

Faculty Online Recruitment Portal

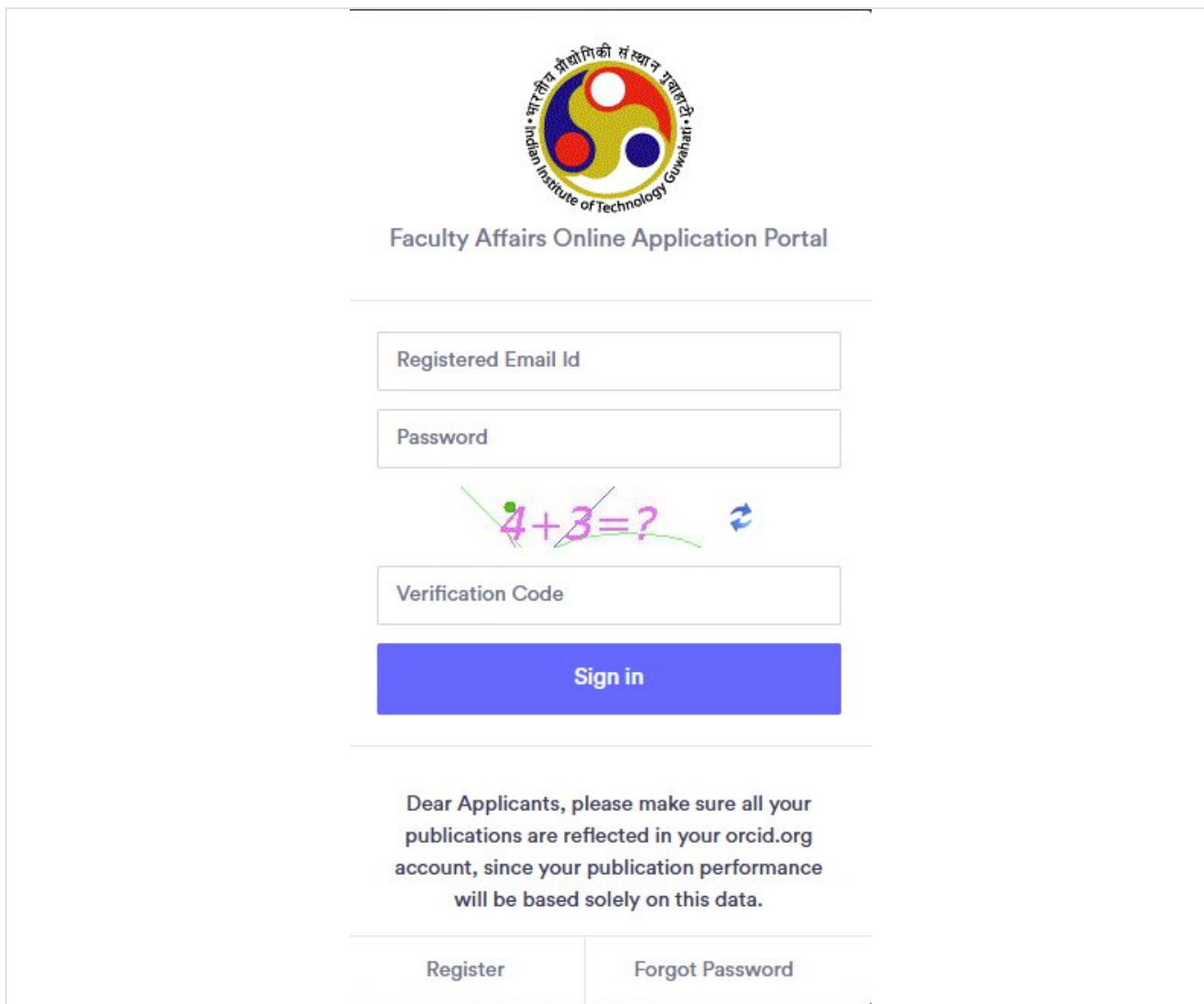
Applicant User Guideline

A step-by-step guide for External Candidates

Part I — Getting Started

1. Registration

New applicants must register on the portal before they can log in and begin an application.



