

## Instructions to Fill and Submit the Assistant Professor November, 2019

Welcome to the Instruction manual of the faculty application form. This document is intended to ease the application form filling process. Please follow this step-by-step guide for a hassle free application form filling experience.

This application form has been created based on the Recruitment Rules For Faculty Posts published in the Gazette of India, 17<sup>th</sup> July, 2017 in addition to the Recommendations of the Anomaly Committee F. No. 33 – 9/2011 – TS.III dated 6<sup>th</sup> October 2017.

### Steps involved in the online application process

1. Prepare jpg/jpeg/png scans of your photograph and signature.
2. Scan certificates, marks cards, and all supporting documents as PDFs.
3. Create an account and sign into the faculty application portal.
4. Start your application – choose your department and post to apply.
5. Fill in the Credits calculation page. Save.
6. Fill in the Main Application form.
7. Upload photograph, certificates, supporting documents, etc.
8. View/Edit application form.
9. Submit the form.
10. Generate the application form PDF.
11. Printout the application form PDF, print out all the certificates, supporting documents, papers, and other supporting material.

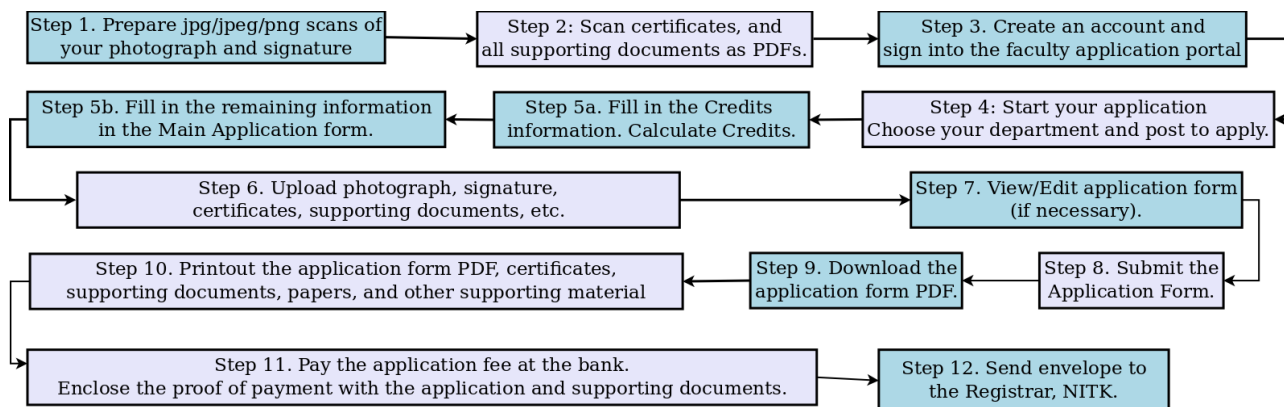


Figure: Flowchart of the steps involved in filling the faculty recruitment application form. Each of these process steps is detailed in the successive pages.

## Steps 1 and 2. Preparing photographs, and scans of documents.

The following documents are mandatory uploads for all applications. Keep 8 separate scanned files.

	Document name	Remarks	File Format	Max Size
1	Passport photograph	Recent passport photograph	JPG/JPEG/ PNG	100KB
2	Scan of your signature	Mark out a 2.5in x 1in rectangle on white sheet. Sign inside the box. Scan the signature inside the box (exclude the box boundary).	JPG/JPEG/ PNG	100KB
3	Proof of date of birth	Birth certificate or SSLC marks card.	PDF	7MB
4	SSLC/10 <sup>th</sup> Class/ Equivalent certificate		PDF	7MB
5	12 <sup>th</sup> Class/Pre-University College Certificate/Equivalent		PDF	7MB
6	Bachelor degree – all marks cards and certificate (in one PDF)		PDF	7MB
7	Post Graduate/Masters' degree – all marks cards and certificate (in one PDF)		PDF	7MB
8	PhD degree certificate (or provisional PhD certificate)		PDF	7MB

The following documents are optional. The number and quantity may vary based on the post being applied to and the credit points claimed for it. Per item, prepare a single PDF file (one PDF for Category certificate, one PDF for Person-with-disability certificate, and so on). Upload limit for each PDF file is 7MB.

