

**Guidelines to fill up the application form:**

- i. All details to be filled in **BLOCK LETTERS**.
- ii. Photograph must be a recent **passport size colour picture**. Make sure that the picture is in colour, taken against a light-coloured background.
- iii. A **valid personal e-mail ID** should be kept active till the completion of the engagement process. AEGCL may inform for the interview through the e-mail ID provided in the application form. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying and must maintain that email account.
- iv. All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies.
- v. Candidate should indicate the percentage obtained in Graduation **calculated to the nearest two decimals** in the application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- vi. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- vii. Certified Copies of all relevant mark sheets, date of birth, domicile certificate, etc must be enclosed with the application
- viii. Signature in **CAPITAL LETTERS** will not be accepted.
- ix. The duly filled up application form, relevant documents, demand draft, etc. should reach the GM (HR) i/c, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-01 before the last date of receiving applications as mentioned in the advertisement.