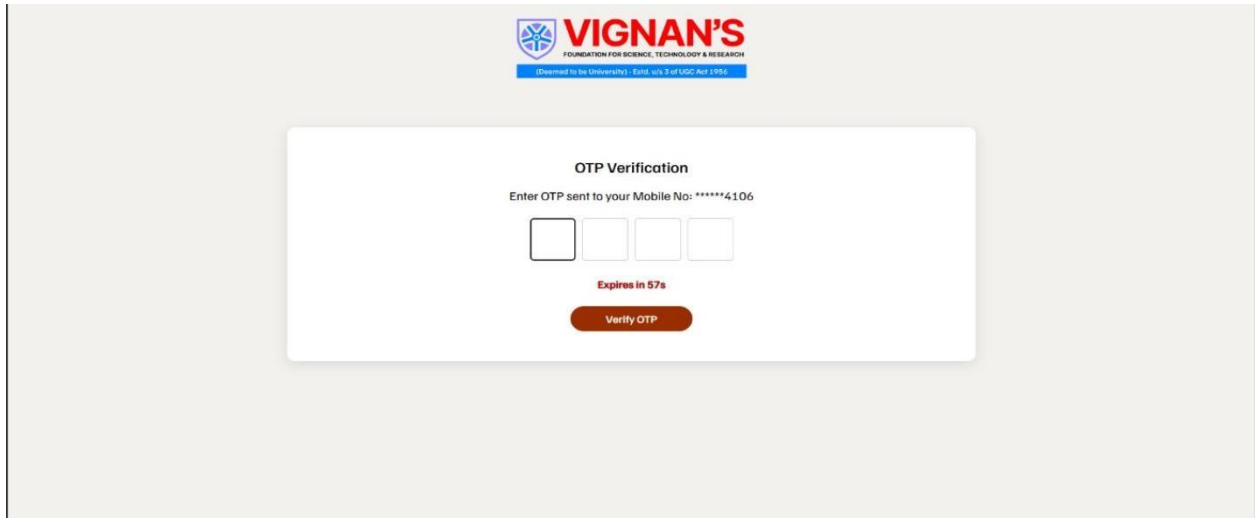


Figure 2.6.1: Final OTP Verification for Submission

- Enter the OTP within 60s, Otherwise it will be expired and you will see a resend button visible then click on it you will get a new OTP to Lock your application.