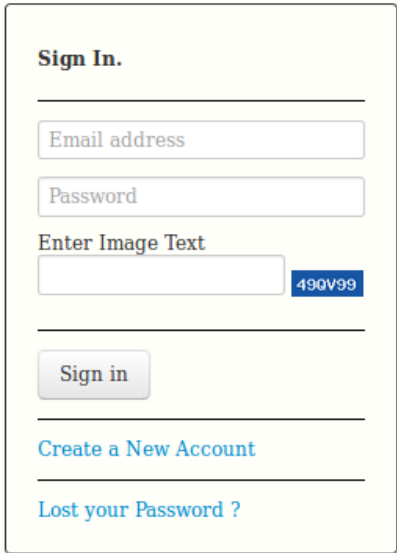
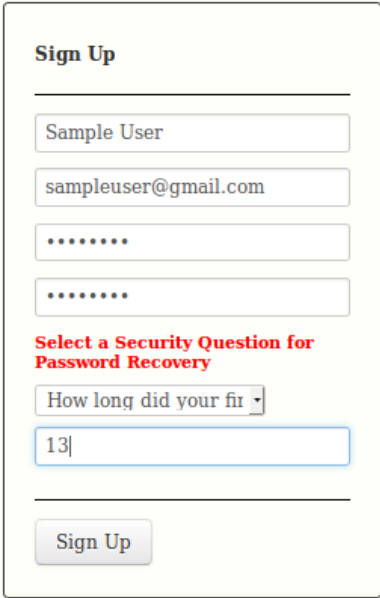
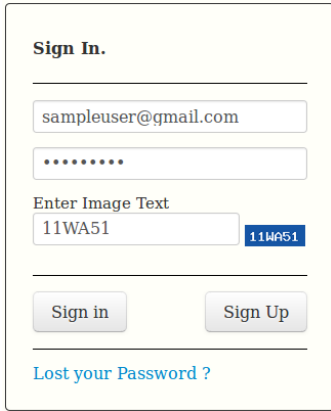
	Document name
1	Category certificate (SC/ST/OBC) (OBC as per list in <a href="http://www.ncbc.nic.in/">http://www.ncbc.nic.in/</a> )
2	Person-with-disability certificate
3	Salary certificate/Pay slip
4	Postdoctoral documents (all in one PDF)
5	Experience certificates (all in one PDF)
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

	<b>Document name</b>
16	
17	
18	Upload any other relevant documents to support your candidature. If any relevant documents do not fall in the previous list, please use this option.

Note: Irrespective of number of applications being filled, supporting documents have to be uploaded once only.

### Step 3. Create an Account and Sign In.

Every candidate has to create an account in the faculty recruitment portal. Multiple forms may be submitted through the same account. For instance, one could apply for the Assistant Professor position in both the Computer Science and Engineering department and the Information Technology department from the same account. Each account holds the uploaded documents and the forms information.

