



Step by Step Application Filling Process For Freshers

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Step by step application filling process

How to update the Personal information?

1. Select Job Posting by clicking on the extreme left hand side of the row and click "Continue/Display Application"

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FAQ
[Important Guidelines- Candidate Registration](#)
CDG M-60462519
[Log off](#)

Employment Opportunities | Candidate Profile

My Applications | Job Search

My Applications

Do you want to call an overview of your applications up to now?
Find all your applications here. Check their status, withdraw or resubmit applications. You can submit an application again for withdrawn or deleted applications

Number of Applications: 1

Job Posting	Application from	Status
Campus@AIT Institute of technology		Draft

[Continue/Display Application](#) [Delete/Withdraw](#) [Refresh](#)

Privacy Statement | Safe Harbor Provision | Terms of Use
For support on Technical issues, please contact: InfyCareer_techsupport@infosys.com

Note: If you click on Delete/Withdraw button we will not be able to receive your application

2. Click **Continue**

Application Wizard

Welcome, CDG M

Campus@AIT Institute of technology

Do you want to continue submitting an application for this employment opportunity? The information for your resume that you have already entered is still available to you. Choose "Continue" to view your resume again or enter additional information to it.

[Continue](#)

3. Fill in your Personal Information and click **Education/Training**

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Attachments | 5 Questionnaire | 6 Complete Application | 7 Completed

Personal Information

Please complete the following:

Country Applying For:

Relevant Experience: * Year(s) Month(s)

Other Experience: Year(s) Month(s)

Have you worked for Infosys or one of its related entities earlier: *

Title:

Legal First Name: * Middle Name:

Legal Last Name: *

Date of Birth: *

Mailing Address *

Address Line 1:

Address Line 2:

Country: State:

City: Postal/Zip Code:

Contact Information *

E-Mail Address:

Primary Number: Alternate Number:

How to update the Education information?

4. To Update educational details Click **Add**

The screenshot shows the 'Application Wizard' interface for the 'Education/Training' step. A progress bar at the top indicates seven steps: 1. Personal Data, 2. Education/Training (highlighted), 3. Work Experience, 4. Attachments, 5. Questionnaire, 6. Complete Application, and 7. Completed. Below the progress bar, there are 'Previous step' and 'Next Step' buttons. The main instruction reads: 'Please provide complete education details. List the courses of study that you have completed here.' Below this is a table with columns: Educational Qualification, Degree, Educational Institution, Country, City, CGPA/ GPA/ Percentage, and Highest Full time Qualification. A row is present with the text 'No education/training maintained'. At the bottom left of the table, there are 'Add', 'Edit', and 'Delete' buttons. A blue arrow points from the 'Add' button to the '4. To Update educational details Click Add' text above.

5. Update all the full time educations details starting from 10th, 12th and Graduation (Diploma and Post-Graduation if applicable)

Once you update one education details, click **Ok** for saving the information and Click **Add** to update new education

The screenshot shows the 'Edit Education' dialog box overlaid on the 'Education/Training' step of the 'Application Wizard'. The dialog box contains the following fields: 'Year of passing' (with a dropdown for '04' and a text input for '2006'), 'Country', 'State' (with a dropdown for 'Karnataka'), 'City', 'Educational Institution', 'Board / University', 'Program Duration (in Months)', 'Course Type' (with a dropdown for 'Full Time'), 'Educational Qualification' (with a dropdown for 'XSSL/Union Equivalent'), 'Field of Education', 'Degree' (with a dropdown for 'Secondary School Learning'), 'Is it your highest full time qualification?' (checkbox), 'PERCENTAGE' (with a text input for '85'), and 'Description' (with a text area). At the bottom right of the dialog box, there are 'Ok' and 'Cancel' buttons. A blue arrow points from the 'Ok' button to the 'Once you update one education details, click Ok for saving the information and Click Add to update new education' text above.

Note: Please select **others** as option from the drop down menu only when the relevant item is not displayed and update the respective items in the **Free Text**. The Free Text would be available as soon as you select others in any of the drop downs list

6. All the saved educational details will be displayed in separate rows. To modify the uploaded records, select the **row** and click **Edit**

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 **Education/Training** 3 Work Experience 4 Attachments 5 Questionnaire 6 Complete Application 7 Completed

Previous step Next Step

Please provide complete education details
List the courses of study that you have completed here.

