National Institute of Technology Karnataka, Surathkal, Mangalore – 575025.

Instructions to Fill and Submit the Faculty Application Forms
January, 2016

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 Model Recruitment Rules For Faculty Posts In NITS by the MHRD – http://www.nits.ac.in/recruitment_rules_docs/4Tier_Faculty_Recruitment_Jan2014_MHRD_Recommendation.pdf. .

Steps involved in the online application process

1. Prepare jpg/jpeg/png scans of your photograph and signature
2. Scan certificates, and all supporting documents as individual 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 Essential Requirements page and the main application form.
6. Upload photograph, certificates, supporting documents, etc.
7. View/Edit application form.
8. Submit the form.
9. Generate the application form PDF.
10. Printout the application form PDF, print out all the certificates, supporting documents, papers, and other supporting material.
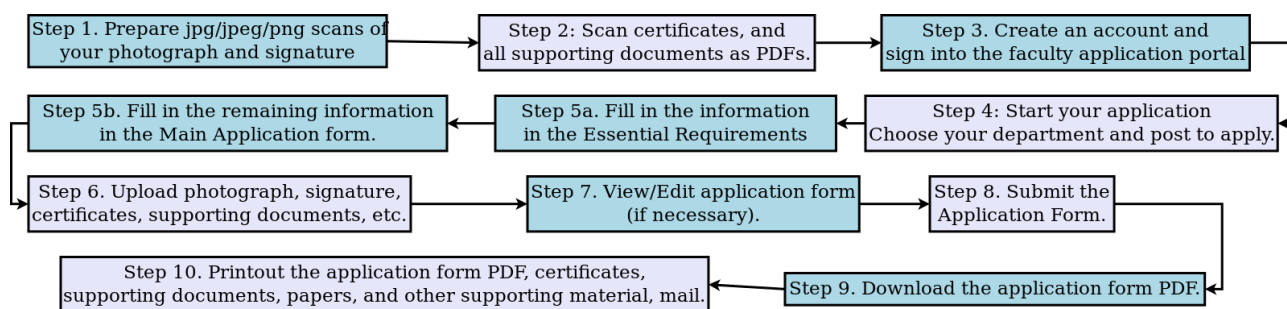
Figure: Flowchart of the steps involved in filling the faculty recruitment application form. Each of these process steps is detailed in the successive pages.

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/10th Class/ Equivalent certificate		PDF	7MB
5	12th 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. 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.
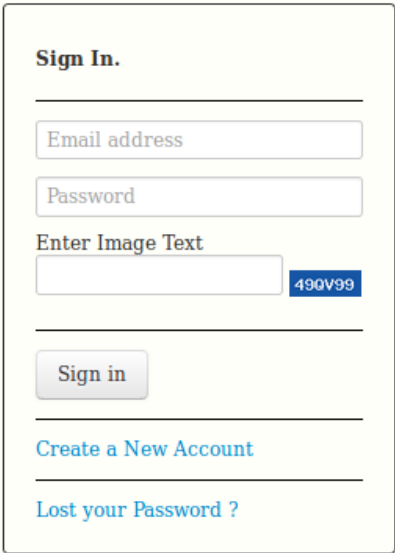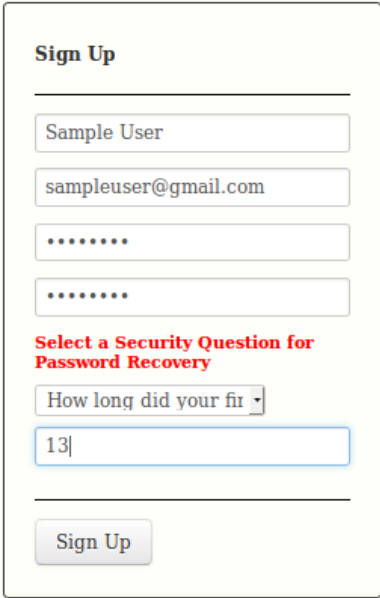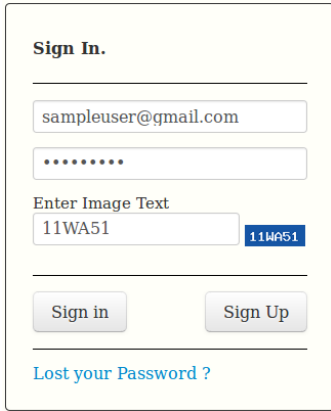
	Document name
1	Category certificate (SC/ST/OBC) (OBC as per list in http://www.ncbc.nic.in/)
2	Person-with-disability certificate
3	Salary certificate/Pay slip
4	Postdoctoral documents (all in one PDF)
5	Experience certificates (all in one PDF)
6	Professional training received/Summer/Winter Schools attended
7	Conference/Workshops/Seminars attended (Last 4 years) (Letters/certificates issued by the organizers/technical societies/etc.)
8	Sponsored and Consultancy projects supporting documents (all in one PDF) (acceptance letters/completion proof and other relevant documents)
9	Conference/Workshops/Short term courses organized (all in one PDF) (Organization certificates issued by technical/scientific/management societies and other relevant)
10	Publications – Full list. Preprints of best 3 papers. (all in one PDF)
11	Patents – Supporting documents (Filing copy/Acknowledgement/Document citing patent number, type/Patent granted