The image shows the landing screen of the Faculty Affairs Online Application Portal. At the top center is the logo of Gauhati Institute of Technology, which is a circular emblem with a stylized 'G' in the center, surrounded by the text 'গৌহাটি প্রযুক্তি বিশ্ববিদ্যালয়' and 'Gauhati Institute of Technology'. Below the logo, the text 'Faculty Affairs Online Application Portal' is displayed. The main form area contains four input fields: 'Registered Email Id', 'Password', a CAPTCHA image showing the equation '4+3=?' with a refresh button, and 'Verification Code'. Below these fields is a blue 'Sign in' button. At the bottom of the form, there is a message: 'Dear Applicants, please make sure all your publications are reflected in your orcid.org account, since your publication performance will be based solely on this data.' Below this message are two buttons: 'Register' and 'Forgot Password'.

The portal landing screen — select Register to begin.

Click on Register.

 Faculty Online Application Portal	
Name	
Email	
New Password	
Confirm New Password	
Please fill out	
Are you an internal candidate? ☐ Yes ☐ No	
9+4=?	
Verification Code	
Submit	
Login	Forgot Password

Registration form.

Fill in the details. If you are an Internal candidate, select Yes, then the following message will be displayed:



Dear Candidate

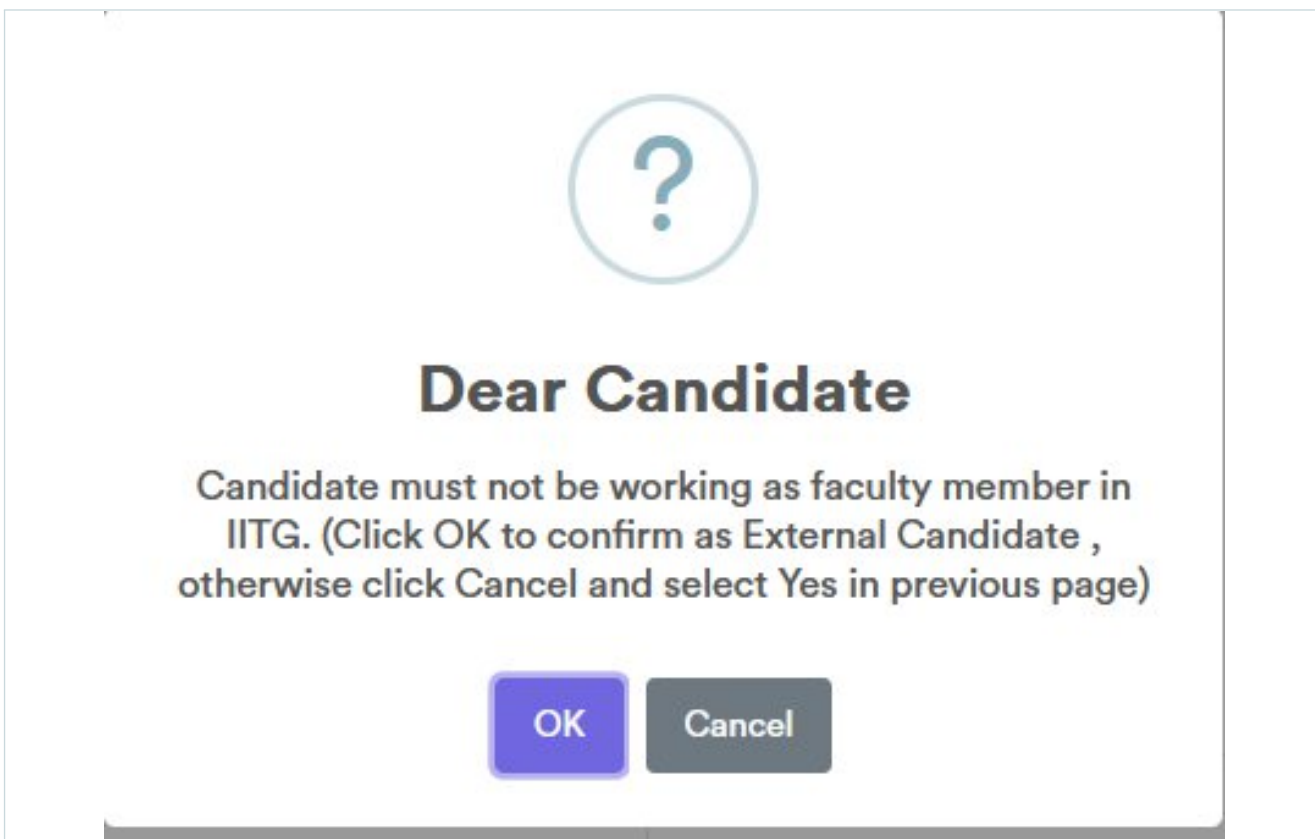
Candidate must be working as faculty member in IITG.
Are you a faculty member? (Click OK to confirm as
Internal Candidate , otherwise click Cancel and select
No in previous page)

OK

Cancel

Message shown to an Internal candidate.