Education/Training	Educational Qualification	Degree	Educational Institution	Country	City	CGPA/ GPA/ Percentage	Highest Full time Qualification
<input type="checkbox"/>	X/SSLC/Junior/Equivalent	Secondary School Leaving Cert.	BSVP	India	Bidar	65	<input type="checkbox"/>
<input type="checkbox"/>	X/SSSC/High/Equivalent	Pre-University Course	SVP	India	Faizabad	72	<input type="checkbox"/>
<input type="checkbox"/>	Graduation/Bachelor/Equivalent	Bachelor Of Engineering	Model Engineering College	India	Ernakulam	70	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Post Grad/Master/Equivalent	Master Of Engineering	Maharashtra Institute of Technology	India	Aurangabad	75	<input checked="" type="checkbox"/>

Add **Edit** Delete

To delete any education details that is uploaded, select the row & click **Delete**

7. Modify the details that you wish to do and click **OK** to save the changes

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 **Education/Training** 3 Work Experience

Previous step Next Step

Please provide complete education details
List the courses of study that you have completed here.

Education/Training	Educational Qualification	Degree	Educational Institution	Country	City	CGPA/ GPA/ Percentage	Highest Full time Qualification
<input type="checkbox"/>	X/SSLC/Junior/Equivalent	Secondary School Leaving Cert.	BSVP	India	Bidar	65	<input type="checkbox"/>
<input type="checkbox"/>	X/SSSC/High/Equivalent	Pre-University Course	SVP	India	Faizabad	72	<input type="checkbox"/>
<input type="checkbox"/>	Graduation/Bachelor/Equivalent	Bachelor Of Engineering	Model Engineering College	India	Ernakulam	70	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Post Grad/Master/Equivalent	Master Of Engineering	Maharashtra Institute of Technology	India	Aurangabad	75	<input checked="" type="checkbox"/>

Add **Edit** Delete

Edit Education

Please enter Educational details in ascending order (starting from 10th and ending with highest degree)

Year of passing: (Month) (Year)

Country: State:

City: Educational Institution:

Board / University: Program Duration (in Months):

Educational Qualification: Degree:

Field of Education: Course Type:

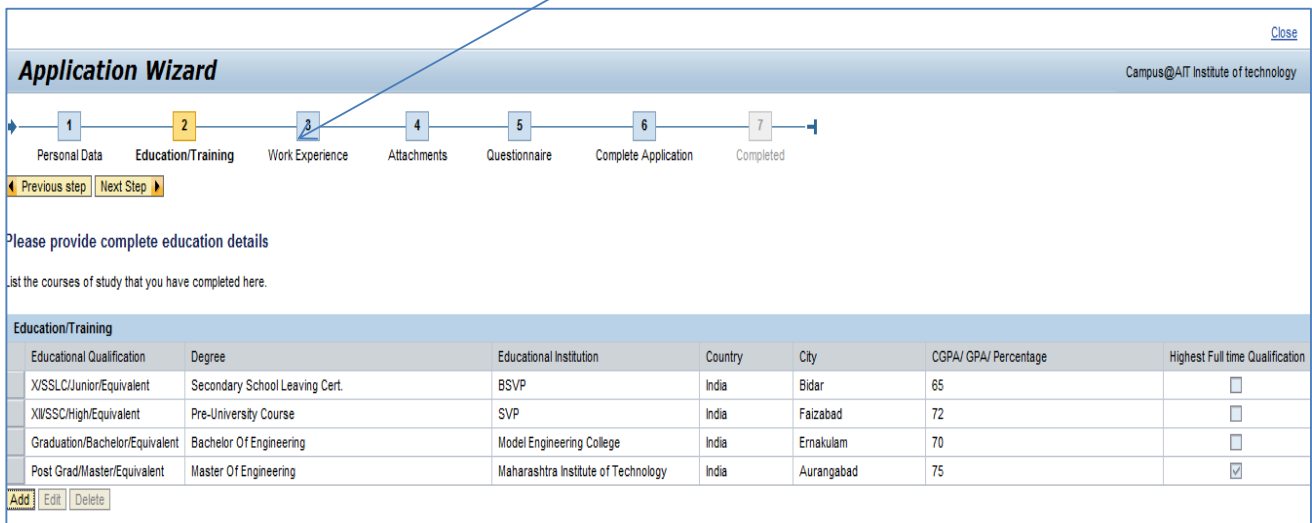
Is it your highest full time qualification?