Snapshot of the portal is shown below.	<ol style="list-style-type: none"><li>1. Click on the Create an Account button. An account creation form will be presented (Figure 1). Fill in the following details:<ol style="list-style-type: none"><li>1. An username of your choice</li><li>2. Your current email-id.</li><li>3. A password of your choice. This will be encrypted and stored in the database.</li><li>4. Click on “Sign Up”</li></ol></li></ol>
 A screenshot of the 'Sign In' form. It has a title 'Sign In.' followed by three input fields: 'Email address', 'Password', and 'Enter Image Text'. The 'Enter Image Text' field contains the value '49QV99'. Below the fields is a 'Sign in' button. At the bottom, there are two links: 'Create a New Account' and 'Lost your Password ?'.	 A screenshot of the 'Sign Up' form. It has a title 'Sign Up' followed by three input fields: 'Sample User', 'sampleuser@gmail.com', and two password fields (both containing '*****'). Below the password fields is a red heading 'Select a Security Question for Password Recovery' followed by a dropdown menu showing 'How long did your fir' and a text input field containing '13'. At the bottom is a 'Sign Up' button.
<ol style="list-style-type: none"><li>2. Sign with your account. (as shown on the right)</li><li>3. After successful login, read the instructions on the Home page. A snapshot of the same is below.</li></ol>	 A screenshot of the 'Sign In' form after a successful login. It has a title 'Sign In.' followed by three input fields: 'sampleuser@gmail.com', '*****', and 'Enter Image Text'. The 'Enter Image Text' field contains the value '11WA51'. Below the fields are two buttons: 'Sign in' and 'Sign Up'. At the bottom is a link: 'Lost your Password ?'.



**National Institute of Technology Karnataka, Surathkal**  
**Mangaluru-575025, Karnataka, India**  
**Faculty Recruitment Portal**

[Home](#) [My Application\(s\)](#) [Upload Photo/Documents](#) [View/Edit Application](#) [Submit/Print Application](#)

[sampleuser@gmail.com](#)

**\*\*\*\*\* NOTE \*\*\*\*\***

The present application form collects details based on the MHRD 4-tier Guidelines. The web form is divided into 2 pages: Essential Requirements and Full Application Form. The partial application form may be saved and later resumed.

**My Application Tab.**

To start a new application, Click on 'My Application(s)'. In the My Application(s) page, enter/select the following details:

1. Advertisement Number.
2. Post Applied, AGP and the Department.
3. Click Next to go to the Essential Requirements form.

**Upload Image Tab.**

Supporting documents, passport size photograph, and scanned signature to be uploaded in this page. The documents may be uploaded once. The same will be used for multiple applications (if any).

**View Application Tab.**

Saved applications and Submitted applications are listed in this tab. The saved application can be viewed or edited through this page. After submission of the web application form, PDF of the same can be generated.

**IMPORTANT:**

Please take care to fill valid and accurate values in the application.


#### Step 4. Starting a new application form.

After signing into the portal, notice that individual tabs are provided for each task in the portal. The tabs provided are:

1. Home
2. My Application(s) – Use this tab to create a new application form.
3. Upload Photographs/Documents – Use this tab to upload photograph, signature, and all necessary documents.
4. View/Edit Application – Use this tab to return to the desired application form to modify/update contents of the form.
5. Submit/Print Application – Use this tab to finally submit the form. PDF of the submitted form can be generated here.

Actions involved in “Step 4. Starting a new application form” are shown below.

1. Click on “My Application(s)”.



National Institute of Technology Karnataka, Surathkal  
Mangaluru-575025, Karnataka, India  
Faculty Recruitment

HomeMy Application(s)Upload Photo/DocumentsView/Edit ApplicationSubmit/Print Application

sampleuser@gmail.com

2. Enter the advertisement number, department and post to apply.

Indicate if the same post had been applied to in a previous advertisement. If you select “Yes”, 2 inputs will be asked:

1. Date of previous application.

2. The additional achievements from the time of previous application.

Click next.

My Application(s)

Advertisement No. Adv. No. XYZABCD

Post Applied. Assistant Professor

AGP: Grade Pav Rs.8000

Department Electronics and Con

Have you applied for this post earlier? Yes No

Next

3. The Essential Qualification form will be presented. The essential qualifications form is in conformance to the MHRD 4-Tier faculty recruitment guidelines for NITs. Note that a unique application number is generated based on the post and department being applied to.

