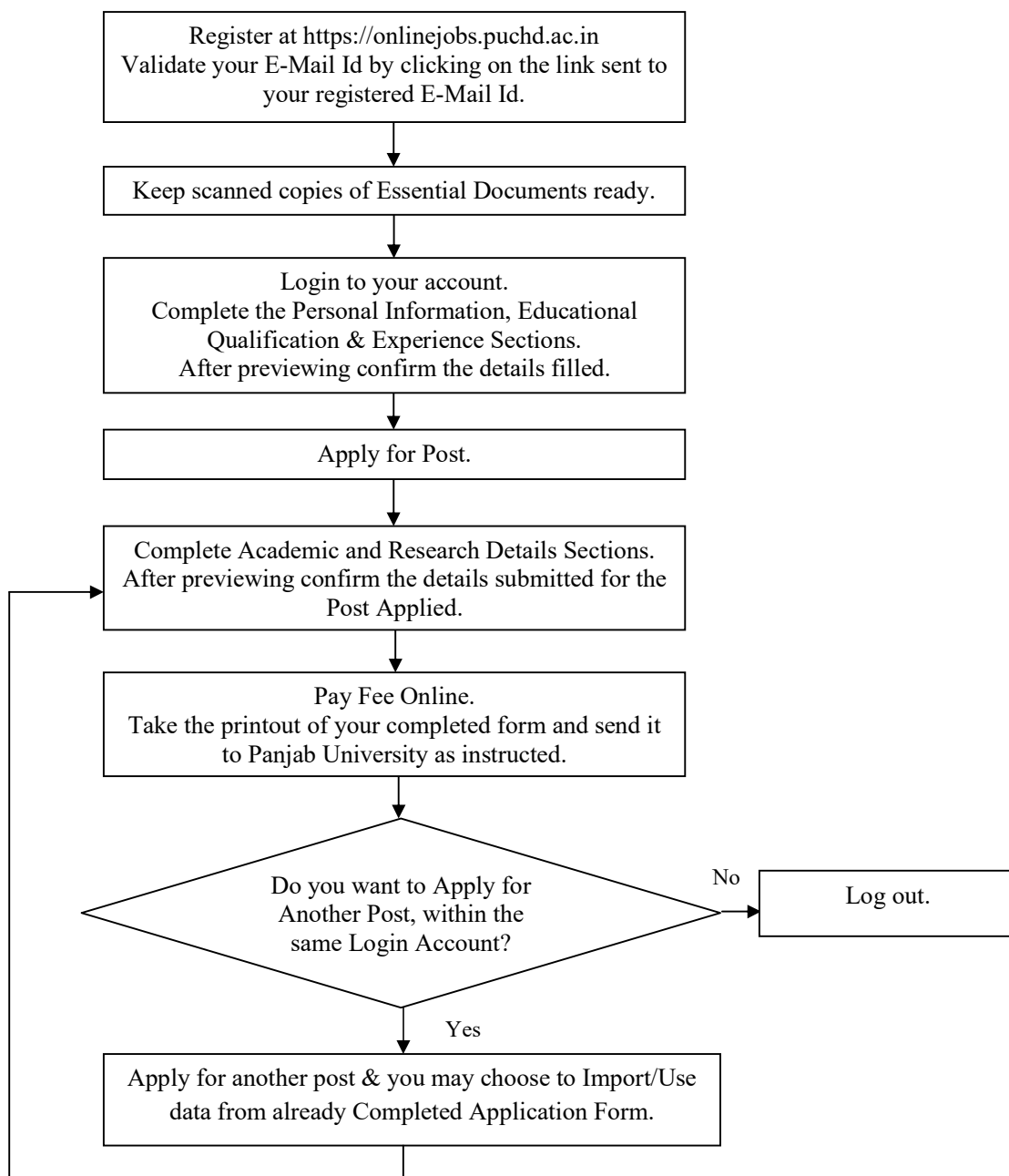# PROCEDURE: HOW TO FILL THE ONLINE APPLICATION FORM

Please read All the Information very carefully to complete your Application Form.