If you are External candidate, Select No, then the following message will be displayed instead:



Message shown to an External candidate.

NOTE: After clicking OK, submit the form. A “Successfully registered” message will be displayed. You can now log in using the same credentials.

2. Forgot Password

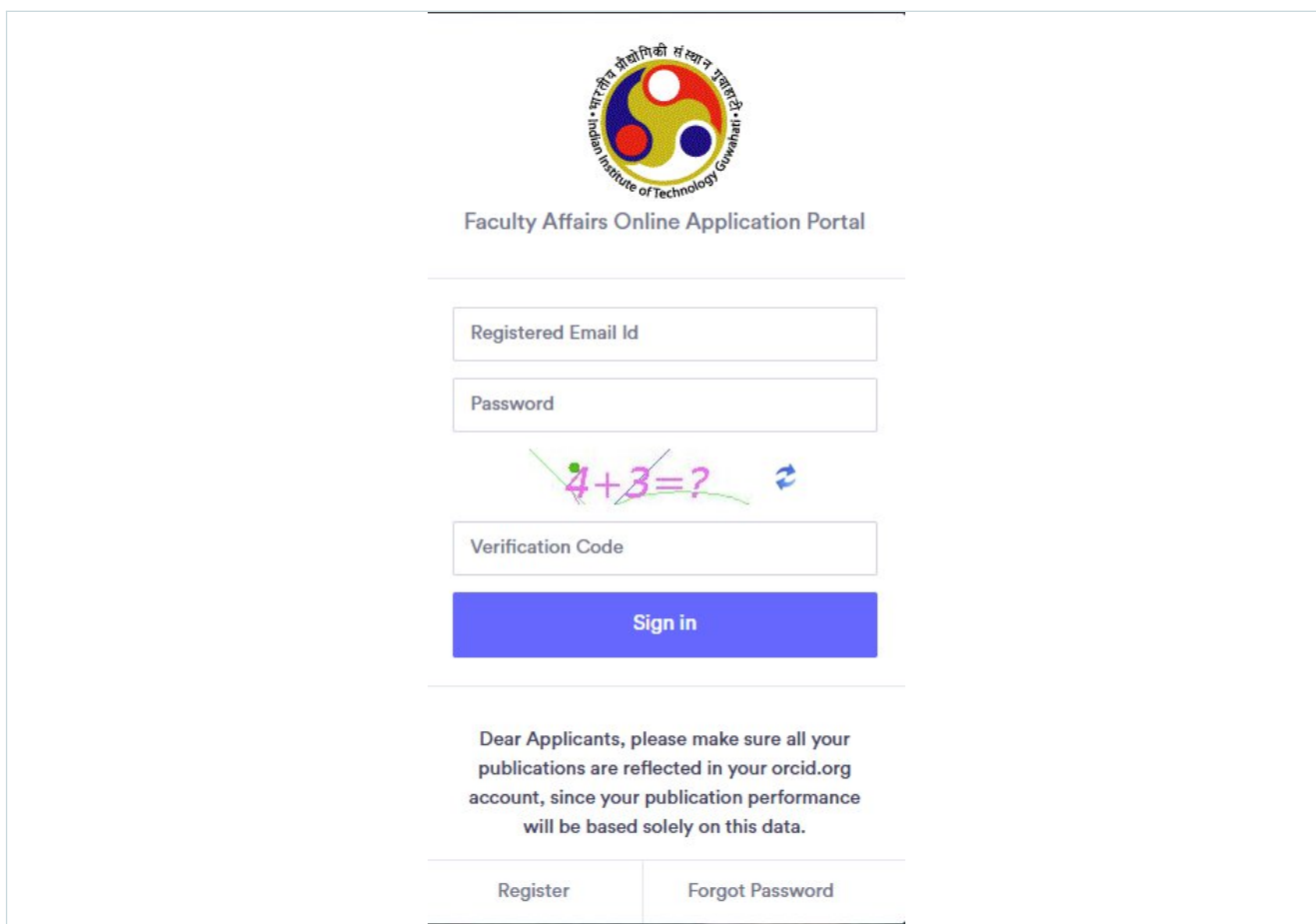
If you have forgotten your password, follow the steps below to reset it.

