

Guidelines for Online Application Submission

- o Please read this guidelines before the online application submission for Post Name, available at www.iegindia.org

Pre-requisites:

Before filling the information in the Online Application, please ensure that the following information is available with you:

- o Information related to Academic Qualifications, Professional Experience, Awards & Honors, and Publications.
- o Scanned Passport Size Photo of the applicant [Resolution - Width: 100 Height: 120, Format JPEG, Size <50 KB] and your signature [Resolution - Width: 100 Height: 60, Format JPEG, Size <50 KB] , CV [Format PDF, Size <50 KB] and Degree/Diploma Certificate [Format JPG, Size <50 KB] for the purpose of uploading in the online-application form.
- o Applicants are to ensure that the scanned digital copy is clear and easily recognizable.

STEP 1: Read instructions and guideline before filling application form

Pls read guideline and instructions before filling online application form



INSTITUTE OF ECONOMIC GROWTH
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Job Detail for TEACHING TEST (Guidelines for Online Application Submission)



[Click here for guideline and instructions](#)

STEP 2: New User Registration

- o Applicants who apply for the first time, first register onto the jobportal. Registration is one time process
- o Open Job Portal by clicking on the link available on <https://iegindia.org>.
- o New USER? Click REGISTER on Job portal
- o Enter Your Name (Please enter your name as mentioned in your Class X or XII Transfer Certificate/ Mark Sheet).
- o Enter your Father's Name (As mentioned in your Class X or XII Transfer Certificate/MarkSheet)
- o Enter Your correct Date of Birth (in the format) – DD/ MM/ YYYY (no modification can be made thereafter)
- o Enter your Email ID. The e-mail used for the registration should belong to the desirous applicant. The e-mail must be valid, functional and regularly checked by the applicant. All the communications shall be sent using this e-mail ID, so please ensure proper use and information provided is correct and true.
- o Entering Verification Code is essential, CAPTCHA. Students have to enter the verification code correctly. Applicant can change the verification code by clicking the Refresh image. Wrong entry of verification code will generate error. In case this appears please **Refresh** to get new image.

Registration for IEG Portal Applications

EXISTING USER: LOGIN

Email ID*

Password*

[Forgot Password?](#)

NEW USER: REGISTER TO LOGIN

Full Name*

Father's Name*

Date of Birth*

Email ID*

Enter the contents of image*



Can't read the image? [click here to refresh](#)

- o After successful registration, a pop up shall appear with a message that the user ID and password has been registered. Your Email will be user_id while **password will pop-up at the top of Form**. Copy this password at safe place which will help in login.

Registration successful... Your password is b66s3t Please save this password. ✕

Copy Password from here without Blank

[Application Submission Instructions](#)

Registration for IEG Portal Applications

EXISTING USER: LOGIN

Email ID*

Password*

[Forgot Password?](#)

NEW USER: REGISTER TO LOGIN

Full Name*

Father's Name*

Date of Birth*

Email ID*

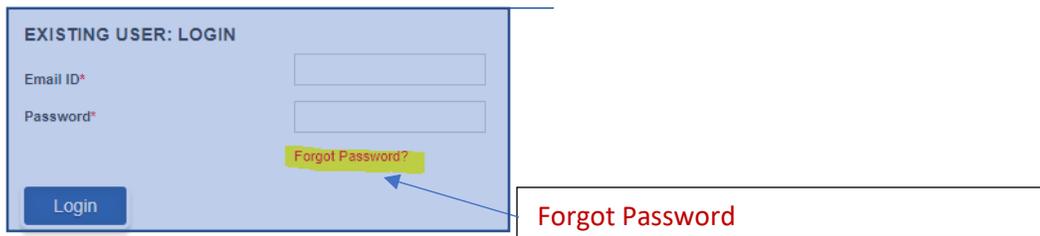
Enter the contents of image*



Can't read the image? [click here to refresh](#)

STEP 3: Forgot Password

1. Click on **Forgot Password?** available on the home page of Job portal.



The screenshot shows a login form titled "EXISTING USER: LOGIN". It contains two input fields: "Email ID*" and "Password*". Below the "Password*" field, there is a link labeled "Forgot Password?". A blue arrow points from a text box containing "Forgot Password" to this link. A "Login" button is located at the bottom left of the form.

