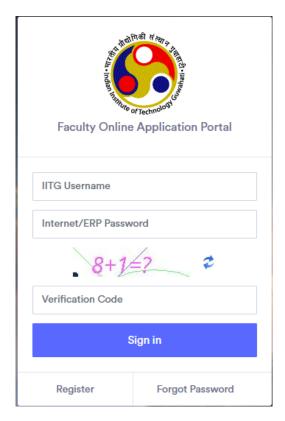
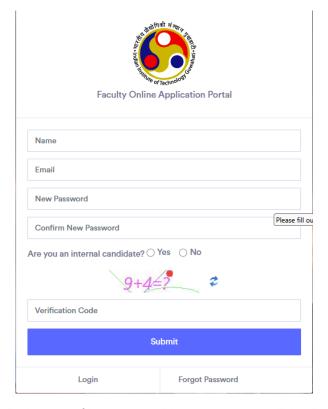
# Guidelines for filing up the application for Faculty Positions at IIT Guwahati

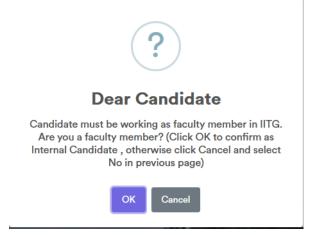
## **Registration Page:**



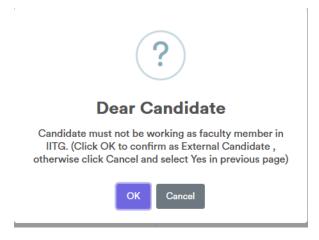
Click on Register.



Fill the details. In case of Internal candidate, a message will be displayed as -



In case of external candidate, a message will be displayed as -



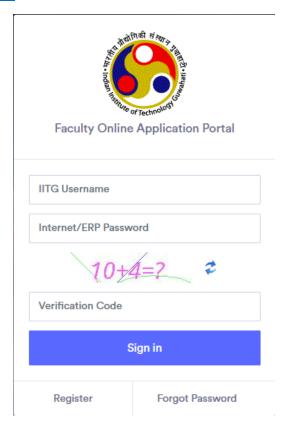
After click on OK, Submit the form. A message **Successfully registered** will be displayed. Now you can login using the same credential.

#### **Forgot Password Page:**

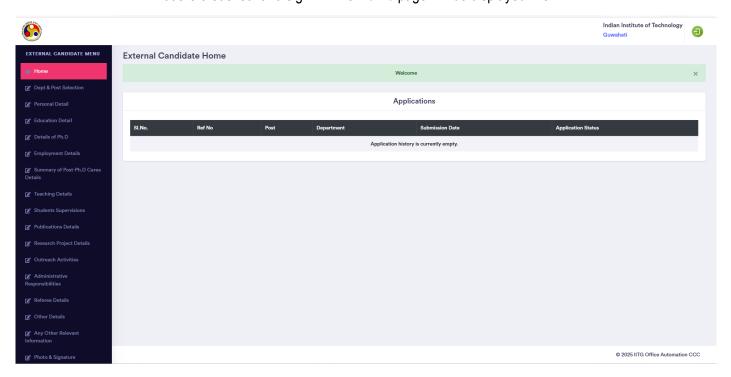
- 1) Click 'Fotgot Password' on the login page.
- 2) Fill in the details
  - a) Registered Email ID
  - b) New Password
  - c) Confirm Password:
- 3) Click 'Generate OTP'. A one-time password (OTP) will be sent to your registered email address and will remain valid for 10 minutes. After 10 minutes, please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

Submit. A message 'Password Updated Successfully' will be displayed. Now you can login using the same credential.

