

## **Frequently Asked Questions**

### **How do I log in?**

To log in, click the 'Log-in' tab at the bottom of the page. Enter your email address and password and click the 'Log-in' button. If you have not registered before, you will need to do so by clicking on the 'Sign Up' tab. This will take you to the Sign Up page. On this page you must enter your email address, a password, and then re-enter your password.

Your password must: **More than 8 characters**

Choosing a secure password ensures that your personal information is held securely and is only accessible to you.

Once you have created an account, you will be able to log in using your email address and password and apply for your chosen vacancy/vacancies.

### **Why do I need to register an account to apply for M.Tech Program?**

Creating a user account gives you access to a number of useful features in our system. These include the option to:

- Save your application form when you have only partially completed it and you wish to return to it at a later stage
- Re-use certain details that you have submitted on a previous application form when you apply for a new position

### **What do I do if I have forgotten my password?**

Go to the 'Apply' link on the top of the page of your screen. There is Lost Password tab at the bottom of the page just beside Sign Up. Enter the email address you used to register for an account and click on the 'Request Reset Password' button. An email containing a link to reset your password will be sent to your registered email address. When you have received the email, you should click on the link provided. You will then be prompted to set a new password to use when accessing your account in future.

### **What information will I need to fill out the application form?**

It may be useful to have the following information available to assist with the completion of your application form:

- Details of your qualifications and results
- Details of GATE/PGSET

However, you can start your application without having this information to hand. You can save and return to it later.

## **What is the size and type of photograph and signature?**

- To be uploaded during the submission of online application form

Photograph of Candidate JPEG format, 40 KB file size, and 3.5cm x 4.5cm dimension

## **Am I able to save an application and return to it at a later stage?**

You can save your application and return and complete it at a later stage. Click on the 'Save application' button at the bottom of the page that you are currently completing. Your application will then be saved and can be modified at any time up to the closing date. When you are ready to continue with your application, log back in. The applications you have started will be shown under the 'My Applications' tab. Navigate to the relevant application and click on the 'Edit Application' button at the far bottom of the screen.

## **How do I print a copy of my application form?**

To view a printable version of a saved application form, click the 'Save Applications form' tab. You will be redirected to 'Existing Applications' page which contains 'Print' button at bottom right of the page when you click on this it will routed to a summary of all your current applications. You can now print this page in the same way as you would normally print a web.

## **Who can I contact if I'm having technical difficulties?**

If you encounter technical difficulties when using the online application form, please contact our helpdesk at: [techsupport@rgukt.ac.in](mailto:techsupport@rgukt.ac.in)  
Please provide the following details in your email: your name, the course applying for, and a brief outline of your problem. Please note that this email address is only monitored during working hours, and is unattended in the evenings and holidays.

Please note: if your question is not about a technical issue, this helpdesk will be unable to respond to your query.