2. Enter the Email id, Father's Name and Date of Birth (YYYY-MM-DD) which you have provided for registration.



The screenshot shows a registration form with three input fields: "Email ID*" containing "Amit Chand", "Father's Name*" containing "dineshxxxx@gmail.com", and "Date of birth*" containing "1980-02-03". Below these fields is a "Show Password" button. A blue arrow points from the text "Press. Show Button." below to this button.

Press. Show Button.



The screenshot shows the registration form with a notification box at the top that says "Your Password is" followed by a long alphanumeric string: "4226721b92b952080a". An orange arrow points from a text box containing "Copy Password from here without Blank" to this password string. Below the notification box, the registration form fields are visible, and the "Show Password" button is highlighted.

Copy the Password which will be displayed on the top of the form without any blank

STEP 4: Login Online Application Form

To login, enter your email id and password generated at the time of registration and press Login



The screenshot shows the "Registration for IEG Portal Applications" page. On the left, under "EXISTING USER: LOGIN", the "Email ID*" field contains "dineshxxxx@gmail.com" and the "Password*" field contains the generated password. A "Forgot Password?" link is visible below the password field. A "Login" button is at the bottom. On the right, under "NEW USER: REGISTER TO LOGIN", there are input fields for "Full Name*", "Father's Name*", "Date of Birth*" (with a calendar icon), "Email ID*", and "Enter the contents of image*" (with a small image icon).

- o It will login and allow you to fill online application form. First Form allow to fill your personal details. The Form varies based on type of vacancy ie Teaching and Non-Teaching
- o (*) fields are mandatory fields.

Personal Details

Work Experience

Academic Qualifications

Language proficiency and other information

PERSONAL DETAILS

| | |
|---|--|
| <p>Full Name* <input type="text" value="Dinesh Kumar"/></p> <p>Date of Birth* <input type="text" value="1985-02-03"/> </p> <p>Marital Status* <input type="text" value="Single"/></p> <p>Category* <input type="text" value="General"/></p> <p>Correspondence Address* <input type="text" value="Plot No : XX45 Akashdeep Apartment Preet Vihar Delhi :-110009"/></p> <p>Telephone No. at Correspondence Address* <input type="text" value="1234567890"/></p> <p><input checked="" type="checkbox"/> Check if Correspondence Address & Permanent Address are same</p> <p>Permanent Address* <input type="text" value="Plot No : XX45 Akashdeep Apartment Preet Vihar Delhi :-110009"/></p> <p>Telephone No. at Permanent Address* <input type="text" value="1234567890"/></p> <p>Primary E-Mail ID* <input type="text" value="dineshapporva@gmail.com"/></p> <p>Photo <input type="text" value="Choose File img1.jpg"/> <small>*.jpg format is allowed Dimension should be 100*120 (Width=100, Height=120) Size should be less than 50KB</small></p> | <p>Father's Name* <input type="text" value="Amit Chand"/></p> <p>Gender* <input type="text" value="Male"/></p> <p>Nationality* <input type="text" value="Indian"/></p> <p>Mobile Number* <input type="text" value="0123456789"/></p> <p>Alternate Email Address <input type="text" value="dineshxxxx90@gmail.com"/></p> <p>Signature <input type="text" value="Choose File sig.jpg"/> <small>*.jpg format is allowed Dimension should be 150*60 (Width=150, Height=60) Size should be less than 50KB</small></p> <p style="text-align: center;">Remove Signature</p> |
|---|--|

Remove Photograph

Upload CV
*.pdf format is allowed
Size should be less than 500KB

Remove CV

- o Upload your digital **Photograph** (100 x 120 resolution, size<50kb, .jpg file), **scanned/digital signature** (100x60, size <50kb, .jpg file) resolution, CV (size<50kb, .pdf file). Click on **Save** and Press **Next**
- o Pls read all the instructions available at the top of the form.