PERCENTAGE: Description:

OK Cancel

How to update Work Experience?

8. To update your experience details, click **Work Experience**



Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 Questionnaire 6 Complete Application 7 Completed

Previous step Next Step

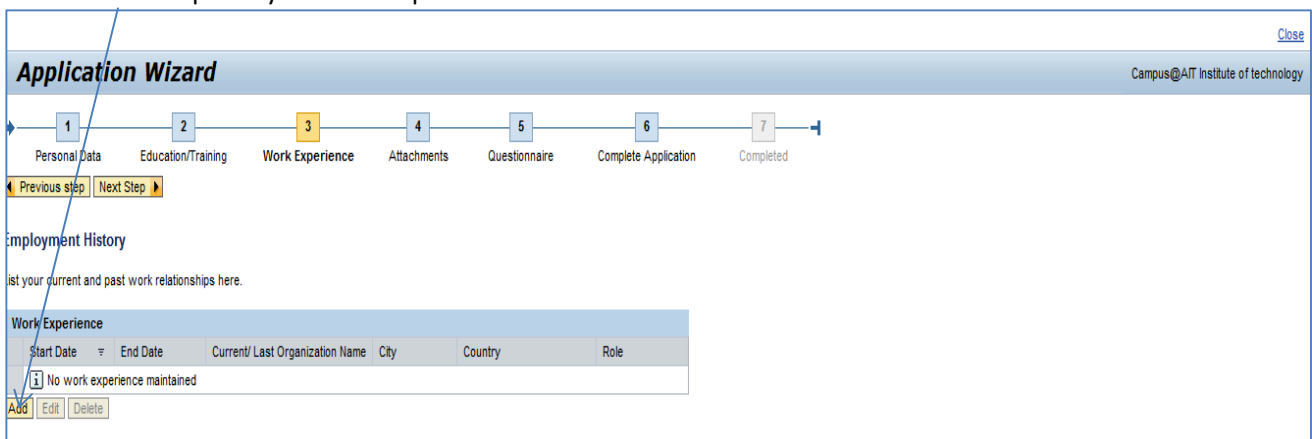
Please provide complete education details
List the courses of study that you have completed here.

Education/Training	Educational Qualification	Degree	Educational Institution	Country	City	CGPA/ GPA/ Percentage	Highest Full time Qualification
X/SSLC/Junior/Equivalent	Secondary School Leaving Cert.	BSVP	India	Bidar	65	<input type="checkbox"/>	
XI/SSC/High/Equivalent	Pre-University Course	SVP	India	Faizabad	72	<input type="checkbox"/>	
Graduation/Bachelor/Equivalent	Bachelor Of Engineering	Model Engineering College	India	Ernakulam	70	<input type="checkbox"/>	
Post Grad/Master/Equivalent	Master Of Engineering	Maharashtra Institute of Technology	India	Aurangabad	75	<input checked="" type="checkbox"/>	

Add Edit Delete

Note: Update only the Full time employment as experience (*Internship will not be counted as experience*)

9. Click **Add** to update you Work experience



Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 Questionnaire 6 Complete Application 7 Completed