NOTE: - *The Online Payment(s) may take 24-48 Hrs. for confirmation therefore, the Candidates are strongly advised to complete their Online Application Forms and pay Fees (through your Dashboard only) 2-3 days before the Last Date.*

This document is only for reference purpose. Accurate and updated information is available at website: https://onlinejobs.puchd.ac.in

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

```
┌─────────────────────────────────────────────┐
│ Register at https://onlinejobs.puchd.ac.in  │
│ Validate your E-Mail Id by clicking on the   │
│ link sent to your registered E-Mail Id.      │
└─────────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────────┐
│ Keep scanned copies of Essential Documents   │
│ ready.                                        │
└─────────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────────┐
│ Login to your account.                        │
│ Complete the Personal Information, Educational│
│ Qualification & Experience Sections.          │
│ After previewing confirm the details filled.  │
└─────────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────────┐
│ Apply for Post.                               │
└─────────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────────┐
│ Complete Academic and Research Details        │
│ Sections. After previewing confirm the        │
│ details submitted for the Post Applied.       │
└─────────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────────┐
│ Pay Fee Online.                               │
│ Take the printout of your completed form and  │
│ send it to Panjab University as instructed.   │
└─────────────────────────────────────────────┘
                     │
                     ▼
           ◇ Do you want to Apply for      No   ┌──────────┐
             Another Post, within the   ───────▶│ Log out. │
             same Login Account? ◇             └──────────┘
                     │ Yes
                     ▼
┌─────────────────────────────────────────────┐
│ Apply for another post & you may choose to    │
│ Import/Use data from already Completed        │
│ Application Form.                             │
└─────────────────────────────────────────────┘
```

Step 1: <u>Registration</u>

- Candidates are required to visit website: https://onlinejobs.puchd.ac.in. The following page will appear:

WELCOME TO PANJAB UNIVERSITY RECRUITMENT PORTAL

- Home
- Login
- Important Dates
- How to Fill the Form
- Contact Us

Panjab University Recruitment

Advertisement No. 0/2025

Online Applications are invited from the eligible candidates for the posts of Assistant Professor and Associate Professor in various subjects in the P.U. Departments / Institutes/ Centres in the pay-scale Rs. 57,700 - 1,82,400/= and Rs. 1,31,400 - 2,17,100/= respectively upto 19.... . Four sets of Print out of online application along with supporting documents should also reach the office of the Deputy Registrar (Estt.), Panjab University, Chandigarh by 2...... up to 4:00 P.M.

- Advertisement No. 4/2023
- Posts Detail
- General Guidelines
- UGC Regulations 2018
- Format Of Experience Certificate

SIMPLE STEPS TO FILL APPLICATION FORM

- **STEP 1**: Visit Website **https://onlinejobs.puchd.ac.in**
  Click on **Click here to Start Registration** button available at the bottom of Home Page and proceed as per the instructions. A link shall be sent to your Registered E-mail ID for Validation. Use only the latest Email received to access that link.

- **STEP 2** Click on the link sent to your E-mail ID. It may take some time to validate your details and generate the Login ID. Password will be same as submitted by you at the time of Registration. Login details will be sent to your Registered E-mail ID also.

- **STEP 3**: Login to your account using your Login ID and Password. Through the Left Panel of your Dashboard, complete Personal Information and Save it. Then fill in the Educational Qualifications, Employment Experience (if any) and Save them too. The Preview of the details added by you shall be available at the bottom of the screen. Now Confirm the Details. **CONFIRMATION WOULD MEAN NO FURTHER MODIFICATION SHALL BE ALLOWED.**

- **STEP 4**: Choose Post, Specialization, Department and Category to apply.

- **STEP 5**: Add your Research, Academic and Other Details to complete the form. Save data to the table using **SAVE/SAVE AND ADD MORE** Button. The Preview of all details added by you in all sections shall be available on the Left Panel too.

- **STEP 6**: Once the form has been filled completely by you, You need to Confirm the details. **CONFIRMATION WOULD MEAN NO FURTHER MODIFICATION SHALL BE ALLOWED.** After that, Proceed to Pay the Fees for the Post Applied.