1. Click 'Forgot Password' on the login page.
2. Fill in the following details: Registered Email ID, New Password, and Confirm Password.
3. Click 'Generate OTP'. A one-time password (OTP) will be sent to your registered email address and remains valid for 10 minutes. After 10 minutes, click “Generate OTP” again to create a new one.
4. Enter the verification code and click Submit.

NOTE: A “Password Updated Successfully” message will be displayed. You can now log in using the same credentials.

Part II — Application Guide: External Candidates

3. Logging In




Faculty Affairs Online Application Portal



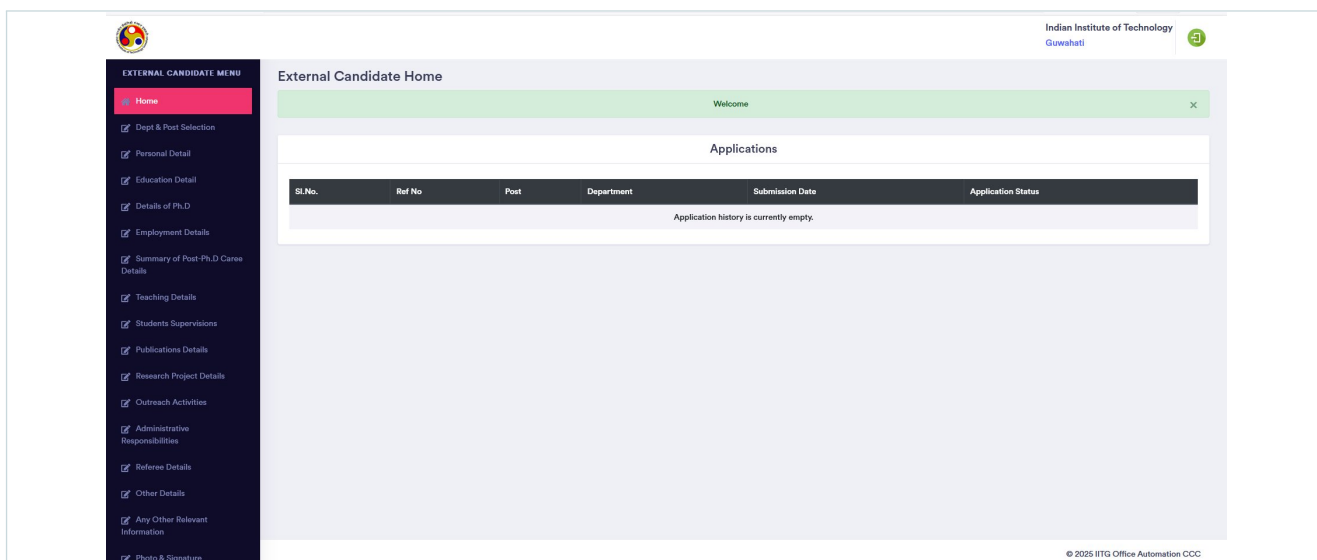
Sign in

Dear Applicants, please make sure all your publications are reflected in your orcid.org account, since your publication performance will be based solely on this data.

[Register](#)
[Forgot Password](#)

Candidate login screen.

Enter your credentials and sign in. The Home page will then be displayed:



EXTERNAL CANDIDATE MENU

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Indian Institute of Technology
 Guwahati



Welcome X

Applications

Sl.No.	Ref No	Post	Department	Submission Date	Application Status
Application history is currently empty.					

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Home page for an External candidate.

Your completed and saved applications will be displayed here. Click on Dept and Post Selection to begin filling in the application.

4. Department and Post Selection

External Candidate Home

Department and Post*

Select Department

- ☐ Biosciences and Bioengineering
- ☐ Chemical Engineering
- ☐ Computer Science and Engineering
- ☐ Civil Engineering
- ☐ Mechanical Engineering
- ☐ Physics
- ☐ Design
- ☐ Chemistry
- ☐ Mathematics
- ☐ Electronics and Electrical Engineering
- ☐ Humanities and Social Science
- ☐ Centre for Energy
- ☐ School of Extreme Sciences and Engineering

Areas of Interest / Fields of Specialization

Save

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Department and Post Selection screen.

Click on the Department, and then the post you are applying for. Then enter your Area of Interest / Field of Specialization and click Save.