HomeMy Application(s)Upload Photo/DocumentsView/Edit ApplicationSubmit/Print Application

sampleuser@gmail.com

Advertisement No. <br /> <b>Notice</b>

Application No. AP6AMH71

Post Applied. Assistant Professor(On Contract)PB-3 with Grac

AGP: 6000

Department Applied Mechanics and Hy

1. Name in Full Firstname Lastname

a) Father Name Father Lastname

Spouse Name Spouse name

## Step 5a and 5b. Fill in the Credits Information and the Main Application form.

The information required by the application form is divided into two stages:

1. Credits Information form
2. Main Application form

The credits information are collected first. The rest of the information are collected through the main application form. Both are integrated to make the final application form PDF. In both of the **Credits Calculation** and the **Main Application** form, fields may be left blank where not-applicable. However, some fields are mandatory and are marked as such.

Credit requirements are evaluated based on the information in the Gazette of India, July 17, 2017 issue. The credits page asks for information on 22 questions – each corresponding to the 22 rows in the credits table from the Gazette.

The following table presents examples and screenshots of the questions to be answered in the **Main application** form.

**Important Note:** It is tacitly understood that the candidate bears full responsibility towards the factual accuracy of the filled entries. In case misleading and false information is provided, it shall be understood that application will be cancelled. The candidate gives an undertaking to this effect in the application form itself.

Q1, Q2, Q3. Enter personal details, Permanent and corresponding addresses, and other required information.

Your application No : AP6AMH71

1. Name in Full  a) Father's Name  Spouse Name   
b) Gender ☒ Male ☐ Female ☐ Transgender c) Marital Status ☒ Married ☐ Single d) Category ☐ SC ☐ ST ☒ OBC ☐ GEN  
e) Attested copy certificate enclosed(Yes/No) (only in case of SC/ST/OBC)   
f) Percentage of Disability of PWD candidate  ☒ None ☐ VH ☐ OH ☐ HH

Note: OBC should appear in the relevant state's list from the Central List published on the National Commission for Backward Classes website -

[http://www.ncbc.nic.in/User\\_Panel/CentrallistStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentrallistStateView.aspx)

### Q4. Present Employment

Enter present employment details.

#### 4. Present Employment:

Designation  Organization  present post Date of Joining to the   
Scale of pay Rs.  AGP/GP  Rs. Current Basic pay   
Total Emoluments (per month) Rs.

Note: Supporting documents need to be attached.

### Q5. Areas of specializations.

Enter a semicolon (;) separated list of areas of specializations.

## Q6. Academic Career Record starting with SSLC

Fill in academic record details.

**6. Academic Career Record starting with SSLC. Enter individual semester marks where relevant (Diploma/UG/PG/Others). (Upload certificates/marks cards.)**

Certificate/Degree Specialization	year	School/College	Board/University	Class/ Division	Marks Obtained	Total Marks	Percentage /CGPA	Semester- wise Marks (if relevant, separated by semi-colon)
SSLC	1997	Five Star School	Karnataka	I	575	625	92	
PUC	1999	Seven Star College	Karnataka	I	550	600	91.6666	
B.Tech in Computer S	2003	NITK	NITK	I	4401	5600	78.5892	461;543;47
M.Tech in Networking	2005	NITK	NITK	I	8.5	10	85	8.2;8.4;9.1;

Note: Supporting documents may be attached

## Q7. Academic - Doctoral Degree[Ph.D] Details

Fill in the PhD thesis title, start date, viva date, University, Guide, Mode, Area of Research and Award date.

**7. Academic - Doctoral Degree[Ph.D] Details:(Upload photocopies)**

Thesis Title	From Date (MM/DD/YYYY)	Final Viva Date (MM/DD/YYYY)	Institute/University	Guide/Mentor	Mode(Full/Part time)	Area of Research	Award Date (MM/DD/YYYY)
Some problems in Combinatorics	/01/2008	/01/2012	of Science, Bangalore	Prof. Ramanujam	Full Time	ield Theory	12/01/2012

Note: Supporting documents may be attached

## Q8. Post Doctoral Work: (Upload photocopies)

Fill in the post-doctoral work details.

