

## Standard Operational Procedure for Online Application for Research Associate

To fill online Application form and take a copy of it. Please follow the sequential steps:

1. On the browser type address [https://www.anuvidhya.in/onln\\_app/ENRL\\_RF/](https://www.anuvidhya.in/onln_app/ENRL_RF/) in the Browser address bar.
2. If not Registered your email id then click on **"New Registration"**.
  - a. Enter your Email ID, Reenter your Email ID for Confirmation,
  - b. Select the "Registration for " Research Associate.
  - c. Click on "Proceed for Registration".
  - d. After Clicking; if your email id is valid and not registered early then you will get a mail containing (User name and Password); using that you can login and fill up your application details.
3. If Registered already then click on **"Logon to Fill / Edit / Submit the Application (Already Registered)"**.
  - a. Type your User (email id) and Password (which is sent) and click on Proceed button.
  - b. Change your password immediately.
  - c. After logon, you will see the welcome screen containing two division; one contains menu list (left side) and other to display the selected option.
  - d. By clicking one by one update your Details.
    - e. Then Click on "Personal Details"; Enter the all the details about you, select your photo to upload (only jpg / png), select your Date of Birth Certificate (pdf/jpg/png) then click on "Update the Personal Information" button.
    - f. if you got the updation message then proceed to next updation (Education details).
    - g. Click on "Educational Details".
    - h. Enter your Qualifying Degree on the top (eg. M.Sc / B.Sc / BE etc..) and then enter the details (starting from graduation only) i.e. Enter Degree, Discipline, Year of Passing, select Mark type, enter the marks obtained (CGPA / Percentage), subjects, University, location of the University and select the (Degree certificate pdf / jpg / png).
    - i. After entering your educational details click on "Update Education Details" to update and upload.
    - j. If everything goes right you will get the updated message or error message.
    - k. Click on "Other Details"
    - m. Depend on registration it varies.
      - For "" you can enter Details of passing or Qualifying Nationallevel exam.
      - For "Research Associate" you can enter details of no of Publications, Upload the List of Publication details, Thesis title, Field of Research.
    - n. After filling all required fields click on "Update Details". If everything goes right you will get the updated message or error message.

4. After you Entered all information required you can submit your application by clicking “Final Submission” menu on the left side.
5. When you click “Final Submission”, it will show you all the information you entered. Verify your information thoroughly, and click on self declaration (Check box) and click on “Submit” button.
6. Once your Submission is successful then left side Menu items will change automatically.
7. It will show only following menu items “Show / Print Application”, “Change Password” and “Logout”.
8. Click “Show/Print Application” to view / download your application.

**In case of difficulty please mail your queries to [helpdesk@hbni.ac.in](mailto:helpdesk@hbni.ac.in) 022-25597596**