5. Personal Details

Personal Details

Name in Full*

Gender* ☐ Male ☐ Female ☐ Others

Marital Status* ☐ Married ☐ Unmarried

Father / Spouse Name* Category* Date of Birth* Age (As on 31-07-2026)*

Country Code* Mobile Number* Email ID* test2@gmail.com

Permanent Address* Address for Correspondence* Please click if same as permanent address

Are you Physically Disabled (PwD)?* ☐ Yes ☐ No

Nationality* Select nationality

Save

Go to Next Page

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Personal Details form.

Fill in the details and click Save.

6. Education Details

Educational Qualifications

Note:
 (a) Please enter educational qualifications starting from 10th class onwards.
 (b) If CPI or percentage of marks is not available for the PhD degree, please enter 0.
 (c) If you are entering CPI values, please ensure they are provided in the specified format (e.g., 4 out of 5).
 (d) Please enter '0' or 'N/A' in any field where no information is available.
 (e) Please include 10th, 12th, Bachelor, Master and Ph.D.

Sl.No.	Qualification	Name of School/College/University	Name of the Board/University	Year of Entry	Year of Passing	Subjects	CPI/Percentage of marks	Division/Class (optional)	Add / Remove Row
1									+ -

Save

Ph.D Details

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Ph.D Thesis Title	Name of School/College/University	Date of Successful Ph.D Thesis Viva-Voce	Add / Remove Row
			+ -

Save

Sl.No.	Supervisor Name	Supervisor Email	Institute / University	Add / Remove Row
1				+ -

Save

Go to Next Page

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Educational Qualifications form.

Fill in the details for one qualification, then use Add Row to enter another. After filling in, click Save. When removing a row, note that the last row is removed first.

7. Details of Post Doc.

Details of Post Doc

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

Note:
 (a) If you are working or worked as a postdoctoral fellow, please enter the following information.
 (b) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Institute / Company Name	Supervisor Name	Supervisor Email	Supervisor Affiliation	Add / Remove Row
1					+ -

Save

Go to Next Page

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Details of Post Doc form.

Fill in the details and click Save.

8. Employment Details

The screenshot shows the 'Employment Details' form. On the left is a dark blue sidebar with a menu titled 'EXTERNAL CANDIDATE MENU' containing links: Home, Dept & Post Selection, Personal Detail, Education Detail, Details of Post Doc, Employment Details (highlighted), Summary of Post-Ph.D Career Details, Teaching Details, Students Supervisions, Publications Details, R&D Activities Details, Outreach Activities, Administrative Responsibilities, Referee Details, Other Details, and Any Other Relevant Information. The main content area has a header 'Indian Institute of Technology Guwahati' and a green chat icon. The form title is 'Employment Details' with a note: '[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]'. Below the title is a 'Note' section with instructions (a) through (d). The form contains a table with columns: Sl.No., Organization / Institute, Designation, Nature of duties / work (Industry/Teaching/ Research), Date of Joining, Date of Leaving, Period of Experience (Years, Months & Days), Salary (Pay Level, Call No., Basic Pay (in Rs.)), and Add / Remove Row. A single row is visible with input fields for each column. Below the table are 'Save' and 'Go to Next Page' buttons. The footer of the form area says '© 2026 IITG Office Automation CCC'.

Employment Details form.

Fill in the details for one employment record, then use Add Row to enter another. After filling in , click Save. When removing a row, note that the last row is removed first.

9. Summary of Post-Ph.D. Career Details

The screenshot shows the 'Summary of Post-Ph.D. Career Details' form. The sidebar menu is identical to the previous form, with 'Summary of Post-Ph.D Career Details' highlighted. The main content area has the header 'Indian Institute of Technology Guwahati' and a green chat icon. The form title is 'Summary of Post-Ph.D experience and students supervision' with a note: '[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]'. Below the title is a 'Note' section with instructions (a) and (b). The form contains a table with columns: Total Teaching Experience (Years & Months), Total Research Experience (Years & Months), Total Industrial Experience (Years & Months), Total No. of Ph.D Thesis Guided and Completed (Sole Supervisor, Joint Supervisor), and Total No. of Master's Thesis Guided and Completed as a Sole Supervisor. Each of the first three experience columns is split into 'Years' and 'Months' sub-columns. Below the table are 'Save' and 'Go to Next Page' buttons. The footer of the form area says '© 2026 IITG Office Automation CCC'.

Summary of Post-Ph.D. career details.

Fill in the details and click Save.