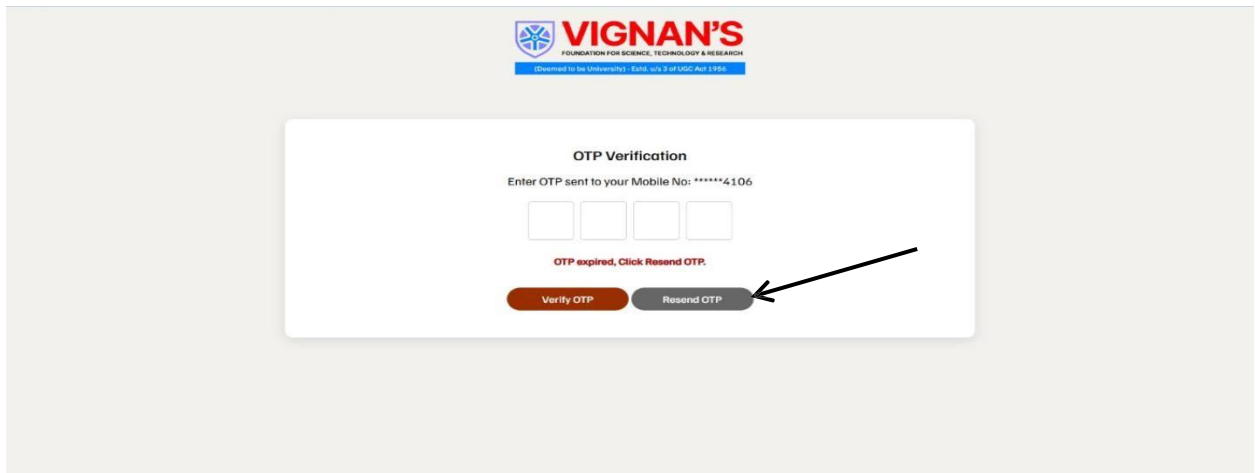


Figure 2.6.2: Resend OTP button



Figure 2.6.3: Final Submission OTP sent to mobile

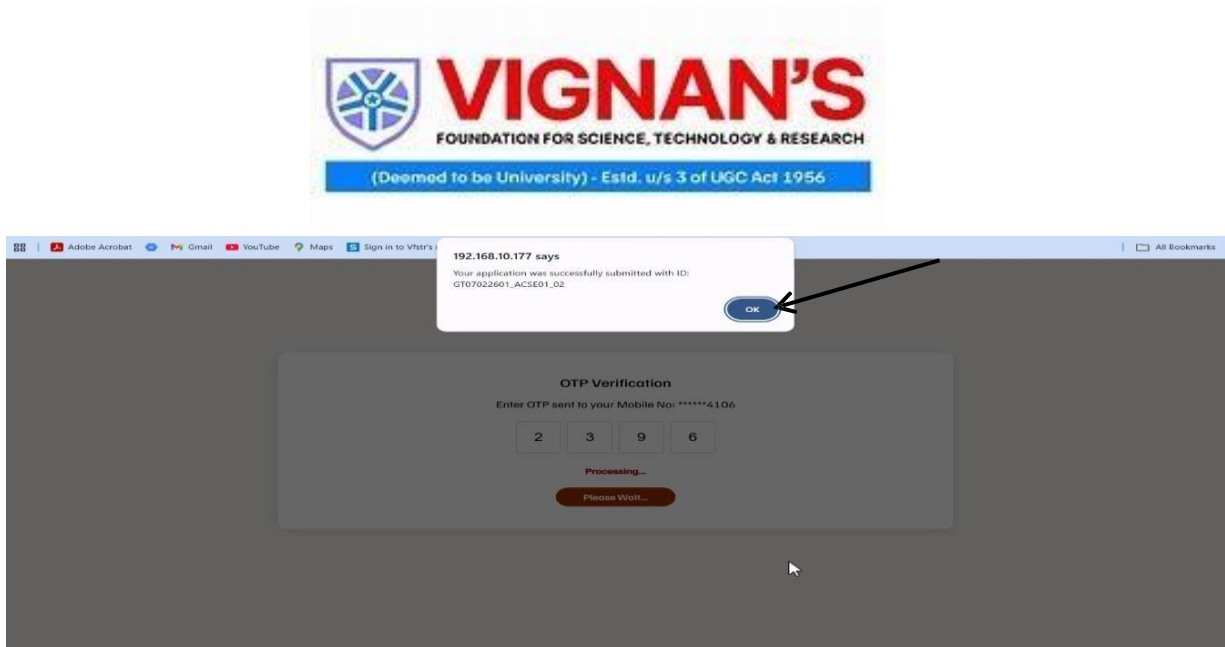


Figure 2.6.4: Successful Final OTP Verification

After Final OTP submission verification, you will get a message to your mobile number that your application has been successfully submitted with application ID. Keep it safe for future use.