	Document name
	document/Others)
12	Awards and recognitions – all in one PDF
	(Supporting letters/Certificates/Others)
13	Industry interaction
	(Supporting letters/Certificates/Others)
14	Upload Proof of completed PhD guidance
	(Supporting letters from competent authority/Others)
15	Upload supporting documents for Administrative/Curriculum/Lab Development/Student Welfare/Professional and Outreach Activities
	(Supporting letters from competent authority/Others)
16	Testimonials.
17	No objection certificate
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.	1. Click on the Create an Account button. An account creation form will be presented (Figure 1). Fill in the following details: 1. An username of your choice 2. Your current email-id. 3. A password of your choice. This will be encrypted and stored in the database. 4. Click on "Sign Up"
2. Sign with your account. (as shown on the right) 3. After successful login, read the instructions on the Home page. A snapshot of the same is below.	

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

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

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

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 Hyr
1. Name in Full	Firstname Lastname	a) Father Name	Father Lastname	Spouse Name	Spouse name

Step 5a and 5b. Fill in the Essential Requirements page and the Main Application form.

The information required by the application form is divided into two stages:
1. Essential Requirements form
2. Main Application form

The essential requirements for each post 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.

The Essential Requirements form is generated based on the post applied (Professors have different essential requirements compared to Assistant Professors and so on) . These essential requirements are in accordance to those mentioned in the MHRD guidelines - http://www.nits.ac.in/recruitment_rules_docs/4Tier_Faculty_Recruitment_Jan2014_MHRD_Recommendation.pdf.

The following table presents examples and screenshots of the 29 questions to be answered in the application process. Note that a few of these questions will be asked in the *Essential Requirements* stage and the rest in the *Main Application* stage.

In both of the *Essential Requirements* and the *Main Application* form, fields may be left blank where not-applicable. However, some fields are mandatory and are marked as such.

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**   Firstname Lastname   a) Father's Name   Father Lastname   Spouse 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)** YES

f) **Percentage of Disability of PWD candidate**   0   ●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

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Q4. **Present Employment**

Enter present employment details.

4. **Present Employment:**

| Designation | Assistant Professor | Organization | Technology, Surathkal | present post | Date of Joining to the | 01/01/2013 |

Scale of pay Rs. 15600   AGP/GP 7000 Rs.   Current Basic pay 22620

Total Emoluments (per month) Rs. 72430

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: (Upload photocopies)

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	JSS, Mysore	Karnataka State Boar	I	90	100	90	
PUC	1999	BMS, Bangalore	Karnataka State Boar	I	90	100	90	
B.Tech	2003	NITK, Surathkal	Mangalore University	I	4401	5600	78.58928	461+584+
M.Tech	2005	NITK, Surathkal	NITK, Surathkal	I	8.5	10	8.5	8.2+9.1+8
	- Year -				0	0		

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 Astrophysics	01/02/2012	02/22/2013	Max Planck Institute fc	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

Employer	Position Held	Date of Joining MM/DD/YYYY	Date of Leaving MM/DD/YYYY	Number of Days/Months /Years	Scale of Pay & GP/AGP(If applicable)	Gross Pay
IIIT Bangalore	Assistant Professor	01/02/2013		NaNdays:NaNM	16000+700	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 (Last 4 years)

Enter details of courses taught in the last 4 years.