10. Teaching Details



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Teaching Details

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

Note:
 (a) Please enter the details of the courses taught.
 (b) Please enter '0' or 'N/A' in any field where no information is available.
 (c) Please enter '0000-00' for Academic Year, if it is not available.

Sl.No.	Academic Year (YYYY-YY)	University / Institute	Semester	Course Number	Course Title	Credit	Programme	Course Type	No. of Instructors	Class Strength	Add / Remove Row
1							Select	Select			+ -

[Save](#)

Teaching Summary

Number of courses taught is captured automatically from the above table.

Programme					Course Type	
UG	PG	Ph.D	UG & PG	PG & Ph.D	Compulsory	Elective

[Go to Next Page](#)

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Teaching Details form.

Fill in the details for one course and save it, then use Add Row to enter another. After completion, click Save. When removing a row, note that the last row is removed first. The summary of courses is automatically reflected in the Summary table.

11. Student Supervision



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Students Thesis Supervisions

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

(a) Ph.D Thesis Supervision (Completed)

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Student Name	Degree Granting University/Institute	Roll No.	Thesis Title	Date of PhD Registration	Date of PhD Defense	Full Time / Part Time	Name(s) of Co-Supervisor(s) (if any)	Add / Remove Row
1							Select		+ -

[Save](#)

(b) Ph.D Thesis Supervision (Ongoing)

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Student Name	Degree Granting University/Institute	Roll No.	Thesis Title	Date of PhD Registration	Full Time / Part Time	Name(s) of Co-Supervisor(s) (if any)	Add / Remove Row
1						Select		+ -

[Save](#)



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(c) Masters Thesis Supervision (Completed)
Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Student Name	Degree Granting University/Institute	Roll No.	Thesis Title	Programme	Year of Completion	Name(s) of Co-Supervisor(s) (if any)	Add / Remove Row
1					Select			+ -

(d) Masters Thesis Supervision (Ongoing)
Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Student Name	Degree Granting University/Institute	Roll No.	Thesis Title	Programme	Expected Year of Completion (optional)	Name(s) of Co-Supervisor(s) (if any)	Add / Remove Row
1					Select			+ -

(e) Undergraduate (UG) Thesis Supervision
Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Number of Students Completed

Number of Students Ongoing

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Student Supervision — tables (a) to (e).

Fill in the tables, (a) to (e), and click Save. When removing a row, note that the last row is removed first.

12. Publication Details



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Publications Details

Note:
 (a) By entering your ORCID id, you are giving IIT Guwahati permission to pull data on your publications from your ORCID.org account. The publication data collected from your ORCID account on Sept 1, 2026, is the ONLY publication data that will be considered in evaluating your application; please ensure your ORCID account is up-to-date with all your publications.

ORCID ID*

Books / Monographs

[This section is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

Note:
 (a) Please list the details of books / monographs in reverse chronological order, beginning with the latest one.
 (b) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of the Author(s)	Title	Year	Publisher	Add / Remove Row
1					+ -

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Publication and Book Details screen.

Fill in the details and click Save.

13. R&D Activities Details



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- Photo & Signature
- Documents Upload

R&D Activities Details

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

(a) Research Projects

Note:
 (a) Please enter the details of research projects of post Ph.D in reverse chronological order, starting with the latest one.
 (b) Please fill NA in case there is no Co-PI.
 (c) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Project No.	Title of the Project	Funding Agency	Project Cost (Rs. in lakhs)	Project Duration		Name(s) of Principal Investigator(s)	Name(s) of Co-PI(s)	Add / Remove Row
					From	To			
1									+ -

[Save](#)

(b) Consultancy Projects

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Project No.	Title of the Project	Funding Agency	Project Cost (Rs. in lakhs)	Project Duration		Name(s) of Principal Investigator(s)	Name(s) of Co-PI(s)	Add / Remove Row
					From	To			
1									+ -

[Save](#)

(c) Patents

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of Author(s)	Title	Awarded / Filed	Year	Patent Number	Add / Remove Row
1			Select			+ -

[Save](#)

(d) Incubation

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Project No.	Title of the Project	Funding Agency	Project Cost (Rs. in lakhs)	Project Duration	Name(s) of Principal Investigator(s)	Name(s) of Co-PI(s)	Add / Remove Row
1								+ -

[Save](#)

(e) Technology Development and Transfer

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Project No.	Title of the Project	Organization to which the technology is transferred	Value (Rs. in lakhs)	Year	Name(s) of Principal Investigator(s)	Name(s) of Co-PI(s)	Add / Remove Row
1								+ -

[Save](#)

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R&D Activities Details forms.