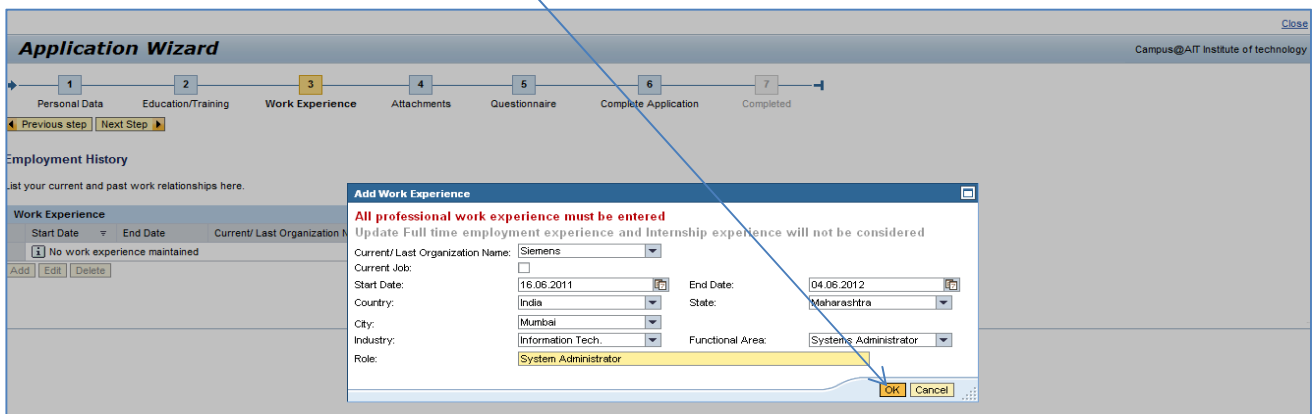
Previous step Next Step

Employment History
List your current and past work relationships here.

Work Experience	Start Date	End Date	Current/ Last Organization Name	City	Country	Role
No work experience maintained						

Add Edit Delete

10. Enter all the required details and click **Ok** to save the details.



Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 Questionnaire 6 Complete Application 7 Completed

Previous step Next Step

Employment History
List your current and past work relationships here.

Work Experience	Start Date	End Date	Current/ Last Organization Name	City	Country	Role
No work experience maintained						

Add Work Experience

All professional work experience must be entered
Update Full time employment experience and Internship experience will not be considered

Current/ Last Organization Name: Siemens

Current Job:

Start Date: 16.06.2011 End Date: 04.06.2012

Country: India State: Maharashtra

City: Mumbai

Industry: Information Tech. Functional Area: Systems Administrator

Role: System Administrator

OK Cancel

11. To edit the work experience select **Row** and click **Edit**. To delete a work experience select **row** and click **delete**.

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Attachments 5 Questionnaire 6 Complete Application 7 Completed

◀ Previous step | Next Step ▶

Employment History
List your current and past work relationships here.

Start Date	End Date	Current/ Last Organization Name	City	Country	Role
01.08.2012		WIPRO Technologies	CHENNAI	India	Testing Engineer
16.09.2011	04.06.2012	Siemens	Mumbai	India	System Administrator

Add | Edit | Delete

How to upload Resume?

12. To upload your resume click **Attachments**. Click **Add** to upload your resume

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 **Attachments** 5 Questionnaire 6 Complete Application 7 Completed

◀ Previous step | Next Step ▶

Please attach your resume and cover letter.

You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
No attachments maintained		

Add | Edit | Delete

13. Locate your file in your system; update other details like document title, attachment type, language and click **Save** to upload your resume.

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 **Attachments** 5 Questionnaire 6 Complete Application 7 Completed

◀ Previous step | Next Step ▶

Please attach your resume and cover letter.

You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
No attachments maintained		

Add | Edit | Delete

Document Title:

Attachment Type: *

Language:

File:

14. To edit your resume select **Row** and click **Edit**.

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 **Attachments** 5 Questionnaire 6 Complete Application 7 Completed

◀ Previous step Next Step ▶

Please attach your resume and cover letter.

You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
Resume	Resume	English

Add Edit Delete

To delete resume, select **row** and click **delete**

15. Click **Replace Current Document** and repeat **step 13**

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 **Attachments** 5 Questionnaire 6 Complete Application 7 Completed

◀ Previous step Next Step ▶

Please attach your resume and cover letter.

You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
Resume	Resume	English

Add Edit Delete

Document Title:

Attachment Type: *

Language:

Save Cancel **Replace Current Document**

How to update questionnaire?

16. Click **Questionnaire**

Application Wizard Close
Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 **Attachments** 5 **Questionnaire** 6 Complete Application 7 Completed

◀ Previous step Next Step ▶

Please attach your resume and cover letter.

