## **Steps for Online application for Examiner:**

- 1. LOGIN:
  - a. Go to http://examiners.puchd.ac.in
  - b. Click on Login
  - c. Enter your mobile no. as username and password sent to you by SMS.
  - d. Click on LOG IN to proceed.
- 2. Important steps to follow:
  - Fill Personal details and click on save and continue.
  - Upload Photo and Signature
    - a. Photo Size: 200px (width) X 250px (height)
    - b. Signature Size: 200px (width) X 100px (height)
  - Fill Application Form and click on save and continue.
  - Fill Paper specification and Review form and submit.
    - I. Select class and subject from respective drop downs and click on ADD.
    - II. Select as many papers you want to evaluate, added subjects will be shown in the grid below
    - III. If you have any paper incorrectly, you can click on **X** (cross) against that particular entry.
  - Submit Form
    - I. Tick on declaration, enter your password and click on FINAL SUBMIT

<u>Note:</u> You will not be able to make any changes in your form after clicking FINAL SUBMIT

- a. You can take a print out for future reference from the link provided. You will be redirected to your home page
- b. You can take a print out for future reference from the link provided.