Fill in the tables and click Save. When removing a row, note that the last row is removed first.

14. Outreach Activities



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Outreach Activities

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

(a) Development of NPTEL / SWAYAM / Online Degree Courses

Note:
(a) Please enter the details of outreach activities of post Ph.D in reverse chronological order, starting with the latest one.
(b) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Course ID	Course Name	No. of SMEs / Developers	Course Duration (in weeks)	Type	Offered During the Period	Add / Remove Row
1					Select		+ -
Save							

(b) Organizing Conferences / Workshops / Training Programme / GIAN Courses, etc.

Note:
(a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of the Programme	Role	Start Date	End Date	Number of Participants	Remarks, If any	Add / Remove Row
1							+ -
Save							



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(b) Organizing Conferences / Workshops / Training Programme / GIAN Courses, etc.

Note:
(a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of the Programme	Role	Start Date	End Date	Number of Participants	Remarks, If any	Add / Remove Row
1							+ -
Save							

(c) Awards / Honours, etc.

Note:
(a) Please enter the details of awards or honours (such as Editor or Member of Editorial Board of Refereed Journals, National and International Awards, and Member of Academic/Administrative Boards/Organizations/Institutes/Universities etc.)
(b) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Details	Role	Duration / Date of Award	Remarks, If any	Add / Remove Row
1					+ -
Save					

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Outreach Activities forms.

Fill in the details and click Save. When removing a row, note that the last row is removed first.

15. Administrative Responsibilities



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Administrative Responsibilities

[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]

(a) Institute Level

Note:
 (a) Please enter the details of post Ph.D in reverse chronological order, starting with the latest one.
 (b) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of the Section / Committee and Designation	Duties / Responsibilities	Start Date	End Date	Duration (Years & Months)	Add / Remove Row
1						+ -

[Save](#)

(b) Department Level

Note:
 (a) Please enter '0' or 'N/A' in any field where no information is available.

Sl.No.	Name of the Committee and Designation	Duties / Responsibilities	Start Date	End Date	Duration (Years & Months)	Add / Remove Row
1						+ -

[Save](#)

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Administrative Responsibilities form.

Fill in the details and click Save.

16. Referee Details



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Referee Details

[The data provided here will be used to communicate with your referees. Please ensure that the data is correct]

Note:
 (a) Please provide the details of THREE Referees who can provide a recommendation letter for you.
 (b) You are advised to provide official email addresses of the referees, and not their personal email addresses, barring exceptional circumstances.
 (c) Please enter '0' or 'N/A' in any field where no information is available.
 (d) If phone number is not available, please leave the phone number field blank, as it is optional.

Sl.No.	Name of the Referee	Designation	Name of the Department and Institute	Email	Country Code (optional)	Phone No (optional)
1						
2						
3						

[Save](#)

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Referee Details form.

Fill in the details and click Save.

17. Other Details

The screenshot shows the 'Other Details' form in the Faculty Online Recruitment Portal. On the left is a dark sidebar with the 'EXTERNAL CANDIDATE MENU' containing links to Home, Dept & Post Selection, Personal Detail, Education Detail, Details of Post Doc, Employment Details, Summary of Post-Ph.D Career Details, Teaching Details, Students Supervisions, Publications Details, R&D Activities Details, Outreach Activities, Administrative Responsibilities, Referee Details, Other Details (highlighted in pink), and Any Other Relevant Information. The main content area is titled 'Other Details' with a note: '[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]'. Below this is a 'Note:' section stating '(a) Please enter '0' or 'N/A' in any field where no information is available.' The form includes a text input field for 'Time required (in months) to join in case of an appointment offer' and a radio button question 'Did you previously apply for any post in this institute?' with 'Yes' and 'No' options. A blue 'Save' button is at the bottom right of the form, and a yellow 'Go to Next Page' button is below it. The footer on the right says '© 2026 IITG Office Automation CCC'.

Other Details forms.

Fill in the details and click Save.