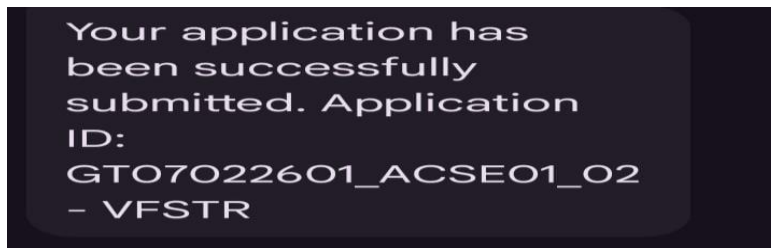


Figure 2.6.5: Confirmation Message Sent to Mobile

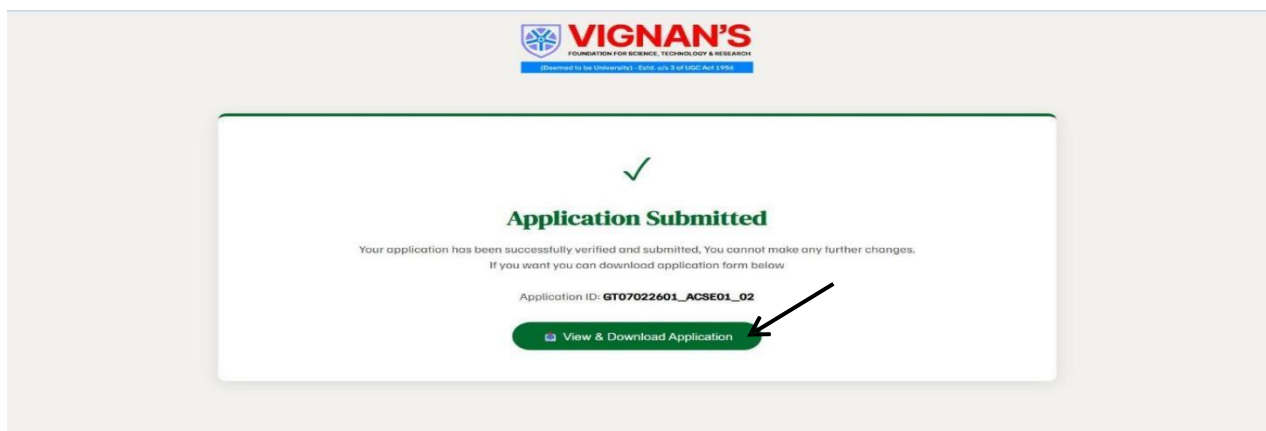


Figure 2.6.6: Application Submission Confirmation

Click the View & Download Application button, you can view the application and at the bottom of page there will be a **download PDF** button where you can download your application form in the form of PDF.

## 2.7 Viewing the Submitted Application

## Applicant View Mode

### Job Application – Applicant ID : GT07022601\_ACSE01\_02

Application Submitted Date: 23-Feb-2026 09:30 AM

#### Personal Details

Category	Teaching	Name	xyz
Gender	Female	DOB	2005-08-15
Branch	Advanced Computer Science Engineering	Designation	Professor
Campus	Guntur	Salary Exp.	70000.00
Phone	6281464106	Email	xyz@gmail.com
Resume	✓	Photo	

#### Educational Qualifications

Qualification	Degree/Title	Group/Spec/Area	Thesis	Board/Institution	University	Year	Division	% Marks
SSC	-	-	-	XYZ BOARD		2015		95.00
INTER	-	XYZ GROUP	-	XYZ JUNIOR COLLEGE		2017		90.00
DIPLOMA	-	XYZ BRANCH	-	XYZ POLYTECHNIC		2017		92.00
UG	B.Tech. / B.E.	XYZ SPEC	-	XYZ INSTITUTION	XYZ UNIVERSITY	2020	div	90.00
PG	M.Tech. / M.E.	XYZ SPECIALIZATION	-	XYZ INSTITUTION	XYZ UNIVERSITY	2024	XYZ DIV	92.00
PHD	THESIS THESIS THESIS THESIS THESIS THESIS THESIS THESIS	XYZ AREA	Awarded	XYZ INSTI	XYZ UNI	2026	DIVISION	-
PDF	PDF THESIS PDF THESIS PDF THESIS PDF THESIS.....	AREA1	Submitted	INSTI1	UNIV1	-	-	-

#### Experience Details

S.No	Employer	Location	Designation	From Date	To Date	Salary	Experience
1	EMP	LOC2	DES2	06-07-2025	Currently Working	50000	0 yr 7 m
<b>Total Experience:</b>							<b>0 yr 7 m</b>

#### Other Information

					UNIVERSITY			
PG	M.Tech. / M.E.	XYZ SPECIALIZATION	-	XYZ INSTITUTION	XYZ UNIVERSITY	2024	XYZ DIV	92.00
PHD	THESIS THESIS THESIS THESIS THESIS THESIS THESIS	XYZ AREA	Awarded	XYZ INST1	XYZ UNI	2026	DIVISION	-
PDF	PDF THESIS PDF THESIS PDF THESIS PDF THESIS.....	AREA1	Submitted	INST11	UNIV1	-	-	-