**8. Post Doctoral Work: (Upload photocopies)**

Career	From Date MM/DD/YYYY	To Date MM/DD/YYYY	Institute/Organization	Guide/Mentor	Field of Research Work
Scientific modeling in Astronhysice	01/02/2012	02/22/2013	Max Planck Institute fo	Max Planck	Astrophysics
Career					
Career					

Note: Supporting documents may be attached

## Q9. National/State/Others - Test Scores/Rank

**9. National/State/Others - Test Scores/Ranks (Upload photocopies)**

Examination	Year	Branch/Area of Specialization	Score	Rank	Percentile
GATE	2005	CSE	100	1000	90
Examination	- Year -				

Note: Supporting documents may be attached

## Q10. Fill in employment details. Start from the current job and move backwards in time.

**10. Employment Details (Particulars of your past employment in Chronological order starting with current employment - Upload photocopies)**

For the current employment, please enter the "Date of leaving" field as the faculty recruitment application form submission deadline date.

Employer	Position Held	Date of Joining	Date of Leaving	Number of Months/Years	Scale of Pay & GP/AGP(if applicable)	Gross Pay
NITK	Assistant Professor	01/01/2016	02/10/2017	10days:1Months:1	6000	60000



Note: Supporting documents may be attached

### Q11/Q12. Total Experience (Number of Years and/or months)

Enter duration of teaching/research/industry experience. Enter split up of teaching experience in Q12.

### 13. Subjects Taught

Enter details of courses taught since last promotion.

### Q14. Research guidance

Fill in the number of PhD and PG students guided solely or jointly. Both ongoing and completed numbers are to be filled in.

Note: In support of completed PhD guidance number, supporting documents may be attached.

### Q15a. Publication details - No. of Papers

Give the number of national and international journal and conference publications.

### Q15b. Details of all publications as per [www.scopus.com](http://www.scopus.com) are to be uploaded

Generate the SCOPUS results for publications as per instructions in the FAQ. Create separate PDFs for: (a) journal papers, and (b) conference papers. Append the scopus list to the above PDFs. Upload these in the relevant places in the uploads page in the application portal.

### Q16. Books / Chapters Published & E-learning materials Developed (since last promotion)

Provide details of the chapters in books, books and e-learning materials developed in the past.

Note: Supporting documents may be uploaded.

### Q17. Patents

Provide details of patents filed and accepted. Include whether Indian/US etc., date of filing, current status.

Note: Supporting documents may be uploaded.

### 18. Sponsored Projects (Project handled as Principal Investigator in Since last promotion) as per Gazette Note 1(4)

List out projects involved in, as a PI. Status can be Completed/Ongoing/Submitted.

#### 18. Sponsored Projects (Project handled as Principal Investigator in last 4 Years)

Funding Agency	Title of the Project	Project Cost	Duration	Current Status	Remarks
DST-SERB	FPGA based simulator	INR 20,95,000	2012 - 2015	Completed	
ISRO	Solar cell design.	INR 49,90,000	2015 - 2018	Ongoing	

Note: Supporting documents may be uploaded.

**19. Consultancy Project (Since last promotion)**

List out consultancy projects involved in, in the last 4 years. Note: Supporting documents need to be attached.

**20. Professional Training / Summer / Winter Schools Conducted(Since last promotion - Upload photocopies)****20. Professional Training Received / Summer / Winter Schools attended(Last 4 years - Upload photocopies)**

Year	Name of Training	Duration	Organization where training was provided
2015	FDP on Advances in St	12-Dec-2015 to 16-Dec	IIT, Delhi
- Year -			
- Year -			

Note: Supporting documents may be uploaded.