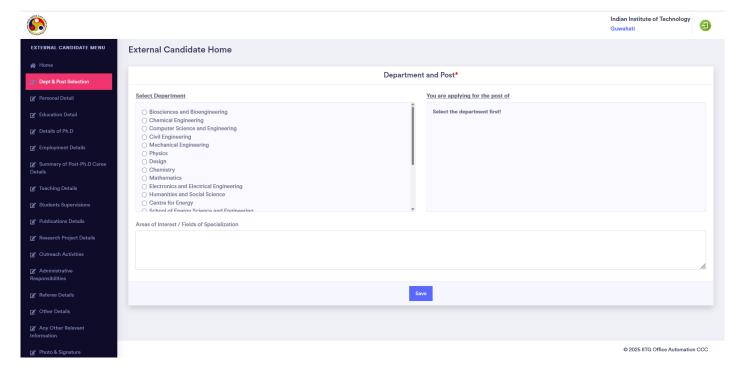
## **Login as External Candidate:**



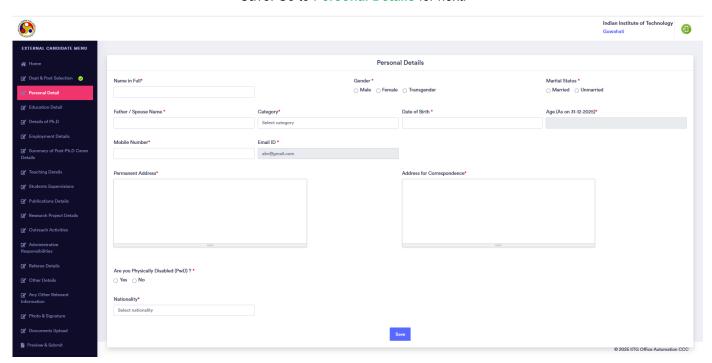
Put the credential and sign in. The Home page will be displayed like -



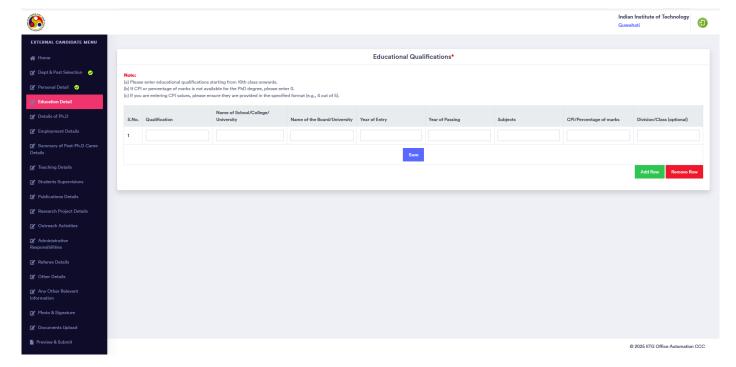
Your completed and saved application will be displayed here. Click on **Dept and Post Selection** for filling up the application.



Click on the Department and then post applying for. Then write the area of Interest / Field of Specializations Then Save. Go to **Personal Details** for next.

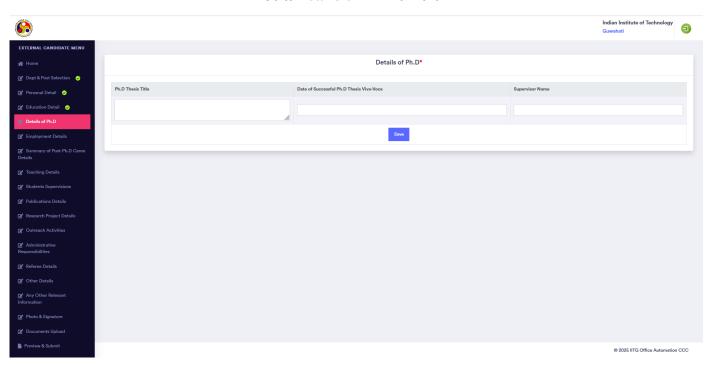


Fill all the details and Save. Go to Education Details for next.