- **STEP 7**: Take the Printout of the Completed Application Form and attach all Supporting Documents related to Educational Qualifications, Employment Experience (if any), Research, Academics etc. and submit the Complete Sets (Application Form and Supporting Documents) to the address mentioned on the Printout. The **.pdf** of the Online Filled Application Form shall exist on the Dashboard of your Account. However, you are advised to keep a Printout of the Application Form submitted Online for further reference too.

  NOTE: Within your Login Account, you can add more Posts for which Personal Information, Educational Qualification & Experience Sections will remain same OR you may Register again to Apply for New Post.

DECLARATION

☐   **I have read all the Instructions & Information given on this Website carefully.**

Click here to Start Registration

Read all the steps carefully. To start the registration process, click on the "Click here to Start Registration" button available as shown above. The next screen will appear as follows:

Fill all the details given on the Registration Form such as Advertisement No., Name, Father's Name, Mother's Name etc. Provide valid E-mail ID to receive the validation link and all Communication/E-mails from Panjab University. Password must contain at least 8 characters, including uppercase, lowercase, special character and numbers. Click on "Register" button.

Remember the password entered here for creating Login ID.

Step 2: <u>**Validate Details Through E-mail**</u>

The following screen will appear after clicking on Registration button:

• To complete the registration process, Login to your E-mail, which you have entered during registration process and validate the details by clicking on the Link received in E-mail.

• If the E-mail is not in your main Inbox, please check your Junk/Spam Folder. Use only the latest email received to validate your details for this registration.

• After clicking on the link, your details will be validated, Login ID will be generated (the same information will be sent to your registered E-mail ID) and the following screen will appear:

Use your LogIn ID and password to login to your account. The Password will be the same which you have set during registration process.

Step 3: <u>Keep Essential Documents/Information ready</u>

Before starting to fill up the Online Application Form, keep ready with you the following details / documents / Information:

a) Valid Email ID and mobile number.
b) Clear scanned image of passport size photograph of size not greater than 100 KB.
c) Clear scanned image of signature of size not greater than 100 KB.
d) Single PDF file containing all category(s) (if any) certificates, of size not greater than 800 KB.
e) Personal, Educational qualification and Teaching/Post-doctoral experience details. All certificates/degrees in respect of qualifications (10th Mark sheet, Graduation Degree, Post Graduation Degree, M.Phil. / Ph.D. degree etc.) and their corresponding PDF files (size not greater than 500 KB for each file) should be readily available.
f) Your Academic and Research Details etc. required for applying for a post.

Note: - While applying for the post, the candidates should ensure that he/she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished any incorrect /false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled.

Step 4: <u>Login / Sign In</u>

Already registered Candidates need to visit the website: https://onlinejobs.puchd.ac.in and login by clicking "Login" link available in the left side menu.

The following page will appear. Enter correct Login ID (6 digits) and Password.

After successful Login the Dashboard will appear as follows:

You need to complete the three sections: *Personal Information, Educational Qualification and Experience* (if any) and need to confirm the information filled in these sections too. Press "Click to Complete" button OR use left side menu items to complete these sections.

Step 5: Complete Personal Information, Educational Qualification and Experience (if any) Sections and Confirm

PERSONAL INFORMATION:

PERSONAL INFORMATION

Update your Personal Details

👉 Red box are mandatory fields.

The applicant is strongly advised to keep Photograph, Signature and Category (if any) certificates ready for uploading before filling the below form.

Name: Mr. ⌄ TESTNAME

Father's Name: FATHER NAME

Mother' Name: MOTHER NAME

Date of Birth: 📅 01/12/1995

Mobile Number: ●●●●●●●●●●●   **E-Mail ID:** test@gmail.com

Place of Birth: chandigarh   **Nationality:** Indian ⌄

Gender: Male ⌄   **Marital Status:** Married ⌄

Category: ☐ General / Unreserved ☐ Person with Disabilities ☑ Scheduled Castes ☐ Scheduled Tribes

Upload Category(s) Document: Browse... No file selected. (Upload single PDF file containing all category(s) certificates, Max size 800KB)

Photograph: 🚫 Browse... No file selected. (Upload JPG file, Max size 100KB)

Signature: 🚫 Browse... No file selected. (Upload JPG file, Max size 100KB)

Permanent Address

Address: PERMANENT ADDRESS

City: CHANDIGARH   **Pincode:** 160008

State: CHANDIGARH   **Country:** India ⌄

Present (Correspondence) Address

Is your Correspondence Address same as Permanent Address? ☐ Yes

Address: CORRESPONDENCE ADDRESS

City: CHANDIGARH   **Pincode:** 160008

State: CHANDIGARH   **Country:** India ⌄

🖫 Save   Next ➔

EDUCATIONAL QUALIFICATION:

EDUCATIONAL QUALIFICATION

Update Educational Qualification

👉 Red box are mandatory fields.