You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
Resume-2	Resume	English

Add Edit Delete

17. Answer all the Questions in the section and Click **Complete Application**

Personal Data Education/Training Work Experience Attachments **Questionnaire** Complete Application Completed

◀ Previous step | Next Step ▶

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

Additional Information

[Reset](#)

Please fill the following details.

Note : If your answer is "No", please update "NA" where ever it is applicable.

1) Gender : *

Male
 Female

2) Citizenship : *

Indian

3) Domicile : *

Karnataka

4) Any active backlogs : *

Yes
 No

If Yes, please specify the number of active backlogs : *

NA

5) Gaps in Education (If any) in years : *

NA

Please specify the reason : *

Note: The text boxes cannot be left blank. If your answer is "No" for any of the questions, please update "NA" wherever applicable in the textboxes.

How to preview and submit the profile?

18. You can go through your profile details in the Data Overview section. If you wish to make any change to any of the details you can click on the relevant section highlighted in Red and make the changes. If all the details are correct, tick both the check boxes and click **Send Application Now**.

Application Wizard Close

Campus@AIT Institute of technology

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 **Questionnaire** 6 Complete Application 7 Completed

◀ Previous step

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Yes, I have read the data privacy statement and I accept it [Data Privacy Statement](#)

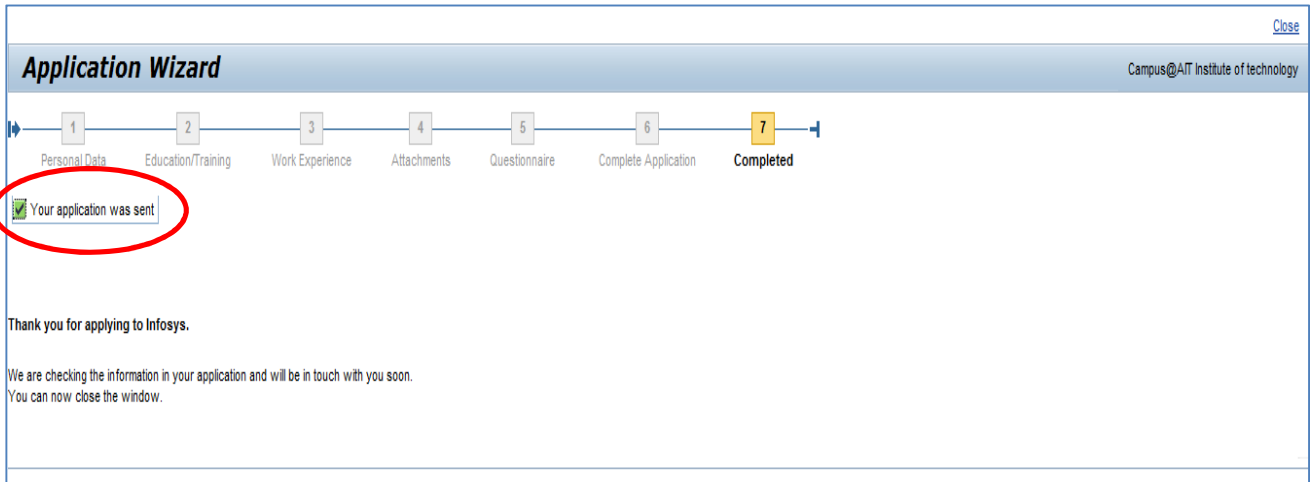
[Send Application Now](#)

Data Overview

The candidate's profile is locked.

Personal Data			Mailing Address
Legal First name	Middle/Second name	Legal Last name	Mr. CDG M
CDG		M	2nd Cross
			Malleswaram
			560 012 BANGALORE

