



ALLAHABAD DEGREE COLLEGE

(Constituent P.G. College of University of Allahabad)

STEPS INVOLVED IN ONLINE APPLICATION PROCESS

- Step 1: Read Advertisement, Instructions, Qualifications, eligibility criteria carefully.
- Step 2: Go to **Apply Online** link on the college website ***www.adc-au.in*** or go directly to <http://103.228.142.16/adc>
- Step 3: Click on New registration and follow the Instructions.
- Step 4: Fill the mandatory fields like Name, Father's Name, Mother's Name, Date of Birth, Valid mobile no (One time password, User Id & Password any updation or changes are sent to the mentioned mobile no. if required. Mobile no will not be changed in any case), email address (all information regarding recruitment, like amendments and changes, if any will be sent to the email. Email address cannot be changed), Aadhar Number is Mandatory.
- Step 5: After filling these information an OTP will be sent to your mobile no. Please fill OTP no. in prescribed OTP box and click next Button to Register for online process. No change in Mobile no. and Mail I.D. should be made thereafter.
- Step 6: Payment option will appear on screen. Please select your applied post and go to payment option. Make payment by selecting any mode of payment, like credit card, debit card, net banking etc.

Fee: **GEN/ OBC Candidates Rs. 1,000.00**
 SC/ ST Candidates Rs. 500.00
 Differently Abled Person (PWD) candidates are exempted from application fee

Note : Payment will not be refunded in any case..

- Step 7: Fill online form by save and next procedure.

Step 8: Merge all scanned images of certificates, testimonials and research works etc. and convert into PDF format and upload wherever required. Kindly follow the Instructions carefully to upload the files.

Step 9 : Each selected file to upload shall not exceed the size of 15 MB.

Step 10: If all filled information is true, please click on final submission button (After final submission you cannot edit any information. Hence it is advisable that before final submission kindly ensure that all information given by you are true and correct)

Step 11: Download pdf file of online submitted Application Form and take print of the same.

Step 12 : The print out of the online submitted application form along with all the self-attested mark sheets, certificates, testimonials, research works etc. claimed in support of candidature while filling the online Application *Form must be sent by Registered/Speed Post only to:*

**The Principal,
Allahabad Degree College,
15, Kydganj,
Allahabad, 211003 (U.P.), India**

Last date for receipt of Registered/Speed post is 30th April, 2018.

The Candidate should write- **“Application for the post of Assistant Professor, Department of.....”** OR **“Application for the post of College Librarian”** on the top of the envelope.

HELPLINE : Contact at Mobile No. +91 9453591074 for any help in filing the form (from 10 AM to 6 PM).

Date: March 20, 2018
Place : Allahabad, U.P. India.

**Principal
Allahabad Degree College,
15, Kydganj,
Allahabad, 211003 (U.P.) India**