Degree: Select ▼

Name of Examination: 10th / B.A. / M.A. / LL.B. / Ph.D. / Diploma etc.

Board / University: CBSE / Panjab University etc.

Main Subject: Physics / Chemistry / Zoology / Law / Libray Science etc.

Month and Year of Passing: Select Month ▼   Select Year ▼

Marks Obtained / Maximum Marks: [ ] [ ]   Enter 0 if marks are not available

Class / Division / Grade: Select ▼   1st / 2nd / A Grade / B Grade etc.

Merit / Prizes / Medals won, if any: Award / Prize / Medal won (if any)

Upload Certificate / Degree: Browse... No file selected.   (Upload PDF file, Max size 500KB)

← Back   💾 Save & Add More   Next →

NOTE: If the applicant finds error in any of the below submitted rows, he/she may delete that particular row and add & save the correct information again.

Qualification Details Submitted

S.No.	Examination	Board / University	Main Subject	Month and Year of Passing	Marks Obtained / Max Marks	%age of Marks	Class/Division /Grade	Merit / Prizes / Medals won, if any	
1.	10TH	CBSE	Maths English Science Punjabi S.St.	06-2010	410.00 / 500.00	82.00	Class : 1st	--	🗑
2.	B.SC.	PANJAB UNIVERSITY	Physics Chemistry Maths	07-2015	1900.00 / 2400.00	79.17	Class : 1st	--	🗑

EMPLOYMENT EXPERIENCE:

TEACHING / POST DOCTORAL EXPERIENCE

Update your Experience

☞ Red box are mandatory fields.

Name of Employer / Institution:	Name of Employer / Institution	**Address of Employer / Institution:**	Address of Employer / Institution
Date of Joining:	📅	**Date of Leaving / Till Date:** #	📅
Designation:	Designation	**Nature of Job:**	Nature of Job
Status:	Select Status ⌄	**Basic Pay(p.m.) & Grade(Pay-Scale):**	Basic Pay(p.m.) & Grade(Pay-Sc
Reason for Leaving:#	Reason for Leaving (Not required if you are continuing with the present job)		

← Back   💾 Save and Add More   Next →

#: Date of Leaving, Reason for Leaving may be left blank if the applicant is continuing with the present job.
NOTE: If the applicant finds error in any of the below submitted rows, he/she may delete that particular row and add & save the correct information again.

Teaching / Post Doctoral Experience Submitted

Name & Address of Employer / Institution	Date of Joining	Date of Leaving	Designation	Nature of Job	Status (Regular / Temporary etc.)	Basic Pay (p.m.) & Grade (Pay Scale)	Reason for Leaving	
Name of Employer, Address of Employer	02/08/2017		Teacher	Teaching	Contractual	15600-39100+ GP 6000		🗑

PREVIEW INFORMATION IN PERSONAL INFORMATION, EDUCATIONAL QUALIFICATION AND EMPLOYMENT EXPERIENCE SECTIONS AND CONFIRM:

PREVIEW

Your Preview (Personal Information, Educational Qualification and Teaching Experience)

Personal Information [Login ID: ######]

Name In Full:	Mr. TESTNAME
Father's Name:	FATHER NAME
Mother's Name:	MOTHER NAME
Date of Birth: 1st December, 1995	**Place of Birth:** CHANDIGARH
Nationality: Indian	**Marital Status:** Married
Gender:	Male
Category:	Scheduled Castes

Permanent Address:

PERMANENT ADDRESS, CHANDIGARH, CHANDIGARH - PINCODE: 160008, India

Present Address (for Correspondence):