**Experience Details**

S.No	Employer	Location	Designation	From Date	To Date	Salary	Experience
1	EMP	LOC2	DES2	06-07-2025	Currently Working	50000	0 yr 7 m
<b>Total Experience:</b>							0 yr 7 m

**Other Information**

Any other information	INFOOO
Time required to join	4 Month(s)

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Figure 2.7: Application view mode



### 3. Accessing an Application Using an Existing Applicant ID

#### 3.1 Opening the Application Portal

- For opening vignan main page refer, [Section 1](#).

#### 3.2 Accessing Career Advertisements:

- For opening career advertisements page refer, see [Section 1.1](#)

There are 2 possibilities :

- Application On Live : Advertisement is within the On Live period
- Application Closed : If Advertisement Last is completed then it is not possible to Apply or Enter the Existing Applicant Id

#### 3.2.1 Notification On Live:

If the applicant wants to enter the Job Application in On Live period of the advertisement. The Advertisement is open for Apply and Existing Applicant also who not yet completed Successfully.

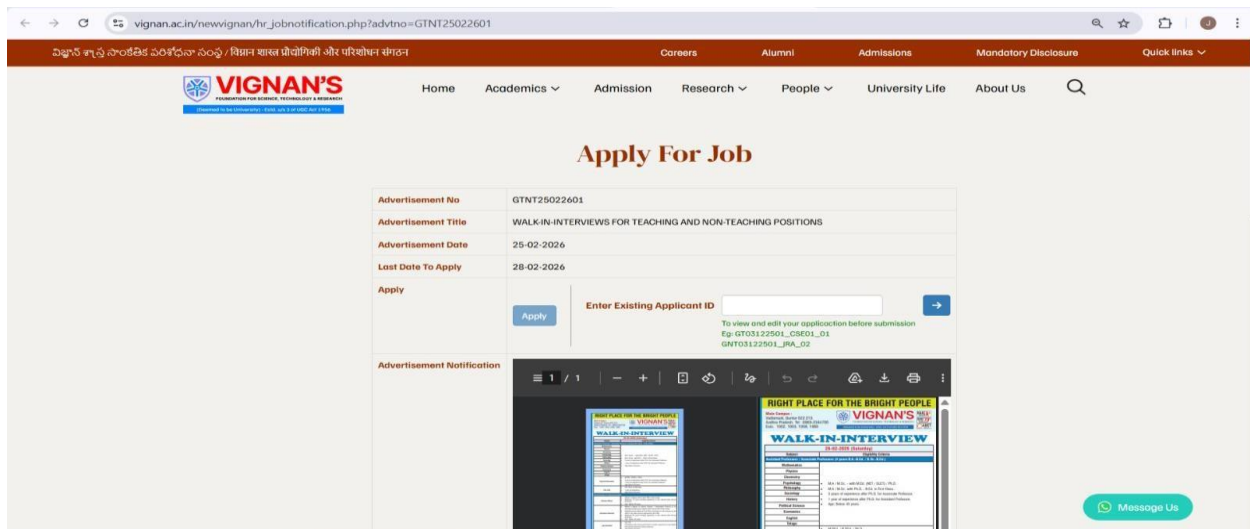


Figure 3.2.1: Advertisement Notification Opened



### 3.2.2 Notification Closed:

If the applicant enter the Job Application after the last date of the advertisement. The Advertisement will be closed for Applying and For opening Existing Applicant form who haven't completed Successfully .