- o All mandatory information is to be filled. Missing of some/ few information will be disqualified from the submission/ selection process.

STEP 6: Fill Work Experience

Note:

- Start entering from the current job first.
- Keep **Current Date** in **Date of Leaving** in the current work experience
- Date of Leaving** should be higher than **Start Date**
- Press + for adding work experiences and - to delete
- Joining date should be higher than Leaving date of the previous job
- In case of No Experience, keep all field blank, don't select Employee Type and don't add by pressing +
- In case of Experience, Pls enter all details carefully and don't add/keep blank job experience
- Don't keep partially filled work experience in a row
- Start and Date of Leaving** is in 'YYYY-MM-DD' format
- Press **Save** and Click **Next**

ADVT. NO: TEST123/22 **JOB TITLE: TEST** JOB CODE: TEST123/22

PLEASE CLICK ON SAVE BUTTON TO SAVE ALL YOUR DATA

Fields marked with an asterisk (*) are mandatory

Personal Details

Work Experience

Academic Qualifications

Language proficiency and other information

WORK EXPERIENCE (Starting from the most recent)

*Please note: In case of no experience, please keep all the fields blank in this section. *In case of continuing with the current job, then keep current date in date of leaving field. Leave blank, if not applicable in the respective fields

| Name of Employer | Designation | Start Date | Date of leaving | Employee Type | Pay Scale & AGP | Total Pay |
|------------------|-------------|------------|-----------------|---------------|-----------------|-----------|
| ABC | Sr. RA | 2020-10-08 | 2022-06-06 | Contractual | 45000-7000 | 67000 |
| DEF | RA | 2019-03-02 | 2020-10-06 | Contractual | 40000 | 48000 |
| GHI | RA | 2018-5-03 | 2019-03-01 | Contractual | 32000 | 41000 |

Previous
Next

Fill Current Job First

Start date should be higher than Leaving Date of previous job

Date of Leaving, enter current date for current job

STEP 7: Fill Academic Qualifications

Note:

- Keep scan copy of your qualification certificate (.jpg file, <50 KB)
- For a qualification, it is mandatory to fill all the fields including uploading qualification certificate
- Job-Portal don't allow incomplete information for a qualification
- Assure that no certificate is uploaded for a qualification which is blank
- Press **Save** and Click **Next**

Application Form

ADVT. NO: TEST123/22

JOB TITLE: TEST

JOB CODE: TEST123/22

PLEASE CLICK ON SAVE BUTTON TO SAVE ALL YOUR DATA

Fields marked with an asterisk (*) are mandatory

Personal Details

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ACADEMIC QUALIFICATIONS

*Please note: Leave blank, if not applicable in the respective fields related to your Degree/ Certificate.

| Degree | Name of the Degree | University/Institute/Board | Year | Subjects/Specialization | Percentage/Grade | Certificate (JPG) |
|--------------------|----------------------|----------------------------|------|-------------------------|------------------|--|
| Secondary* | X | CBSE | 1990 | Science, English, Math, | 87% | <input type="button" value="Choose File"/> Remove Certificate |
| Senior Secondary* | XII | CBSE | 1992 | Phy, Chem, Math, Biolo | 90% | <input type="button" value="Choose File"/> Remove Certificate |
| Bachelors | B.Sc | DU | 1995 | PCM | 67% | <input type="button" value="Choose File"/> Remove Certificate |
| Masters | MBA | DU | 1997 | HR | 7.6 | <input type="button" value="Choose File"/> Remove Certificate |
| M.Phil | | | | | | <input type="button" value="Choose File"/> Remove Certificate |
| P.hd | Operational Reserach | DU | 2008 | OR | B | <input type="button" value="Choose File"/> Remove Certificate |
| Any other degree 1 | | | | | | <input type="button" value="Choose File"/> Remove Certificate |
| Any other degree 2 | | | | | | <input type="button" value="Choose File"/> Remove Certificate |