CORRESPONDENCE ADDRESS, CHANDIGARH, CHANDIGARH - PINCODE: 160008, India

Phone/Mobile No.: 1111111111	**Email:** test@gmail.com

Educational Qualification

S.No.	Examination	Board / University	Main Subject	Month and Year of Passing	Marks Obtained / Max Marks	%age of Marks	Class/Division /Grade	Merit / Prizes / Medals won, if any
1.	10TH	CBSE	Maths English Science Punjabi S.St.	06-2010	410.00 / 500.00	82.00	Class : 1st	--
2.	B.SC.	PANJAB UNIVERSITY	Physics Chemistry Maths	07-2015	1900.00 / 2400.00	79.17	Class : 1st	--
3.	M.SC.	PANJAB UNIVERSITY	Physics Chemistry Maths	06-2017	1282.00 / 1500.00	85.47	Class : 1st	--
4.	M.Phil.	--	--	--	--	--	--	--
5.	Ph.D.	--	--	--	--	--	--	--

Teaching/Post Doctoral Experience Details in chronological order, starting with first job)

Name & Address of Employer / Institution	Date of Joining	Date of Leaving	Designation	Nature of Job	Status (Regular / Temporary etc.)	Basic Pay (p.m.) & Grade (Pay Scale)	Reason for Leaving
Name of Employer, Address of Employer	02/08/2017		Teacher	Teaching	Contractual	15600-39100+ GP 6000	

NOTE :

The information submitted by me in the above sections are correct and no further change/modification is required.
I understand that after " CONFIRMING " these sections, I will not be able to change/modify the information submitted by me.

I Agree: ☐

Once the above details are confirmed, NO CHANGES SHALL BE ALLOWED in the form. So make sure that the information in the form has been filled correctly and clear scanned images of passport size photograph, signature and other documents have been uploaded properly.

[Confirm]   [Edit]

Note: - Once the above details are confirmed using "Confirm" button, <u>NO CHANGES SHALL BE ALLOWED</u> in the form. So make sure that the information in the form has been filled correctly and clear scanned images of passport size photograph, signature and other documents have been uploaded properly.

Step 6: <u>Apply for Post</u>

After confirming the Personal Details, the following screen will appear:

DASHBOARD

IMPORTANT NOTE: The Online Payment(s) may take 24-48 Hrs. for confirmation therefore, the Applicants are strongly advised to complete their Online Application Forms and pay Fees (through your Dashboard) 2-3 Days Before the Last Date.

Personal Information, Educational Qualification and Experience sections are completed successfully.

Login ID	Applicant Name	Section	Status
100014	TESTNAME	**Personal Information, Educational Qualification & Experience**	**Complete**

S.No.	Application No.	Name of the Post with Specialization	Department	Category	Application Status	Action

⊕ Apply for New Post

- 🏠 Home
- ▦ Dashboard
- ▤ Preview Personal Details
- ▣ Apply for Post
- ⤤ Logout
- 📇 Important Dates
- 📖 How to Fill the Form
- 📧 Contact Us

Click on "Apply for Post" button and the following screen will appear:

Select Name of the Post, Specialization, Department, Category of the post and enter minimum pay acceptable & joining time. Click on "Submit" button. The next screen will be as follows:

Now click on "Click to Complete" button to complete the application form for the selected post.

Step 7: Complete Academic and Research Details Sections

The following screen will appear when you clicked on "Click to Complete" button as mentioned earlier:

On this page, you can add your Research Papers/Journals' details.

- Fill all the details related to your Research Papers/Journals (if any) and click on "Save and Add More" button to save each paper's details.
- You can add multiple Research Papers /Journals details and all of them will keep on appearing in the table at the bottom under the title *Research Papers (Journals) Submitted*.
- If you find error in any of the already Saved/Submitted Rows, you may delete that particular row using "Delete" button and Add & Save the correct information again.

Similarly, there are other links on the left side menu. You can add information in Section/Page related to any link by clicking on the same i.e. you can add information for sections such as Publications, ICT, Research Guidance, Research Projects, Patents, Policy Documents, Awards/Fellowships, Invited Lecturers, Self-Evaluation, Referees and Academic Distinctions etc.

For easier Navigation "Back" and "Next" buttons can be used to move to various Sections/Pages.