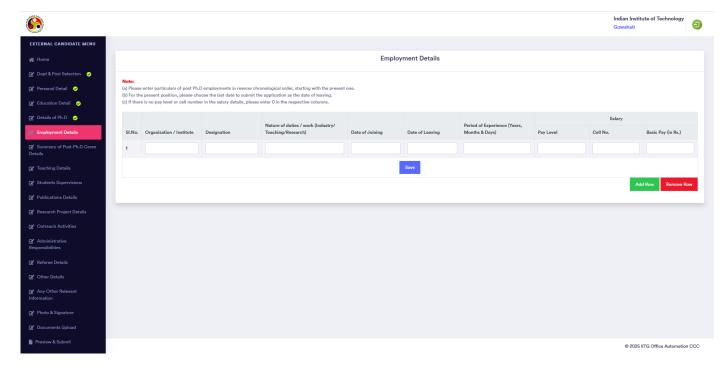


Fill the details for one qualification. Then add row and add another qualification. After filling all details, save it. While removing a row, last row will be removed first.

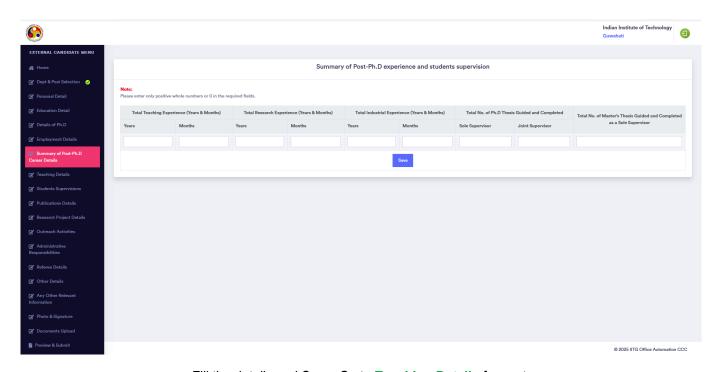
Go to **Details of Ph.D** for next



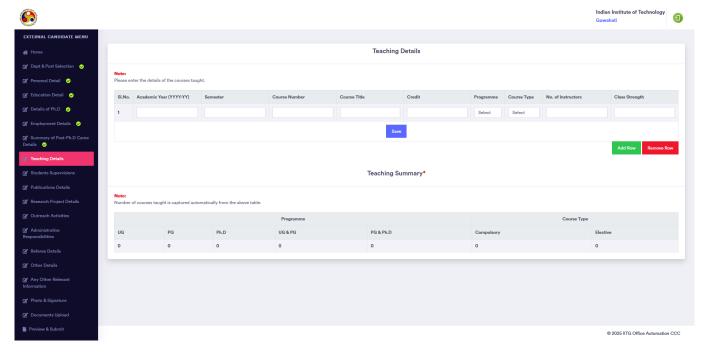
Fill the details and Save. Go to Employment Details for next



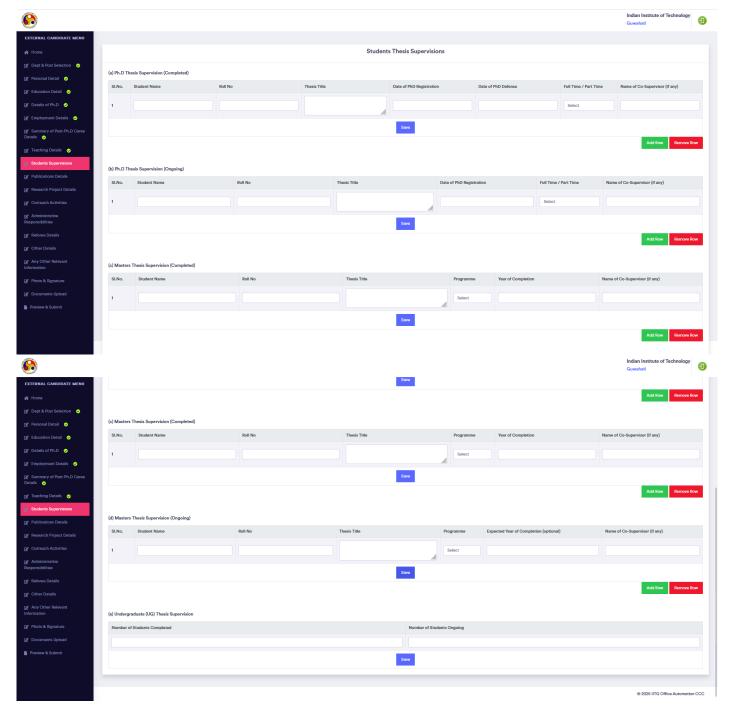
Fill the details for one employment. Then add row and add another employment. After filling up all details, save it. While removing a row, last row will be removed first. Go to **Summary of Post-Ph.D career details** for next.