**21. Conferences/Seminars / Workshops Conducted (Since last promotion -Upload photocopies of the certificates) as per Gazette Note 1(4) )****21. Conferences/Seminars / Workshops attended (Last 4 year -Upload photocopies)**

Year	Conferences/Seminars / Workshops	Title of paper presented
2016	HiPC, 2016, Hyderabad	Simulation acceleration
2015	IPDPS, 2015, Hyderabad	DNA circuits
2014	HiPC, 2014, Goa	NoC workshop

Note: Supporting documents may be uploaded.

**22. Continuing Education Programmes /Short Term Courses/Workshops/Seminars etc. organized (Since last promotion)(Attach relevant documents): as per Gazette Note 1(4)****23. Continuing Education Programmes /Short Term Courses/Workshops/Seminars etc. organized**

Title of Programme	Period	Funding Agency
Workshop on Simulatio	3, 2014 to July 5, 2014	Self Funded
FDP on Pervasive and	Dec 12, 2016 to Dec 16	TEQIP-II

Note: Supporting documents may be uploaded.

**Q23. Experience in Administrative Positions, Curriculum and Lab Development, Student Welfare, Professional and Outreach Activities – Non remunerative. (upload relevant document) as per Gazette Note 1(4)**

Non-remunerative professional contributions may be listed here. Includes important contributions to the Department/Institute/Organization for which no remuneration. Letter(s) from the competitive authority may be attached for each contribution.

**Q24. Awards and Recognitions**

Note: Supporting documents may be uploaded.

**Q25. Any other relevant information you may like to furnish**

If any contributions/information do not fit in the previous questions, this space may be used. Note: Supporting documents may be uploaded.

**Q26. Names and addresses of two Professional References (Optionally, testimonials may be sent by email to Registrar NITK Surathkal nitkregistrar@gmail.com): )**

**27. Names and addresses of two Professional References (Upload Testimonials of Them)**

Name	1.	<input type="text" value="Prof. Reference One"/>	2.	<input type="text" value="Prof. Reference Two"/>
Position/ Designation		<input type="text" value="Chair, Professor,"/>		<input type="text"/>
Address (Phone Mobile E-mail)		<input type="text" value="Full address of Reference One.&lt;br/&gt;Address Line 2.&lt;br/&gt;Address Line 3.&lt;br/&gt;Email."/>		<input type="text"/>

**Q27. Please indicate how in your opinion you can contribute to NITK's growth.**

Please attach a PDF.

**28. Sign the declaration.**

29. I hereby declare that the entries in this form are true to the best of my knowledge and belief. I understand that my Candidature will be cancelled if any of the information is found to be false or incorrect. Further, if selected, I will abide by the rules and regulations of the institute and also the directions given to me from time to time.

Date:  Place:

Save Application

**Click on Save & Next.**

## Step 6. Upload photograph, certificates, supporting documents, etc.

Click on the “Upload Documents/Photos” tab to go to the upload page. Upload all the necessary supporting documents in the Upload page. Note that items marked ‘\*’ are mandatory documents/photographs. The following 2 pictures are (a) before upload and (b) after upload screenshots.

### Upload following Documents

List of Documents	Upload/View	Modify/Change documents
Upload Photo* :	<input type="button" value="Browse..."/> No file selected.	---
Upload Signature* :	<input type="button" value="Browse..."/> No file selected.	---

Upload Proof of Date of Birth :	<input type="button" value="Browse..."/> No file selected.	---
Upload SSLC/10th Std/Equivalent Certificate :	<input type="button" value="Browse..."/> No file selected.	
Upload PUC/12th Std/Equivalent Certificate :	<input type="button" value="Browse..."/> No file selected.	
Upload Bachelor Degree Marks Cards and Certificate :	<input type="button" value="Browse..."/> No file selected.	
Upload Masters/PG Degree Marks Cards and Certificate :	<input type="button" value="Browse..."/> No file selected.	
Upload PhD Degree Certificate :	<input type="button" value="Browse..."/> No file selected.	

