

**Veer Narmad South Gujarat University**  
**Udhana-Magdalla Road, Surat-395007**

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**Application Process for Teaching Assistant (Temporary)**  
**Employment Notice No.GAD/TA/EmpNotice/12296/2017, Date: 06/07/2017**

1. Read the advertisement carefully.
2. Check the eligibility of post given in advertisement for which you are applying.
3. While filling online application, please keep on hand all necessary documents. You will also require scanned images of your latest passport size photograph and signature to be uploaded while filling the online application form. Please keep ready scanned copies of your qualification documents also, which are to be uploaded while applying online.
4. Click on “Apply Online” link to start filling online application form.
5. Application need to fill in English.
6. Select the post you want to apply. One by one select correct options (Yes/No) for the questions on the screen. Software will check your primary eligibility based upon your responses.
7. If you are primarily eligible for selected post then proceed and select division wise post to be applied. Fill the required details asked in the online application form.
8. After filling required information, system will generate login ID, password and SBI challan which will be displayed on the screen. You will also receive your login ID and password on SMS. (Please enter correct mobile number to get login ID and password by SMS). This Login ID is also your form number.
9. Select your mode of payment and make online payment.
10. Please pay applicable fee before last date mentioned in the advertisement. Fees once paid are not refunded.
11. After making payment of fees login again on the website, click on “Fill Application Form” link and complete and approve and take printout of the online application form.
12. Your application process is now complete. Please check the website for regular updates.