Do fill all the information and assure uploading degree/certificate for degree/certificate you hold

Do not fill any information which is not required and assure that no certificates is uploaded in that row

Preview

Save

Previous

Next

STEP 8: Language Proficiency

Note:

- Click on Fluent in Speaking, Fluent in Reading and Fluent in Writing for Hindi and English
- Specify Fluency in any other language
- Donot Keep **Job Description, Any Additional Information, Technical Skills, If any and Name/Designation of the relative working in the Institute of Economic Growth, If any blank. Type NA in case not applicable.**
- Preview will be active once all required information have been entered in all the forms.
- Press **Save** and Click **Preview** to verify the information.
- In case of any modification is required, you are allowed to modify before the last date as mentioned in the advertisement.
- If all the information is correct, press **Next** Button

Fields marked with an asterisk (*) are mandatory

Personal Details

Work Experience

Academic Qualifications

Language proficiency and other information

LANGUAGE PROFICIENCY: (Please tick relevant cells)

| Language | Fluent in Speaking | Fluent in Reading | Fluent in Writing |
|----------|-------------------------------------|-------------------------------------|-------------------------------------|
| Hindi | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| English | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Punjabi | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Job Description (Maximum 200 words):172 words left

I have been working as RA and experienced to handle large volume of the Data. I am skilled to use statistical packages such as Stata, SPSS, R etc.

Any Additional Information (Maximum 200 words): 199 words left

NA

Technical Skills,If any (Maximum 200 words): 199 words left

NA

Name/Designation of the relative working in the Institute of Economic Growth, If any

NA

Declaration: It is hereby declared that all the information furnished above is true and correct to the best my knowledge and belief. My candidature for the post may be deemed to be disqualified, if any of the information furnished above is found false at any point of time.

Preview Save Previous Next

STEP 9: Online-Submission & Acknowledgement

Note:

- If all the mandatory and valid information is filled, Preview will be generated.
- Disclaimer will be accepted once you Save and Click on Submit button. Upon filling in all required and valid information, you will be prompted to Submit the Application.
- At this stage you may decide to review the application information entered by you. In case you are not satisfied, you may decide to add/ delete information.
- Please click the Submit Button for final submission of Application Form. If your Don't agree with disclaimer, pls don't press Submit Button. In this case your application will not be considered.
- An acknowledgement number will be generated, please take a note of this number for future reference.
- A copy of the filled online application form will be available which is downloadable before the last date. Candidate can also login on Job Portal by clicking the job and Download application form before last date.



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Welcome 

You have successfully submitted your application

Your unique application reference number is: IEG2022/I/2640

[Click here](#) to download your application form.

Please mention your application reference number for further communication.

Please follow the steps and instructions for further processing.

[Click here](#) to download steps and instructions.

STEP 4: Submission of filled-in application and relevant documents by Post

- o Please take a print-out of the duly filled in application, attach all the self-attested relevant documents etc. and send through registered post/ courier/ by hand at the address in the advertisement, superscribing the envelop with '**Application** for Post Name'
- o Please mention Name, Application Reference Number and Mobile Number at the back of the envelope.

General Guidelines

- o If the applicant does not submit his/her application form, it will be rejected as incomplete application. No claims shall be entertained in case of incomplete or non-submitted applications.
- o Candidates submitting online applications must send signed application along with copies of all relevant documents including PG degree certificates, etc. Those not submitting these documents shall be treated as incomplete.
- o Do not submit more than ONE Application for same post.
- o Duplicate applications will not be considered.

For further technical assistance, pls write Email to :
diroffice@iegindia.org Cc: sibasankar@iegindia.org with
screenshot of the form in which issues are being faced