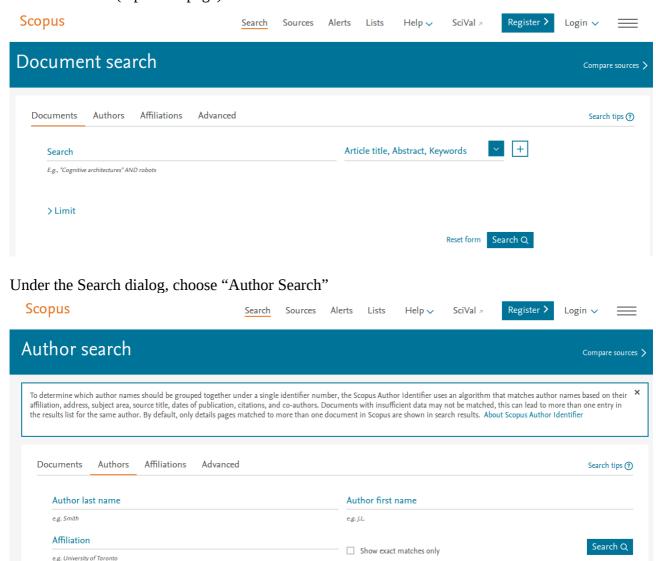
NITK Assistant Professor Faculty Recruitment February, 2019

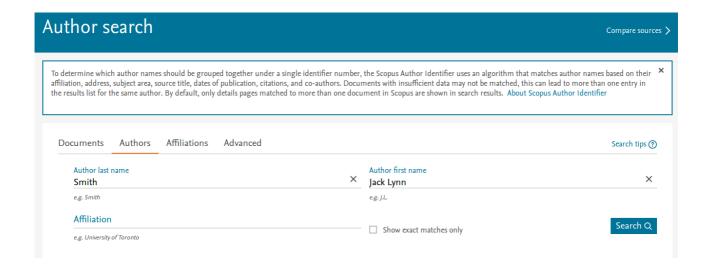
FREQUENTLY ASKED QUESTIONS

1) How does one generate the PDF of publications from SCOPUS?

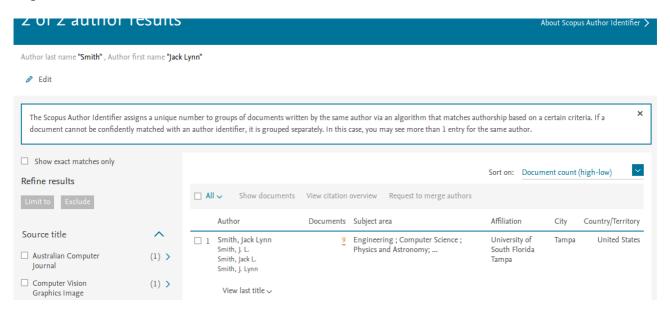
Open the <u>www.scopus.com</u> page. Click on Search (top of the page)



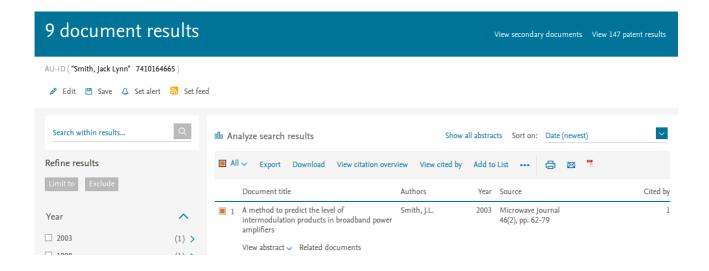
Write the last name and first name of the author. Click on Search. Alternatively writhe ORCID in the designated box and click on search (this isn't shown in the screenshot).



From the list of search results, identify the author of interest. Against the name, click on the number of published documents.



The list of published documents will be shown. Select All.



Click on the PDF icon to export the list as a PDF. This is the PDF to upload on the recruitment portal.



2) Final PDF generation is not successful. Why?

Possible reasons and solution: Do not use angular brackets in any of your fields (avoid '<' and '>'). Try downloading the PDF and view in alternate PDF viewers.

3) Information is truncated in the final pdf. Why?

The size of the input text boxes are fixed in the database. Eg: For "Name" field, the application form will accept 150 characters. In case of large data, a PDF can be created with the content and uploaded separately in "Upload Photo/Documents" section under "Upload any other relevant Documents to support your candidature".

4) How to submit?

Submission is online only. However, the hard copy of the application, along with all the certificates, document proofs, and the proof of payment of the application fees have to be sent to the Institute. Please ensure that the hard copies are in the same order as the uploads order. The proof of payment of the application fee should be the last document in the application.

In case of any other queries regarding the use of the faculty recruitment portal, please contact facrecruit@nitk.edu.in