Fill the details and Save. Go to Teaching Details for next.



Fill the details for one course and save it. Then add row and fill for another course. After completion, save it. While removing a row, last row will be removed first. Summary of the courses will be automatically reflected in the Summary table. Go to **Students Supervisions** for next.



Fill all the five tables [(a) to (e)] and save. While removing a row, last row will be removed first. Go to **Publication Details** for next.

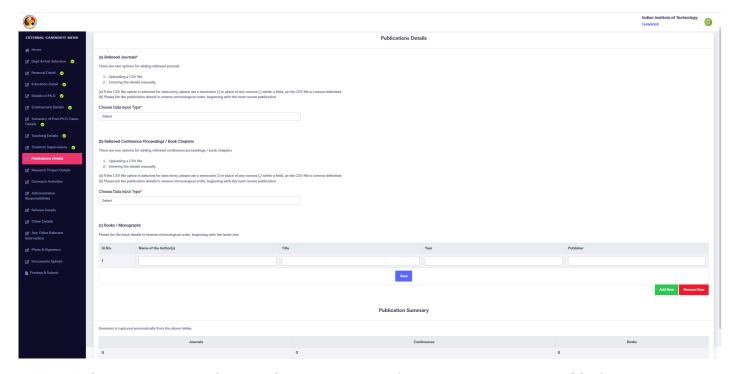
### **Publication Details Section:**

If you wish to upload data using a CSV file, please first download the sample CSV format. Ensure that you fill in the data using the same header names before uploading the file.

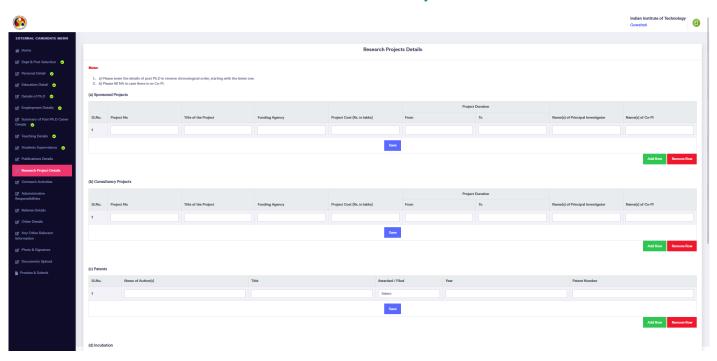
In the Journals section, there are two Delete buttons:

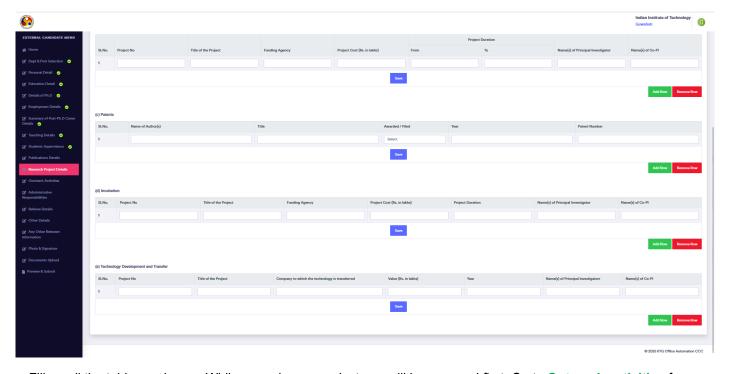
- a) The Delete button located at the top is used to delete all rows. An alert message will appear to confirm this action.
- b) The Delete button located at the bottom of the table is used to delete the last row. An alert message will appear before deletion. After deleting the last row, please save the changes to ensure they are reflected properly.

The same functionality applies to the **Conferences section** as well.

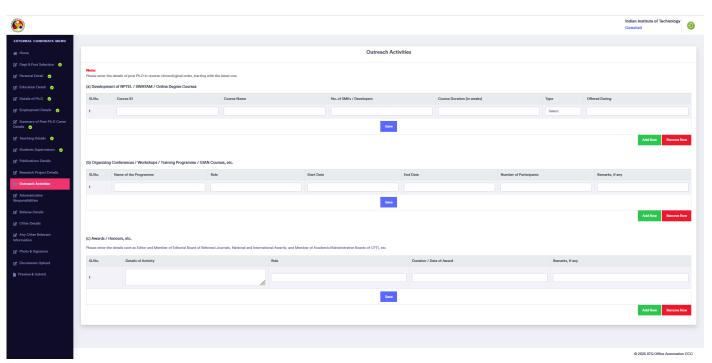


Fill up Referred journals and referred conference proceedings / book chapters by uploading CSV file or by input. While uploading data through CSV format, first download the format and upload the document in the attached format without changing the header row. Fill up books / monographs by input. Save all the files. While removing a row, last row will be removed first. Go to Research Project Details for next

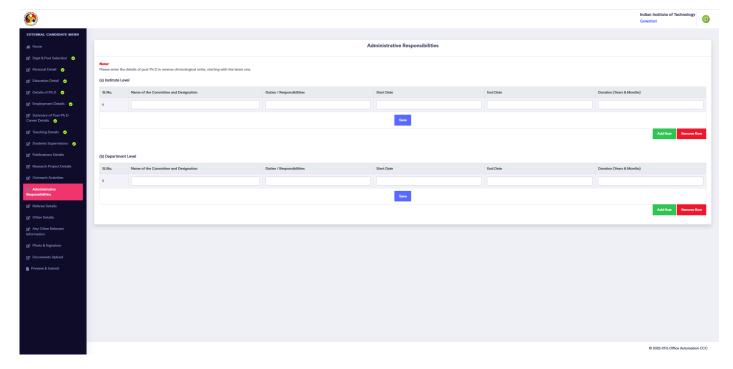




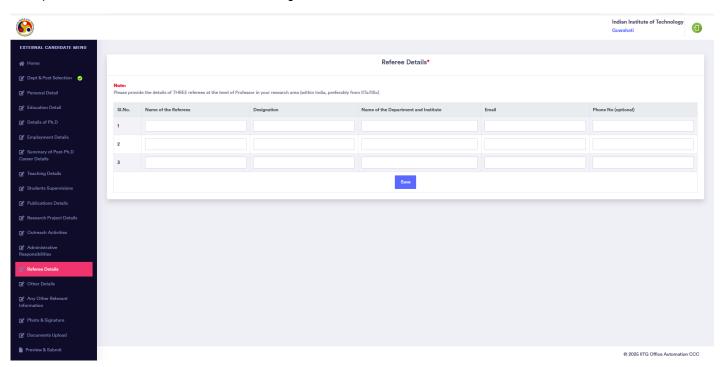
Fill up all the tables and save. While removing a row, last row will be removed first. Go to **Outreach activities** for next