Step 8: Preview Academic and Research Details & Confirm

After filling the information in your relevant sections, you can have the preview of the same information (at any time) using "Preview Academic and Research Details & Confirm" Link available in the left side menu. Here you can check the entered information.

PREVIEW

Your Preview (Research Publications, Research Guidance, Research Projects, Lectures etc.)
» Application No. :

Application Details

Application No.	Name of the Post	Specialization	Department	Category
	Assistant Professor		Department of	

Research Papers (Journal)

S.No.	Title with Page Nos. and Date of Publication	Journal	ISSN No.	Whether peer Reviewed	Impact Factor, If any	No. of Co-authors	Whether you are first/ principal/ corresponding author/ supervisor/ mentor?
1.	Research Paper one, 324-329, 04-2017	Journal Name	ISSN No.	Yes	0	2	First Author

Publications (Other than Research Papers)

Book Authored

S.No.	Book Title with Page Nos. and Date of Publication	Name of Publisher	Whether National/International Publisher	ISBN No.	No. of co-authors	Whether you are the main author
No information provided						

Chapters in Edited Books

S.No.	Title with Page Nos. and Date of Publication	Book/Title Editor & Publisher	Whether National/International Publisher	ISBN No.	No. of co-authors	Whether you are the main author
No information provided						

Editor of Book

S.No.	Title with Page Nos. and Date of Publication	Name of Publisher	Whether National/International Publisher	ISBN No.	No. of co-editors	Whether you are the main editor
No information provided						

Creation of ICT Mediated Teaching Learning Pedagogy

Development of Innovative pedagogy

S.No.	Title of Development of Innovative Pedagogy	Short Description / Contribution	Type of Pedagogy / Modules / E-content / Uploaded Link	Level	No. of Quadrants
No information provided					

Research Guidance & Research Projects

Research Guidance

S.No.	Degree	Degree Awarded / Thesis Submitted
No information provided		

Research Projects (Completed / Ongoing / Consultancy)

S.No.	Title of Research Project	Funding Agency	Date of Sanction	Grant / Amount Mobilized (Rs. Lakhs)	Whether you are the PI / Co-PI / Consultant?	Status
No information provided						

Patent & Policy Documents

Patent

S.No.	Title	National / International	Date of Filing	Status as on Date	Patent File No.
No information provided					

Policy Documents

S.No.	Title	Funding Agency	Date of Submission / Approval	Policy Documents Submitted to	International / National / State
No information provided					

Awards / Fellowships

Awards / Fellowships

S.No.	Title of the Fellowships / Awards	Date of Award	Awarding Agency	Whether Level International / National / State

Invited Lecturers / Resource Person / Paper Presentation in Seminars / Conferences / Full Paper in Conference Proceedings

S.No.	Title / Academic Session with Date	Lecture / Resource Person / Paper Presentation / Full Paper in Conference Proceedings	Agency	Whether International(Abroad) / International(within country) / National / State / University Level
No information provided				

Paragraph of self-evaluation regarding different fields of activity relating to the job

No information provided

Academic Distinctions

S.No.	Detail
No information provided	

Refrees

S.No.	Name	Occupation / Position	Address	E-mail and Tel. / Mobile No.
		No information provided		

DECLARATION: I solemnly declare that :

1. The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
2. I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
3. I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offecnce.

I Agree: ☐

Once the above details are confirmed, NO CHANGES SHALL BE ALLOWED in the form. So make sure that the information in the form has been filled correctly.

← Back   Confirm   Edit

If you want to change some information in any of the sections then you can update that information by accessing that section using left side menu items OR using "Edit" button available at this Preview page.

If you are satisfied with all the information Added/Saved by you, which is visible on the Preview Page then you need to confirm this information. Tick the **DECLARATION** checkbox "I Agree" and click on "Confirm" button. **Once you confirm the details, NO CHANGES SHALL BE ALLOWED** in the Application Form. So make sure that the information in the Application Form has been filled correctly.

Step 9: <u>Pay Fee</u>

Once you have Completed and Saved the information for the Post successfully, you will get the option to <u>Pay Fee</u> to finally confirm your application form and take printout. The Fee must be paid through the any of the displayed options only. The Dashboard will show options as follows:

Click on the "Pay Fee" button and the next screen will be as follows:

Click on "Proceed to Pay" button, you have all the options to pay the fee Online.

