Institute of Engineering & Rural Technology, Prayagraj

Instructional Manual for submitting the online Application for Recruitment in Faculty Position

- Online Application For Faculty Position Form consist of 5 sections :

  1. **Payment of Application Fee**: LINK FOR PAYMENT, Track ID, Upload e-Receipt, Amount etc.
  2. **Personal Information:** Name, Father's Name, Date of Birth, Department, Post applied, Address, mobile no, Email ID etc.
  3. **Academic Record:** Educational qualification, PhD thesis, awards etc.
  4. **Research Publications and Experience**: Journals, Conference proceedings, Book Chapters, book, teaching and administrative experience, Upload PBAS Calculation Sheet, Upload PBAS Detailed Sheet, upload CV etc.
  5. **Declaration by Candidate**: Name, upload signature of candidate etc.

Steps:

1. The applicant must has a **google account (gmail account)** for filling the Online Application form and uploading the documents.
2. Separate **google account (gmail account)** shall be required for different positions.
3. For applying applicant has to click on the "**Apply Now**" button available on the landing page of **Recruitment.**
4. Applicant will be redirected to the **ONLINE APPLICATION FOR FACULTY POSITION** page where they have to enter the **google account (gmail account)** credentials as Email ID and **"CLICK ON THE BELOW LINK FOR PAYMENT AND GET TRACK ID"** button.
5. After click on the payment link, applicant have to fill **Pay** form details of applicant for payment of Application **Fee.** After successful submit the applicant basic information, a **Confirmation page** will be displayed, where the applicants has to select the **Payment Option** (Credit Card/ Debit Card/ Net Banking) and proceed for application fee submission.

Note: It is mandatory for the applicants to submit Application fee before proceeding further.

6. After successful payment of application fee, applicants will be redirected to **Payment Status** with a unique **TRACK ID.** From this page they have to download/print the **e-Receipt** by clicking on **Print button.**
   Note: It is mandatory for the applicants to note down/remember this **TRACK ID** before proceeding further.
   This **TRACK ID** will be unique ID for each separate application form and act as application form number.

7. Applicant will be come back on **ONLINE APPLICATION FOR FACULTY POSITION** page to fill the **TRACK ID, upload the e-Receipt, and enter the Amount** and click on **"NEXT"** button.

8. Applicants must fill all the sections of the Application form correctly.

9. **In Research Publications and Experience section** Applicants have to download the **PBAS Calculation Sheet** and **PBAS Detailed Sheet** Form from click on the link, which is available in MS Word file.

10. The Applicant has to fill the complete data in the MS Word format.

11. After filling all the data in MS Word the applicant has to convert the file into PDF format and upload the PDF file online in the Download Section by clicking on "**Upload**" button.

12. After filling the information in all sections of the form, applicants must fill Declaration (fill details like name, date, and upload signature in jpg/jpeg format).

13. After filling all the information in the application form, applicant has to click on "**Submit**" button to save the information.

14. Each completed online application shall be identified by a unique **TRACK ID,** which shall be used in future reference in any future communication. The email copy of duly filled application along with duly filled PBAS CALCULATION SHEET, PBAS DETAIL SHEET, e-Receipt, duly self-attested supporting documents such as self-attested copies of relevant testimonials, certificates, enclosures must be sent by speed or registered post to the **DIRECTOR IERT, ENGINEERING DEGREE DIVISION, INSTITUTE OF ENGINEERING AND RURAL TECHNOLOGY 26, CHATHAM LINE, PRAYAGRAJ - 211002 UP, INDIA** failing which their candidature will not be considered.

15. The envelope containing the application be super-scribed as **"APPLICATION FOR THE POST OF ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR IN THE DEPARTMENT ………………………"**

Note: The Application for Faculty Position will be considered only for those candidates who have submitted their **Performance Based Appraisal System (PBAS)** Form online in **PDF** format.

Minimum API (Academic Point Indicator) points will be required as per AICTE norms.