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. Provide best paper details (maximum 3)

Give details of the top journal papers (SCI/SCOPUS/SSCI indexed only). The list of journals is fixed and will appear as you start typing the journal name. Do pick out the journal of interest. Provide the accurate DOI link for each publications.

15.b. Provide best paper details (maximum 3)

Author	Title	Journal	Volume	Pages MM/DD/YYYY	Year	Paper Link
AuthorName1, Author!	Next Generation Prote	IEEE Communications	8	1617 - 1655	2016	https://doi.org/10

Note: Preprints of these 3 papers may be uploaded.

Q15c. Please include DOI links of remaining papers (Semi-colon separated list. Two or three links can be entered in a box.).

Include the doi links of other papers. Please put in not more than 3 in each text box. An example is shown below.

15. c. Please include DOI links of remaining papers (Semi-colon separated list. Two or three links can be entered in a box.).

2.543708;https://doi.o	https://doi.org/10.110	https://doi.org/10.110			

Q16. Books / Chapters Published & E-learning materials Developed (last 4 years)

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.

Q18. Sponsored Projects.

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 simulatior	INR 20,95,000	2012 - 2015	Completed	
ISRO	Solar cell design.	INR 49,90,000	2015 - 2018	Ongoing	

Note: Supporting documents may be uploaded.

Q19. **Consultancy Project (in last 4 years)**

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

20. Professional Training Received / Summer / Winter Schools attended(Last 4 years - 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 attended (Last 4 year -Upload photocopies of the certificates)

21. Conferences/Seminars / Workshops attended (Last 4 year -Upload photocoj

Year	Conferences/Seminars / Workshops	Title of paper presented
2016	HiPC, 2016, Hyderaba(	Simulation acceleratio:
2015	IPDPS, 2015, Hyderabi	DNA circuits
2014	HiPC, 2014, Goa	NoC workshop

Note: Supporting documents may be uploaded.

22. Industrial Experience/Interaction (Upload photocopies)

22. Industrial Experience/Interaction (Upload photocopies)

Organization	Nature of Work	Period
Circuits lab, Intel Pvt L	Joint Project - Characte	Dec 2014 - Dec 2015
ISDL, IBM, Bangalore	Joint Project - Characte	Jan 2015 - Jan 2016

Note: Supporting documents may be uploaded.

23. Continuing Education Programmes /Short Term Courses/Workshops/Seminars etc. organized (Last 4 years)

Title of Programme	Period	Funding Agency
Workshop on Simulatic	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.

Q24. Experience in Administrative Positions, Curriculum and Lab Development, Student Welfare, Professional and Outreach Activities – Non remunerative.

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.

Q25. Awards and Recognitions

Note: Supporting documents may be uploaded.

Q26. 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.

Q27. Names and addresses of two Professional References (Upload Testimonials of Them)

Name 1. Prof. Reference One
Position/Designation: Chair, Professor,
Address (Phone Mobile E-mail):
Full address of Reference One.
Address Line 2.
Address Line 3.
Emai.

Name 2. Prof. Reference Two
Position/Designation:
Address (Phone Mobile E-mail):

Q28. Please indicate how in your opinion you can contribute to NITK's growth.

Please attach a PDF.

29. 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: 01/06/2017   **Place:** Mysore, India

Save Application

Apart from the above listed regular questions, there might be additional questions in the Essential Requirements form based on the post applied for. Examples follow.

1. Three experiments or computational projects added to teaching laboratories.

2. Significant contributions to institute management through personal initiative in responsible positions.

Click on Save & Next.

Step 5. 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.

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

Step 6. 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	View application Edit Application	Pending
○ AP6AMH71	Applied Mechanics and Hydraulics	Professor HAG Scale Rs.67000 to 79000	View application Edit Application	Pending

The following is the screenshot on clicking "View".

| 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 7-8. 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	Submit	Pending	Get .pdf
AP6AMH71	Applied Mechanics and Hydraulics	Professor HAG Scale Rs.67000 to 79000	Submit	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
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AP3AMH70Application 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	Get .pdf

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

Step 9. Printout the application form PDF, print out all the certificates, supporting documents, papers, and other supporting material.

Download the generated application PDF.

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