18. Any Other Relevant Information

The screenshot shows the 'Any Other Relevant Information' form in the Faculty Online Recruitment Portal. The sidebar menu is identical to the previous form, with 'Any Other Relevant Information' highlighted in pink. The main content area is titled 'Any Other Relevant Information' with a note: '[This page is optional. Fill it in only if applicable. To proceed to the next section click on "Go to Next Page"]'. Below this is a 'Note:' section stating '(a) Please provide any other additional relevant information, if any (Maximum of 500 characters including blank spaces)'. The form includes a large text area for 'Please summarize in 500 words.' A blue 'Save' button is at the bottom right of the form, and a yellow 'Go to Next Page' button is below it. The footer on the right says '© 2026 IITG Office Automation CCC'.

Any Other Relevant information form.

Fill in the details and click Save.

19. Photo & Signature



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Photo and Signature *

Note:
(a) Please upload a recent passport size photo (color) (dimension: 35 mm x 45 mm) and signature in JPG/JPEG format (Maximum file size is 200 KB)

Upload Photograph

No file selected.

Save Photo

Photograph

Upload Signature

No file selected.

Save Signature

Signature

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Photo and Signature upload screen.

Fill in the details and click Save.

20. Upload Documents



EXTERNAL CANDIDATE MENU

- Home
- Dept & Post Selection
- Personal Detail
- Education Detail
- Details of Post Doc
- Employment Details
- Summary of Post-Ph.D Career Details
- Teaching Details
- Students Supervisions
- Publications Details
- R&D Activities Details
- Outreach Activities
- Administrative Responsibilities
- Referee Details
- Other Details
- Any Other Relevant Information

Indian Institute of Technology
Guwahati

Uploads Section

Note:
(a) Please upload the following documents in PDF format (Maximum file size is 5MB each)
(b) Your CV must have the following information, though the order, style and format is up to you

- Educational details from class 10th onwards
- Employment details, including any post-doctoral stint.
- Publications, with the following sub-categories:
 - Journal articles
 - Referred conference proceedings papers
 - Book chapters
 - Books/monographs
 - Articles in preprint servers (such as ArXiv.org)

Note: feel free to add any other category in the publications as appropriate. However, do not include "under preparation" articles. If you have articles that have been accepted but not published, include them in (b).3.i with a DOI.

CV *

No file selected.

Save

Research Summary (Maximum 2 pages) *

No file selected.

Save

List of UG and PG courses that you can teach at IIT Guwahati (1 page) *

No file selected.

Save

Three Most Impactful Papers

Note:
(a) Please upload (in pdf format) three of your most impactful papers for which you are the first author. The maximum file size for each pdf file is 10 MB.

Paper 1 *

No file selected.

Save

Paper 2 *

No file selected.

Save

Paper 3 *

No file selected.

Save

The screenshot shows the 'Educational Certificates' section of the application form. On the left is a dark sidebar with the 'EXTERNAL CANDIDATE MENU' containing links like Home, Dept & Post Selection, Personal Detail, Education Detail, etc. The main content area is titled 'Paper 3 *' and 'Educational Certificates'. It includes a note: '(a) Please upload the following documents in PDF format (Maximum file size is 5MB each)'. Below this are several rows of document requirements, each with a 'Browse...' button and a 'Save' button. The requirements include: Proof of Date of Birth (Birth Certificate or 10th Class Marksheet / Certificate showing Date of Birth) *; 10th class marksheet (and pass certificate, if any) *; 12th class mark sheet (and pass certificate, if any) *; UG marksheet(s) and degree certificate *; PG marksheet(s) and degree certificate; Ph.D degree certificate and proof of date of Ph.D viva-voce *; and Certificate of post Ph.D experiences, including last salary certificate. Each row has a red warning text: 'Make sure to merge your PDFs into one file before uploading.' At the bottom right, there is a 'Go to Next Page' button and a copyright notice '© 2026 IITG Office Automation CCC'.

Upload Documents screens.

Fill in the details and click Save.

21. Submit and Preview

The screenshot shows the 'Preview and Submit' section of the application form. The sidebar is the same as in the previous screen. The main content area is titled 'Preview and Submit'. It contains a warning: 'Please review the form carefully before submitting, as it cannot be revised or resubmitted once submitted.' Below this is a 'Declaration' section with a checkbox and the text: 'I hereby declare that I have carefully read and understood the instructions and particulars in the recruitment advertisement / notification and I declare that all the entries in this form are true to the best of my knowledge and belief.' There are 'Preview' and 'Submit' buttons. At the bottom right, there is a copyright notice '© 2026 IITG Office Automation CCC'.

Submit and Preview screens.

Once preview is satisfied, the candidate can submit the application. Once the application is submitted in the dashboard, the candidate can view the submitted application and uploaded documents.