Upload Category Certificate (SC/ST/OBC):	<input type="button" value="Browse..."/> No file selected.	
Upload PWD Certificate:	<input type="button" value="Browse..."/> No file selected.	
Upload Salary Certificate/pay slip:	<input type="button" value="Browse..."/> No file selected.	

Upload Postdoctoral Degree Certificate :	<input type="button" value="Browse..."/> No file selected.	
Experience Certificates :	<input type="button" value="Browse..."/> No file selected.	
3(a). Upload proof of completed PhD guidance as Lone/Head Supervisor (OM provided by the Institute):	<input type="button" value="Browse..."/> No file selected.	
3(b)(c). Upload proof of completed PhD guidance as Co-Supervisor (OM provided by the Institute):	<input type="button" value="Browse..."/> No file selected.	

1(a). Upload Proof of External sponsored R & D Projects completed or ongoing	<input type="button" value="Browse..."/>	No file selected.	
1(b)(c). Upload Proof of Granted Patent supporting Documents :	<input type="button" value="Browse..."/>	No file selected.	
2. Upload Consultancy projects supporting Documents:	<input type="button" value="Browse..."/>	No file selected.	
4(a). Journal Publication Details As Main Author (List and First page of reprints) :	<input type="button" value="Browse..."/>	No file selected.	
4(b)(c). Journal Publication Details As Co-Author (List and First page of reprints) :	<input type="button" value="Browse..."/>	No file selected.	

5(a). Conferences Publication Details As Main Author(List and First page of reprints) :	<input type="button" value="Browse..."/>	No file selected.	
5(b)(c). Conferences Publication Details As Co-Author(List and First page of reprints) :	<input type="button" value="Browse..."/>	No file selected.	
6. Upload Details of Administrative Responsibilities (HoD, Dean, Chief Warden, Prof - InCharge (T&P), Advisor(Estate), TEQIP Co-ord) - (since last promotion):	<input type="button" value="Browse..."/>	No file selected.	
7. Upload Details of Administrative and Other Responsibilities(Warden/Asst. Warden, Assoc. Dean, Chairman/Convener institute academic communities, Fac-in-charge Computer Center, Fac-in-charge Library, Fac-in-charge Admission, Fac-in-charge Student Activities) - (since last promotion):	<input type="button" value="Browse..."/>	No file selected.	

8. Upload Details of Additional Responsibilities (Chairman/Convener standing committees, Chairman/Convener special committee, Fac-in-charge of different Units)- (since last promotion):	<input type="button" value="Browse..."/>	No file selected.	
9. Upload Details of Departmental activities identified by HoD(Lab incharge, Dept level committee - min 1 year)- (since last promotion):	<input type="button" value="Browse..."/>	No file selected.	
10. Upload Details of Workshops/FDP/Short term courses of minimum 05 working days duration offered as coordinator or convener - (since last promotion)	<input type="button" value="Browse..."/>	No file selected.	
12. Upload Details of National/International Conference organized as Chairman/Secretary(since last promotion)	<input type="button" value="Browse..."/>	No file selected.	



11. Upload Details of conducting National programs like GIAN etc., as course coordinator. Program of 2 / 1 week duration(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
14. Upload Details of Establishment of new lab(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
15. Theory Teaching of over and above 6 credit hrs. course(Since last promotion)(Time Table approved by the HoD) :	<input type="button" value="Browse..."/>	No file selected.	
16. Upload Details of PG Dissertation guided(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	

17. Upload Details of UG Project guided(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
18. Upload Details of Text/Reference Book Published on relevant subjects from reputed international publishers(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
19. Upload Details of Text/Reference book published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
21. Upload Details of Fellow IEEE, INA, FNAE, FNSc(Since last promotion) :	<input type="button" value="Browse..."/>	No file selected.	
Upload any other relevant Documents to support your candidature:	<input type="button" value="Browse..."/>	No file selected.	

