

Online Application Portal for Faculty Position

INSTRUCTIONS TO APPLICANTS FOR SUBMISSION OF ONLINE APPLICATION FORM

Detailed Instructions

Important Note:

- All fields in the online application form are **MANDATORY**. The portal will not accept incomplete or incorrectly filled forms.
- Please mention **-NA-** against fields which are not relevant to you.
- Save your entries by clicking the **"SAVE"** button provided at the bottom of the page after every entry to avoid any data loss.

Step 1. Register into the portal

- Applicants **MUST REGISTER** into the admission portal in order to submit the application online.
- Click on **"Register Here"** link to **OPEN** the registration page.
- Enter your valid **Email address** (eg; name@abc.com) and create a password of **eight character length**. All correspondences related to your application will be sent to the provided email ID only.

Step 2. Login to fill the application

- Login into the portal with login credential already sent to your email id.

Step 3. Fill the Personal Details

- Fill in your First Name, Middle Name, Last Name.
- Fill in Address Present and Permanent.
- Fill in **Date of birth** as per your High School certificate and upload the certificate as proof of age.
- Select your **Nationality, Gender, Merital Status, Category, Religion** from the "drop - lists" and Click the option (yes or no) for **Whether Differently Abled**.
- Enter your complete **Present address** and **Permanent address**. Avoid typing single (') or double quote (") or semicolon (;) symbols in the address fields.

Step 4. Upload your photograph and signature

- Upload your color photograph and signature (*File size of each **MUST BE** less than 50kb*) by clicking the appropriate **"Browse"** button. You can replace or modify the images later on, before submitting the form, if needed.

Step 5. Fill in Educational Details

- Fill in Academics record from Matriculation to Post Graduation onwards.
- Fill in Broad Area of Specialization and Current Area(s) of Research.

Step 6. Fill in Professional Details

- Fill in Present and Previous Employment Details .

Step 7. Fill in Teaching and Research Details

- Fill in Course Taught details .
- Fill in Master's and Doctoral level Thesis Supervision details.
- Fill in Administrative Experience details.

Step 8. Fill in Projects / Consultancy / Patents Details

- Fill in Sponsored Projects details.
- Fill in Consultancy details.
- Fill in Patents details.

Step 9. Fill in Publications Details

- Fill in five best papers published in Professional Peer Reviewed Journals and upload the paper.
- Fill in list of publications (List SCI and Non-SCI journal publications).
- Fill in list of Full papers(not abstracts).
- Fill in list of Papers presented in Conference and not Published.
- Fill in Books Details.
- Fill in Membership of Professional Bodies
- Fill in details of Important Seminar/Workshop/Schools attended

Step 10. Other Important Details

- Fill in Details of Five Referees.
- Fill in Awards and Recognitions details.
- Fill in Any Other Relevant information.
- Fill in Salary/Total Emoluments Expected at IIT (BHU).
- Fill in Statement of Objective.

Step 11. Apply for the Post.

- **Before applying you must go through Display/View and check your data filled.**
- **After applying you can not have modified in your application details.**
- After fill all the details now you may apply for the advertisee post.
- You may apply more then one department but only one at a time.

Step 12. Download The Application file (PDF)

- You may download the the application form in PDF file departmnt wise

Please contact help.facultyrecruitment@itbhu.ac.in for any queries related to the online submission. All queries should include the application id, full name, post applied for, department etc.