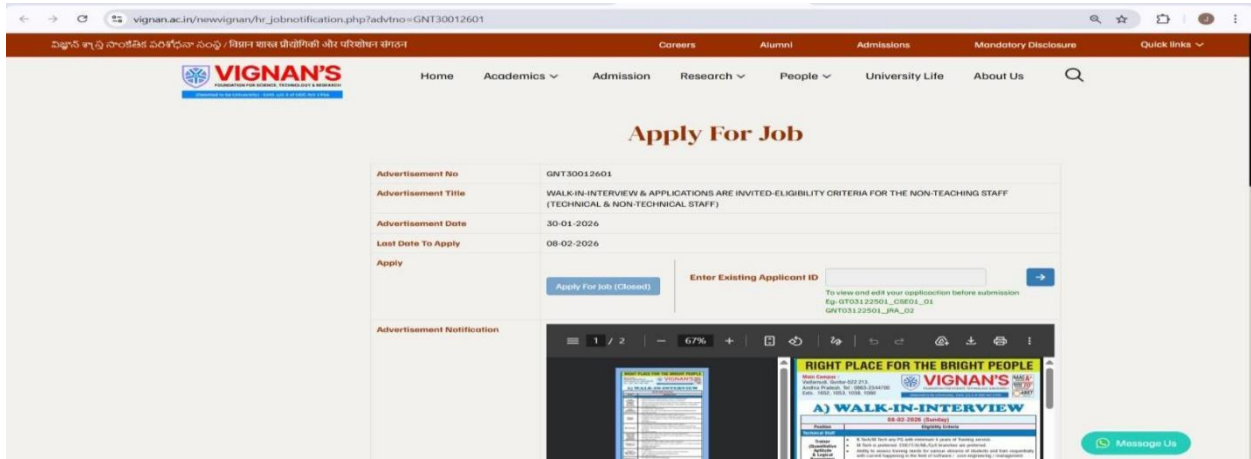


Figure 3.2.2: Advertisement Notification Closed



### 3.3 Accessing an Existing Application Using Applicant ID:

- Click the advertisement notification you previously applied for.
- Scroll down Up to Notification File.
- Top of Notification File, users can see the option named **Enter Existing Applicant ID**
- Enter your Applicant ID that was provided earlier.
- Click on arrow

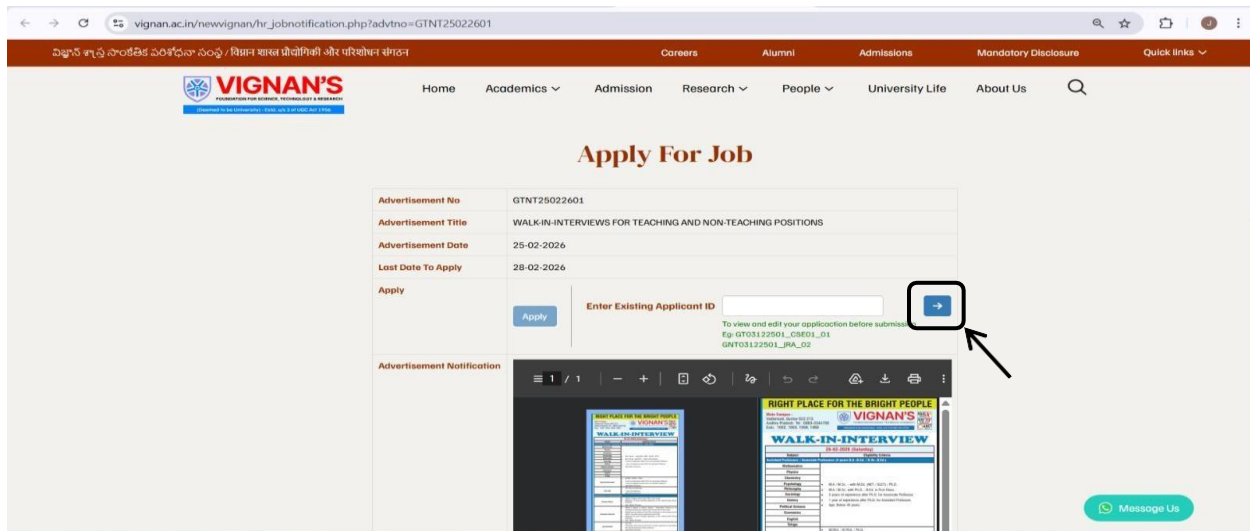


Figure 3.3: Enter Existing Applicant ID

**Disclaimer :** If you open your application (either new application or existing) in a second tab, the session in your first tab becomes invalid. Any data you enter in the first tab after that point will NOT be submitted, even if it looks correct on your screen.

