

## Instruction/Guideline for online application of Facility Manager, Grade III

**1. Input data very carefully because no edit option available.**

**2. Guideline for Payment of fees:**

If 2<sup>nd</sup> form is not available after successful payment of fees take a print out of e-challan generated by GRIPS and wait for 2 hours and then click in the **“Verify your payment”** in the candidate dashboard. **Don't attempt for payment after Successful payment.**

**3. Guideline for marks input:**

Calculate percentage of marks up to 2 decimal place and calculate percentage of marks by the instruction of concerned university/Board for DGPA/CGPA/OGPA ETC. If full marks and marks obtained not known then put 1000 in full marks box and percentage of marks X 100 in marks obtain box.

For example : If percentage of marks 72.30 , Full marks will be 1000 and marks obtain will be  $72.30 \times 100$  i.e 723