

Instruction for Filling Online Application Form for Administrative Positions

This provides step-by-step instructions for completing the online application form. Please read carefully before starting the application process.

1. Create User Account

1. Visit the application portal: <https://admission.iist.ac.in/recruitment/admin/>
2. Click on “**Register**”.
3. Enter your **valid email address** and click on the **SEND VERIFICATION CODE** button.
4. Check your email inbox and note the **verification code** sent to you.
5. Enter the required details:
 - Verification Code
 - Full Name
 - Password (must follow the rules below)

Password Rules

- Must contain **at least one uppercase letter** (A–Z)
 - Must contain **at least one lowercase letter** (a–z)
 - Must contain **at least one number** (0–9)
 - Must contain **at least one special character** (~ ! @ # \$ ^ *)
 - Password length must be **8 to 15 characters**
6. After filling all details, click on the **REGISTER** button to create your login account.
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2. Login

1. Go to the application portal home page.
 2. Click LOGIN or APPLY ONLINE links.
 3. Enter your **Email Address** and **Password**.
 4. Click on **LOGIN** to access your account dashboard.
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3. Apply for the Post

1. Read the **Instructions** and **Notification** before Applying.
 2. Confirm **Post applying for** by clicking SAVE AND PROCEED.
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4. Fill Applicant Details

1. PERSONAL INFORMATION

1. Enter your basic profile information such as:
 - Name (as per official records)
 - Date of Birth
 - Nationality
 - Designation, Pay Level, Cadre/Service to which belong
 - Category (General/SC/ST/OBC, etc.)
 - Contact Information (Mobile, Email, Address)
 - Upload passport size photograph (must follow the rules below)

Photo Rules

- Uploaded photo should clearly show the face of the applicant.
 - The background should be white or any other light colour.
 - The eyes should be clearly visible and not covered by dark glasses.
 - Applications in which the applicant cannot be clearly identified using the uploaded photo will be treated as invalid.
 - Maximum file size permitted is 40 KB.
 - Uploaded image should be in JPG/JPEG format.
 - The height and width (resolution) of the photo should be 350x450.
 - The length of the file name (including extension) should be less than 25.
 - File name should have only alphabets and numbers.
 - If you want to change your photo, please browse and select a new photo.
 - Applicants should ensure that only virus free image is uploaded. In case, any malware is detected in the uploaded photo, the application will be considered as invalid.
2. Verify all entries carefully before saving.
 3. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

2. EDUCATIONAL QUALIFICATION

1. Enter your academic qualifications starting from Class X (10th standard) onwards.
 2. Upload self-attested copies of certificate(s) in PDF format (maximum size: 2 MB each), as applicable.
 3. Verify all entries carefully before saving.
 4. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.
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3. EMPLOYMENT DETAILS

1. Details of present post held with NOC.
2. If Deputation, fill additional details related to Deputation.
3. Verify all entries carefully before saving.
4. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

4. EXPERIENCE DETAILS

1. Enter details of employment, in chronological order with nature of duties in brief (Education / General Administration / Finance / Personal Management / Procurement & Inventory Management)
 2. Verify all entries carefully before saving.
 3. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.
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5. ACR/APAR DETAILS

1. Attach ACR/APAR for the last 5 years (duly attested by a Group-A Gazetted Officer) as PDF (maximum size: 3 MB).
 2. Verify all uploads before saving.
 3. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.
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6. ADDITIONAL INFORMATION

1. Download and upload the duly signed certificate from the employer in PDF format (maximum size: 2 MB)
 2. Any Other Relevant Information can be added as PDF format (maximum size: 2 MB) or as text.
 3. Verify all entries carefully before saving.
 4. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.
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7. DECLARATION

1. Review all the entered and uploaded details using the “**SAVE AND PREVIEW DETAILS**” option.
2. Make corrections if required by navigating the respective tabs.
3. Once satisfied, click “**SUBMIT AND FINALIZE**”.
⚠ Note: After final submission, no changes will be allowed.
4. The consolidated view of the application form will be displayed.
5. Take a printout for future reference, if required.

5. Track Application

- You can track the status of application here.

✔ Important Notes:

- Keep your Email Address and Password safe for future login.
- Use only the recommended browser (Google Chrome) for smooth functioning.
- Ensure all uploaded documents are clear and valid.
- For any queries please drop an email to recruitment@iist.ac.in