**Note :** Never open the same Application ID in two different tabs at the same time.

### 3.4 Applicant ID Verification via OTP:

- After entering the Applicant id in **Enter Existing Applicant Id** field and click on Arrow
- It will ask you to enter the OTP which has been sent to your Mobile Number which you entered earlier
- Enter the OTP within 60 sec and Click on Verify OTP
- After 60sec the Resend Button Activates and clicking on resend, the OTP comes to your Mobile Number .

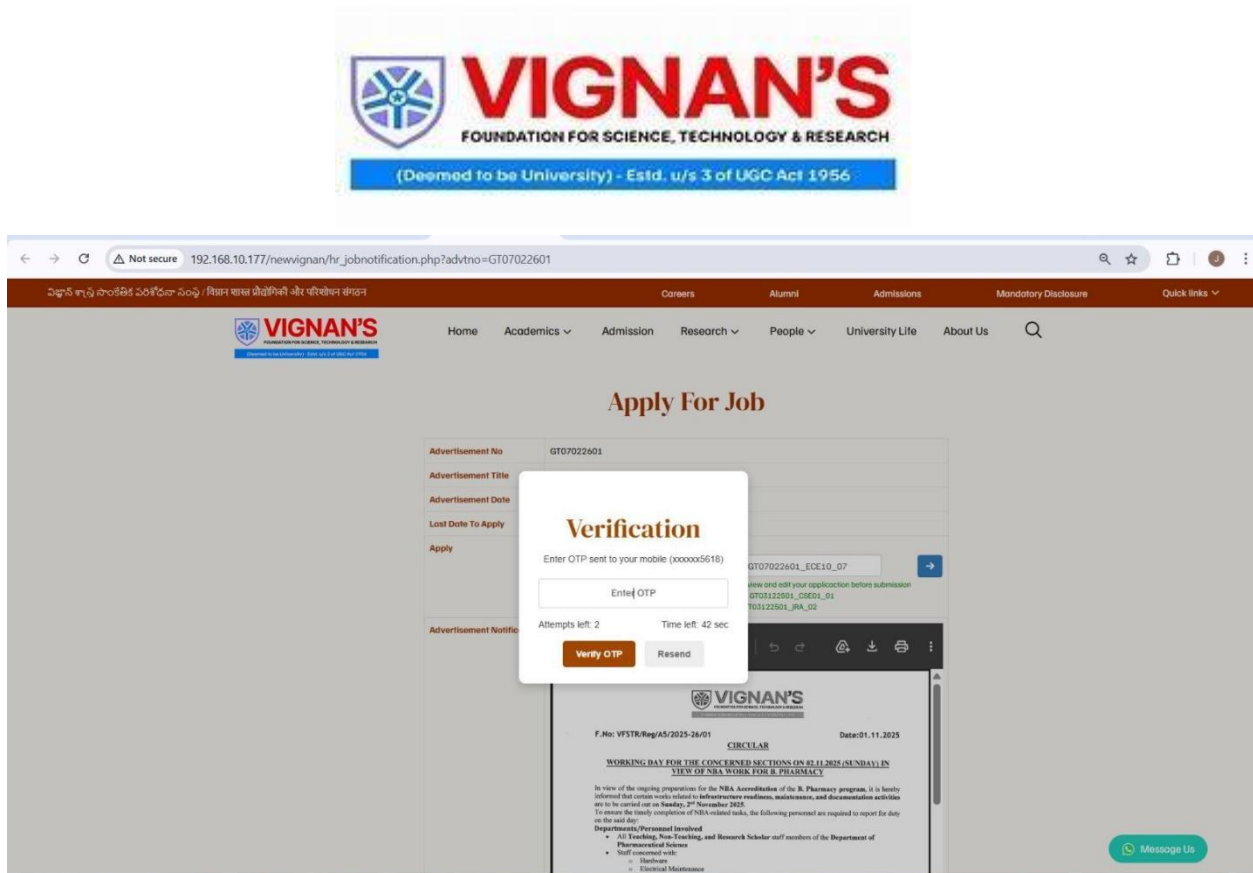


Figure 3.4: OTP Verification

### 3.5 Resuming the Application After OTP Verification :

- After the verifying the OTP you get a Message like you can now continue filing the remaining fields .
- Click on **OK**
- After clicking on OK, previously filled data will be shown in the fields .