NOTE: - Only those Application Form(s) will be considered as <u>Complete & Confirmed</u> for which Fee has been paid successfully.

Step 10: **Take Printout of Application Form/ Download Form in PDF Format**

After successful payment of online fee, you will be redirected to your Dashboard where you can download and print the Application Form using "Form in PDF Format" button.

Applicants are required to take print-outs of the Online Application Form filled by them and attach hard copies of the supporting documents (i.e. Educational Qualifications, Employment Experience, Category (if any), NOC (if any), Research Details, Academic Activities etc.) with each print-out as per the Annexures mentioned in the Online Form. These complete sets (Online Application Form & supporting documents) be submitted in the *office of Deputy Registrar (Establishment), 2nd Floor, Administrative Block, Panjab University, Sector-14, Chandigarh-160014* by Hand/ Registered Post/Speed Post on or before the Closing Date.

Apply for Another Post:

Once you have Completed/Saved/Confirmed one Post, you can **Add Another Post** within your same Login account using Dashboard as below:

NOTE: - If you add another post using "**Apply for Another Post**" button then for this new post the Personal Information, Educational Qualification & Experience sections information will remain same as submitted by you earlier in the previous Application Form OR you may simply Log out of this account and register again to Apply for Another Post.

To add another post, click on "**Apply for Another Post**" button and you will get the same screen for new post to select Name of the Post, Specialization, Department, Category of the post and enter minimum pay acceptable & joining time. After clicking on "Submit" button on that screen, the following screen will appear:

IMPORT DATA

Import Data from Previously Filled Application Form
» Application No. : 2109000041

Post added. You may use the data from any of the following Application Forms OR you can skip this step to complete form yourself.

☞ Red box are mandatory fields.

New Application No.	Name of the Post	Specialization	Department	Category
~~2109000041~~	Assistant Professor	~~...~~	Department of ~~Computer Science Applications~~	~~Scheduled Caste~~

Import from Existing Application No.	Name of the Post	Specialization	Department	Category	Choose
~~2109000010~~	Assistant Professor	~~...~~	Department of ~~...~~	~~...~~	○

Do you want to import/use data from any of your existing completed Application Form(s) shown above?
if yes then choose that post and select "Yes" OR you can skip this step by selecting "No" to complete form yourself.

