

How to Apply

Step 1: Read Instructions Carefully

- Read all instructions before applying.
- Ensure you meet the prescribed **eligibility criteria**.
- Note: No edit option is available after submission.
- Application fee is **non-refundable**.

Step 2: Registration (on given link)

- Click on the “**Registration Form**” under the “Registration” section.
- Fill in required Personal details.
- Use a **valid personal email ID and mobile number**.
- Upload:
 - ✓ Photograph (JPG, 5 KB – 100 KB)
 - ✓ Signature (JPG, 5 KB – 100 KB)
- Fill all mandatory (*) fields and click **Submit**.

Step 3: Get Registration Number

- After submission, a **Registration Number** will be generated.
- Check your **email/inbox** for details.
- Click **OK** to proceed.

Step 4: Fee Payment

- Click on “**Fee Submission**”.
- Login using **Registration Number & Mobile Number**.
- Verify details and pay fee through **Online/Internet Banking only**.

Step 5: Wait for Fee Confirmation

- After payment, wait for **24 hours (1 working day)**.

Step 6: Complete Application Form

Login and fill the following sections:

- Education Details
- Experience
- Research and Publications
- Present Position & References
- List of Awards
- API (Appendix II, Table 2)
- Print Application Form

Note:

- API Performa is applicable **only for Associate Professor and Professor**.
- For **Assistant Professor**, fill “**NA (Not Applicable)**” in Appendix II, Table 2.

Step 7: Print Application

- Take a printout of the **final submitted application form**.

Step 8: Send Hard Copy

- Attach **self-attested copies** of all required documents.
- Send to:

To,
The Registrar
Uttarakhand Open University
Haldwani, Nainital
Uttarakhand – 263139

- Superscribe envelope: “**Application for the Post of _____**”
- Ensure it reaches before the **last date**.