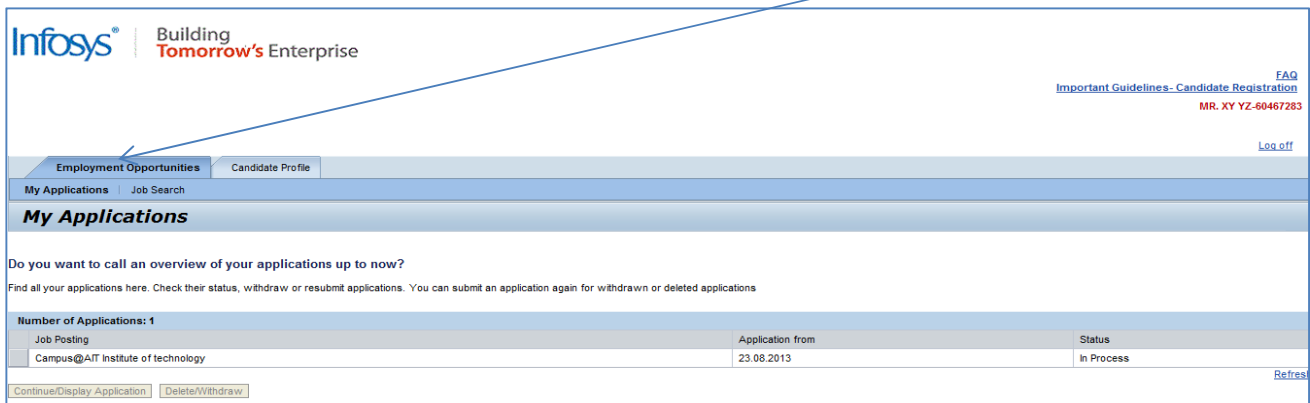
19. Your application has now been sent to Infosys Ltd. for further processing. Once Your Profile is shortlisted, you will receive an email from us to print the Application form



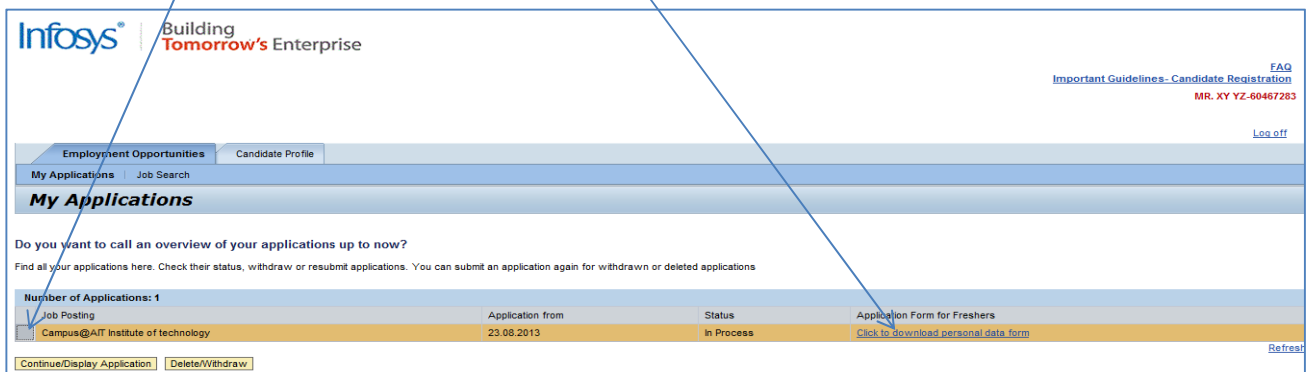
Note: All eligible candidates have to download the Online Application form which will be available on Infosys career site **three** days prior to the day of the recruitment test.

How to download and print online application form?

20. To download Application form, click My Application under **Employment opportunities**



21. Select the row and you will be able to see a hyperlink to download the application



20. You may open or save the application on the local drive

The screenshot shows the Infosys 'My Applications' interface. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?'. The file details are: Name: Fresher Application form.pdf, Type: Adobe Acrobat Document, 147KB, From: careers.infosys.com. The dialog has 'Open', 'Save', and 'Cancel' buttons. Below the dialog, a security warning states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The background page includes the Infosys logo and 'Building Tomorrow's Enterprise' tagline. Navigation tabs include 'Employment Opportunities', 'Candidate Profile', 'My Applications', and 'Job Search'. A table lists one application:

Job Posting	Application from	Status	Application Form for Freshers
Campus@AIT Institute of technology	23.08.2013	In Process	Click to download personal data form

At the bottom, there are links for 'Continue/Display Application' and 'Delete/Withdraw', along with a footer containing 'Privacy Statement', 'Safe Harbor Provision', 'Terms of Use', and a support email: InfyCareer_techsupport@infosys.com.

****Please take a back-to-back print out of the online application form.***