Instruction for Filling Online Application Form for Faculty Position

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

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1. Create User Account

1. Visit the application portal: https://admission.iist.ac.in/recruitment
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. Select the **Post applying for, Department and Post No** you wish to apply for from the available list (verify Notification for more details).
2. Confirm your selection before clicking SAVE AND PROCEED.

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4. Fill Applicant Details

1. PERSONAL INFORMATION

1. Enter your basic profile information such as:
   o Name (as per official records)
   o Date of Birth
   o Gender
   o Category (General/SC/ST/OBC, etc.)
   o Nationality
   o Contact Information (Mobile, Email, Address)
   o Upload passport size photograph (must follow the rules below)

   Photo Rules

   o Uploaded photo should clearly show the face of the applicant.
   o The background should be white or any other light colour.
   o The eyes should be clearly visible and not covered by dark glasses.
   o Applications in which the applicant cannot be clearly identified using the uploaded photo will be considered invalid
   o Maximum file size permitted is 40 KB.
   o Uploaded image should be in JPG/JPEG format.
   o The height and width (resolution) of the photo should be 350x450.
   o The length of the file name (including extension) should be less than 25.
   o File name should have only alphabets and numbers.
   o If you want to change your photo, please browse and select a new photo.
   o 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.

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2. ACADEMIC DETAILS

1. Educational Qualifications

   o Enter your academic qualifications starting from Class X (10th standard) onwards.
   o Upload self-attested copies of certificate(s) in PDF format (maximum size: 2 MB each), as applicable.

2. Details of PhD Thesis

   o Enter subject, title of thesis, date of award of degree, institution, Supervisor, enrolment type, duration and scanned copy of certificate in PDF format (maximum size: 2 MB)

3. Area(s) of Specialization

   o   Select your area(s) of specialization from the available list or enter manually if required.

4. Research Interests

   o   Specify your current and future research interests.

5. Curriculum Vitae (CV)

   o   Upload latest CV in PDF format (maximum size: 2 MB)

6. Research Proposal and Work Plan

   o   Upload Research Proposal and Work Plan to be carried out at IIST in PDF format (maximum size: 2 MB)

7. Current Employment Details

   o   Enter your present employment information (designation, organization, duration, etc.).
   o   If available, upload a No Objection Certificate (NOC) in PDF format (maximum size: 2 MB).

8. Verify all entries carefully before saving.
9. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

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3. EXPERIENCE DETAILS

1. Enter Work Experience
2. Courses Taught
3. Details of Thesis Supervision (M.Sc/M.Tech/PhD)
4. Details on National/International Symposium/Workshop/Summer School Organized
5. Sponsored Projects Undertaken
6. Industrial Consultancy / Project(s) Undertaken
7. Administrative Experience
8. Verify all entries carefully before saving.
9. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

4. PUBLICATION DETAILS

1. Attach list of publications published/accepted in International/National refereed journals/conference proceedings as PDF (maximum size: 2 MB) in the following format.

   Authors, Title of the paper, Complete Journal Reference, DOI, Impact Factor, Year

2. Upload Best five Papers in PDF format (maximum size: 5 MB each).
3. Attach list of papers presented and not published in PDF format (maximum size: 2 MB).
4. Books/Book Chapters (Published/In Press)
5. Patent Details
6. Award & Recognitions in PDF format (maximum size: 2 MB each).
7. Verify all entries carefully before saving.
8. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

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5. ADDITIONAL INFORMATION

1. Any Other Relevant Information can be added as PDF format (maximum size: 5 MB each) or as text.
2. Name and address of referees (All of them should be familiar with your academic work)
3. Have you applied for any post before? If yes, please give details
4. After successful payment, your application will be marked as submitted.
5. Verify all entries carefully before saving.
6. Click SAVE DRAFT to save the details OR click SAVE AND CONTINUE to proceed further.

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6. DECLARATION

1. Review all the entered 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 in new pop up window (Please enable pop-ups in your browser if they are not appearing).
5. Save the application for future reference.
6. Take a printout if required.

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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