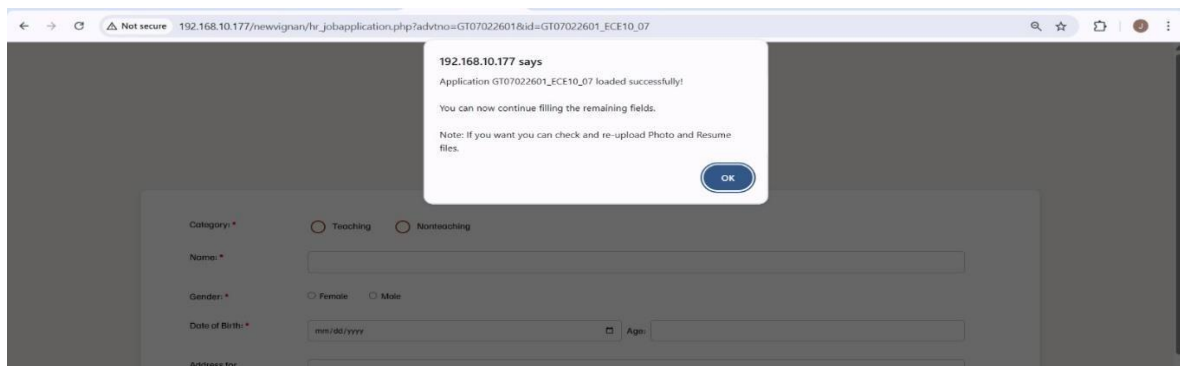


Figure 3.5: Form Data Restoration



NOTE :

- The User get Applicant Id only when user completed Personal information and clicking on next.
- If you filled half of personal information and leave the page, that information is lost Since Applicant ID is not generated. Then it is not possible to continue the form, you need to start from beginning by clicking on apply button again at advertisement refer [1.2](#)
- To save personal information, you must click Next at the bottom of personal information.
- To save Education & Experience Details, you must click Next at the bottom of Education & Experience Details.
- (If you return to the form later, only the steps where you clicked Next will be filled in populated) for you .
- If you completed the personal info and clicked on next refer [1.2.3](#)
- If you completed the Educational and Experience details and clicked on next refer [1.2.4](#)
- If you completed the Additional info and clicked on next refer [1.2.5](#)



### 3.6 Changing Branch or Designation (Data Reset Warning)

- User wants to change the Branch or Designation all previously filled data will be removed and new forms appears , it will be considered as new application .
- Clicking on OK the data will be removed
- Clicking on cancel previous data will be shown .

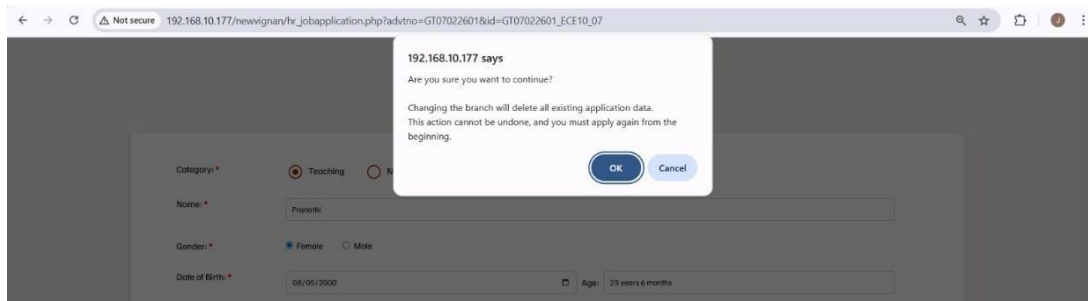


Figure 3.6: Changing of Branches and Designation



### 3.7 Applicant ID Validation and Advertisement Mismatch

If the user enter wrong Id, then It will show **applicant Not found** .

