

# How to Apply?

All candidates **should apply ONLINE**. Please read the details given below before you start online application process.

Before Applying:

1. Candidates are advised to go **through the preliminary requirements** given in the advertisement.

## Procedure for Filling Application Form Online

**STEP 1: Enrolment/Registration.**

**STEP 2: Login.**

**STEP 3: Profile Filling/Save/Edit.**

**STEP 4: Uploading of supporting documents and photograph**

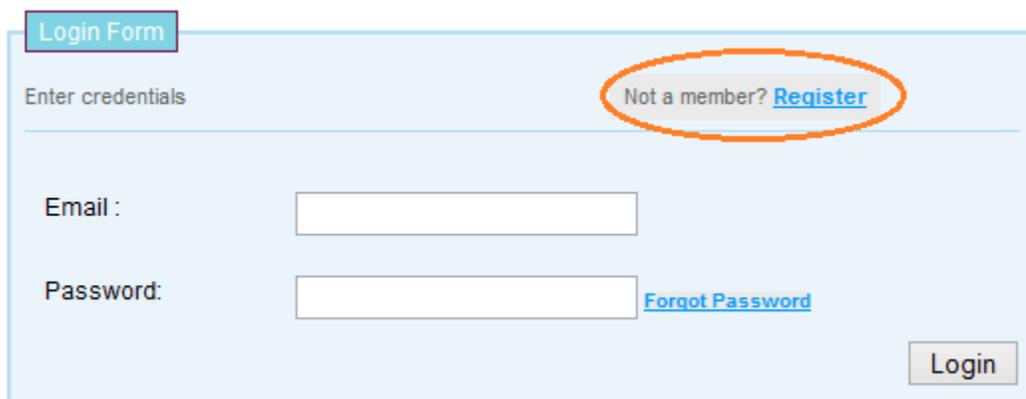
**STEP 5: Submit /Edit your application form**

## STEP 1: Enrolment/Registration

Please enable JavaScript and remove disable pop-up blocker for this website on your browser.

You must first register yourself, by providing a valid email address. Choose this carefully as once you register it, all communications to you from the IPR will be sent to this address (**Do not use anybody else's email address**).

Each candidate must enroll with his or her email by clicking "**Register**", which is encircled in the screen shot below. Candidate has to give a password that will be required for all other operations.



The screenshot shows a light blue login form. At the top left, there is a tab labeled "Login Form". Below it, the text "Enter credentials" is displayed. To the right of this text, the link "Not a member? Register" is circled in orange. Below the "Enter credentials" text, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field, there is a link "Forgot Password". At the bottom right of the form, there is a "Login" button.

You will be directed to the following screen after clicking the link “**Register**”



The screenshot shows a registration form titled "Registration Form" with a sub-header "Create A new Account". On the right, there is a link "Already a member? [Log in](#)". The form contains the following fields and text:

- Name :
- E-mail :
- Password:   
Password must be at least 8 characters and must contain at least one lower case letter, one upper case letter and one digit
- Re-type Password:
- Register button

Length of the password should be 8 -30 characters and it must contain digits and alphabets. Please note that \a, \b, \n, \r, \t, \\ are not permitted in the password. Keep this information safe and do not disclose it to anyone.

**NOTE: Please note that Email Address cannot be changed in the later stage, hence you must verify and confirm the details given above before you click button.**

After you click button, you will see the following screen.



Upon successful registration, an activation email will be sent with a link. Please click on link mentioned in mail to activate your account.

In case if you didn't get this activation email, click on “**Resend Activation Mail**” on home page/login page.

You will see the following screen.

- [Home](#)
- [How To Apply](#)
- [Advertisement](#)
- [Important Dates](#)
- **Contact us:**  
iprphd@ipr.res.in

Login FormNot a member? [Register](#)

Enter credentials

Email :

Password:  [Forgot Password](#)

[Resend Activation Link](#)

Registration Form

To receive activation email again, Please enter your Registered Email address

E-mail :

Enter your registered Email ID. ([Please check your Spam folder](#))

## STEP 2: Login

Give Email ID as username and password that was used during registration and click to get Candidate Application Form Page, shown below.

Login FormNot a member? [Register](#)

Enter credentials

Email :

Password:  [Forgot Password](#)

### In case if your forgot password:

Click on [Forgot Password](#) on home page/login page. You will see following screen.  
Enter registered Email ID. An email with reset password link will be sent to you. Click on that link.



## and photograph

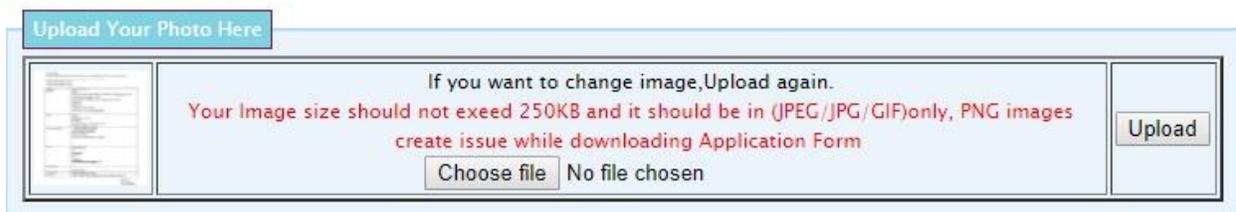
Before you upload your supporting documents you have to check the following specification of the image file.

- The document must be colored and clear.
- The PDF file should be in a pdf format.
- File size should be less than 250KB (memory size).

Before you upload your photo you have to check the following specification of the image file.

- The photograph must be colored and clear.
- Photograph must be taken in a White or a very light background.
- The image should be in a JPEG/JPG/GIF format and also on a standard 3.5 cm (width) × 4.5 cm (height) print (350 x 450 pixels).
- Have pixel width in the range 240 to 600 and ensure that the width to height aspect ratio is in the range 0.63 to 0.86.
- File size should be less than 100KB (memory size).

**Step 3: Click close in pop-up. After Uploading, form will look like**



The screenshot shows a web interface for uploading a photo. At the top left, there is a blue button labeled "Upload Your Photo Here". Below this is a light blue rectangular area containing a small thumbnail of a document on the left. In the center, there is a message: "If you want to change image, Upload again." followed by "Your Image size should not exceed 250KB and it should be in (JPEG/JPG/GIF)only, PNG images create issue while downloading Application Form". Below this message are two buttons: "Choose file" and "No file chosen". On the right side of the light blue area, there is a button labeled "Upload".

## STEP 5: Submit/Edit your Application form

After filling all the details, click on submit application. You will be redirected to preview of your details. Check every details and in case of change, click on Edit.

Once you have verified all details, click on Final Submit.

Note: No further changes will be permissible after the submission of your application form.