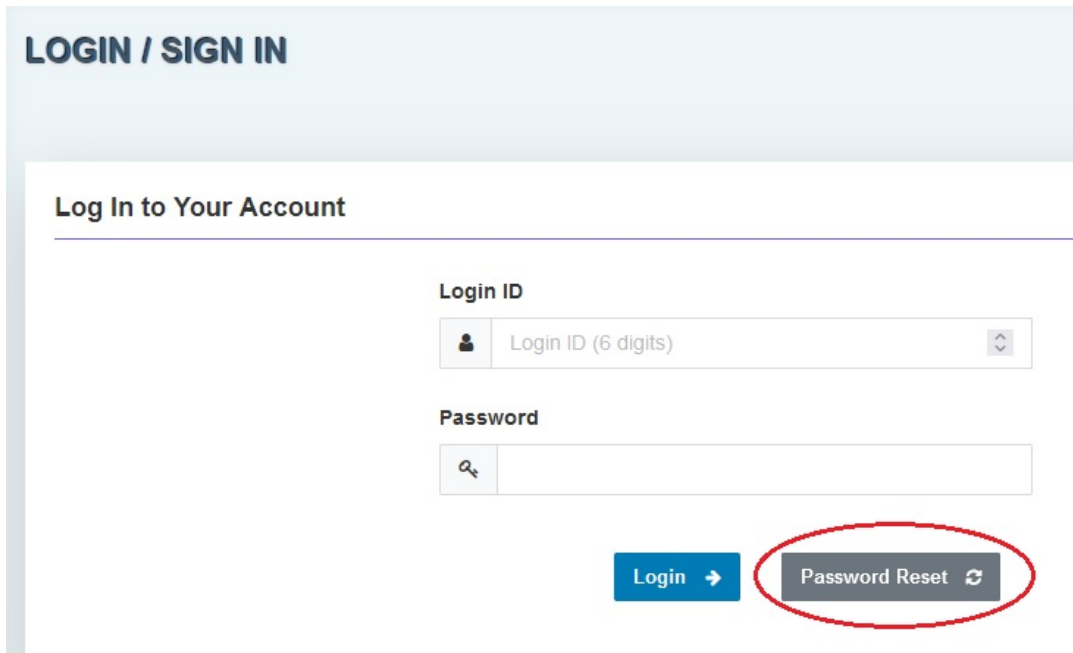Select ▾

Select
Yes
No

🖺 Proceed

You can Import/Use data from any of your existing completed Application Form(s) shown as above. For this purpose, you need to choose that post and select "Yes" option OR you can skip this step by selecting "No" option to complete form yourself.

If you select "Yes" option and Proceed then new post will be created and it will have data in all those sections which you saved in previous form (from which you imported data). This way you do not need to enter all the data (Academic and Research Details) again and again and at the same time you can add more data/delete data from the sections as you wish for the current post. This facility will save lot of your effort when you are applying for multiple similar posts/specialization using your same Login account.
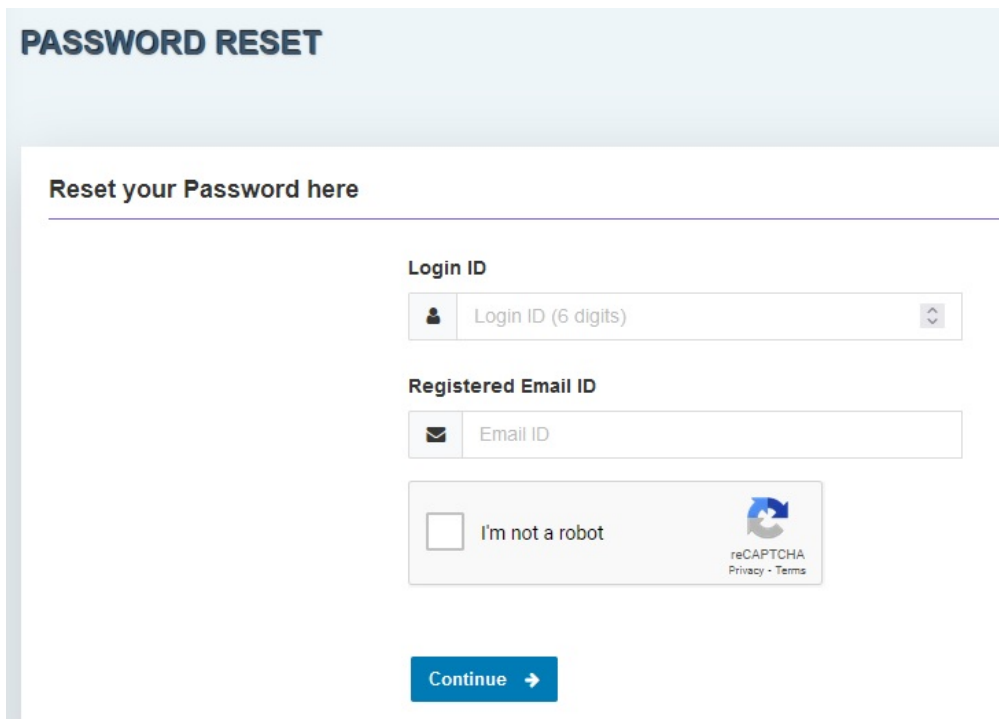
NOTE: If you are applying for the posts of Associate Professor and Assistant Professor then it is advisable to fill the data for Associate Professor post first then use it to import data for Assistant Professor post. If you import data for Associate Professor post, from the existing Assistant Professor post then you may fetch less data (such as no Research Scores will be available).

Password Reset:

You can reset password using "Password Reset" button available at Login screen:

On clicking this button, the following screen will appear:

Here enter your Login ID (6 digits) and Registered Email ID. Click on "Continue" button. A link will be sent to your registered Email ID. Login to your Email account and click on the link received in the email, to create the new password. After clicking on the link, it may take some time to show the Password Reset screen, so please be patient. The next screen will be as follows:

Now enter new password and save it using "Change Password" button.