The list of documents to be uploaded is presented earlier in this document in **Step 1. Preparing scans and documents.**

### Step 7. View/Edit application form.

Click on the “View Application” tab. The application form can be viewed and edited at convenience.

List of Application				
Application No.	Department	Post Applied	View/Edit Application	Status of Final Submission
 AP3AMH70	Applied Mechanics and Hydraulics	Assistant Professor PB-3 with Grade pay of Rs.8000	<div>View application</div> <div>Edit Application</div>	Pending
 AP6AMH71	Applied Mechanics and Hydraulics	Professor HAG Scale Rs.67000 to 79000	<div>View application</div> <div>Edit Application</div>	Pending

The following is the screenshot on clicking “View”.

Home My Application(s) Upload Photo/Documents View/Edit Application Submit/Print Application

Advertisement No. Adv. No. XYZABCD

Application No. AP3AMH70

Post Applied. Assistant Professor PB-3 with Grade pay of Rs.8000

AGP: 8000

Department Applied Mechanics and Hydraulics


1. Name in Full

a) Father Name Spouse Name

b) Gender c) Marital Status d) Category



e) Attested copy certificate enclosed(Yes/No) (only in case of SC/St/OBC)

f) Percentage of Disability of PWD candidate



### Step 8-9. Submit the form, Generate the application form PDF.

Do review and edit the form thoroughly to ascertain that no errors/misinformation have crept in. Once you are satisfied, the form is ready to be submitted. Select the appropriate form to the submitted and click Submit button. A confirmation page will appear. Go ahead and confirm.

List of Application					
Application No.	Department	Post Applied	Submit Application	Status of Final Submission	Print Application
 AP3AMH70	Applied Mechanics and Hydraulics	Assistant Professor PB-3 with Grade pay of Rs.8000	<div>Submit</div>	Pending	Get .pdf
 AP6AMH71	Applied Mechanics and Hydraulics	Professor HAG Scale Rs.67000 to 79000	<div>Submit</div>	Pending	Get .pdf


On successful form submission, a success message will be visible on the Home page. The time and date of submission will also be recorded in the “Submit Form” tab. Click on Get PDF button to view/download the application form.



National Institute of Technology Karnataka, Surathkal  
Mangaluru-575025, Karnataka, India  
Faculty Recruitment

Home   My Application(s)   Upload Photo/Documents   View/Edit Application   Submit/Print Application
sampleuser@gmail.com

AP3AMH70 Application submitted successfully

List of Application					
Application No.	Department	Post Applied	Submit Application	Status of Final Submission	Print Application
 AP3AMH70	Applied Mechanics and Hydraulics	Assistant Professor PB-3 with Grade pay of Rs.8000	Submit	Submitted on 30-12-2016 18:13:00 pm	<a href="#">Get .pdf</a>

A sample PDF application form is available in the portal. A link is provided in the Home tab.

**Step 10.** Download the generated application PDF. Printout the application form PDF, print out all the marks cards, certificates, supporting documents, papers, and other supporting material, and the proof of payment of the application fee.

Prepare a sealed envelope superscribed ‘*Application for post of ..... in the Department of .....*’ with all the printed out material in it.

**Step 11.** Pay the application amount at the following SBI current account. Indicate “Faculty Recruitment” in the message.

Beneficiary Name: The Director, NITK Surathkal  
SBI, Surathkal branch.  
SBI Current Account No.: 10175365060  
IFSC Code: SBIN0002273

Record the proof of payment (the proof should contain the UTR (Unique Transaction Reference) for NEFT). Include the same in the envelope.

**Step 12. Post the envelope.** The envelope should reach the following address before 530pm, 11<sup>th</sup> December, 2017.

The Registrar, N.I.T.K., Surathkal,  
Srinivasnagar, Mangalore,  
Karnataka – 575025.  
India.

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