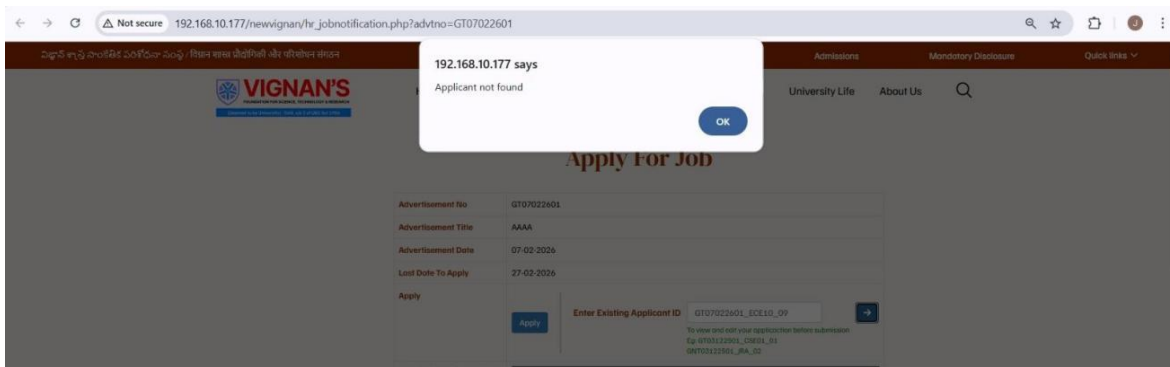


Figure 3.7.1: Applicant Not Found

If the user enter a valid ID that belongs to a different job advertisement, then it will show a message

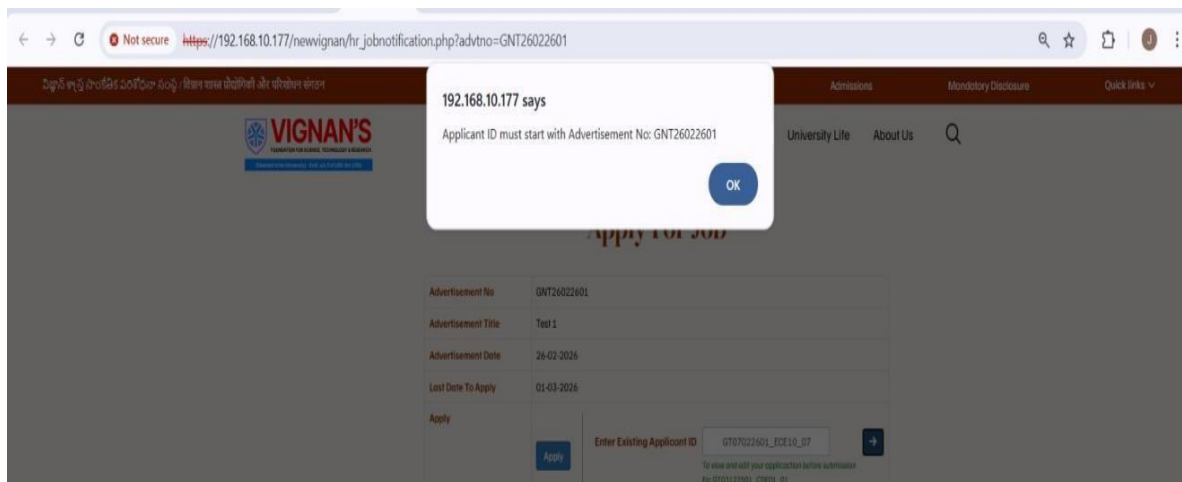


Figure 3.7.2: Advertisement Mismatch

Note : If you do not complete the form until the final OTP submission, your application will be considered incomplete. and you need to complete the application within the advertisement last date.