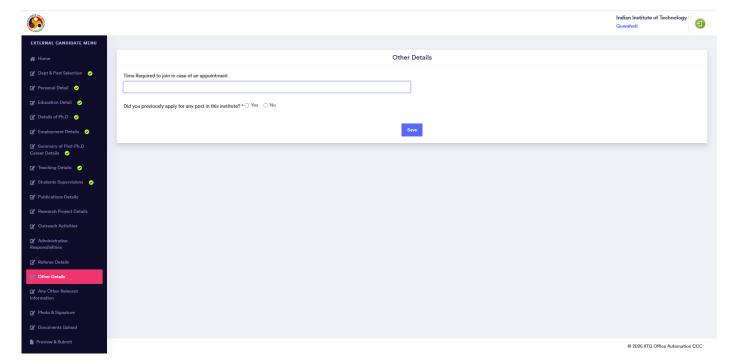
Fill up all the tables and save it. While removing a row, last row will be removed first. Go to **Administrative** responsibilities for next



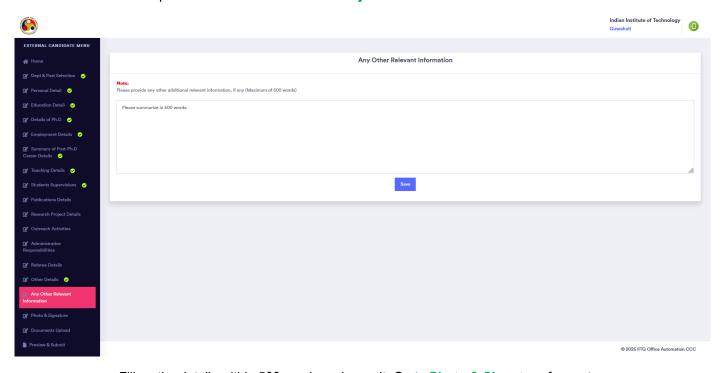
Fill up all the details and save it. While removing a row, last row will be removed first. Go to Referee Details for next



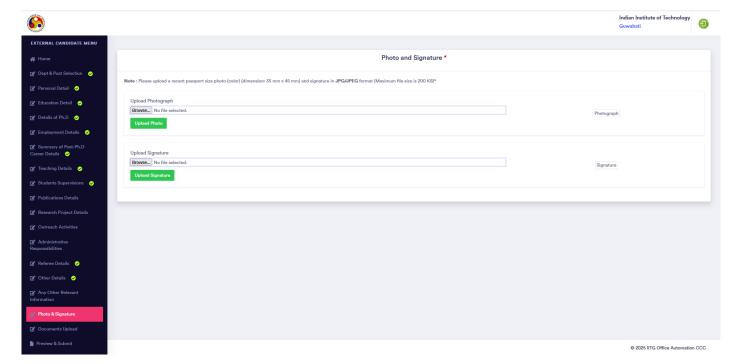
Please provide the details of three referees and save it. Go to Other Details for next



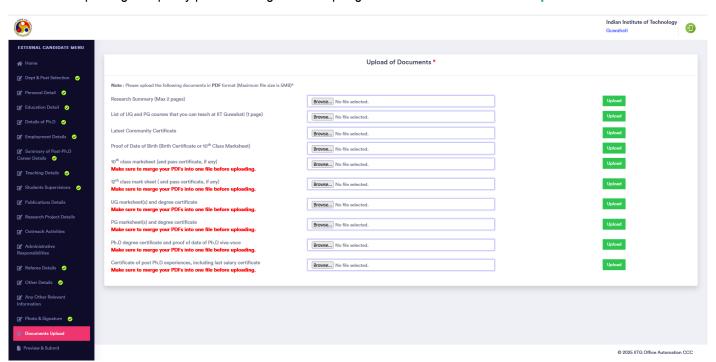
Fill up the details and save it. Go to Any other relevant information for next



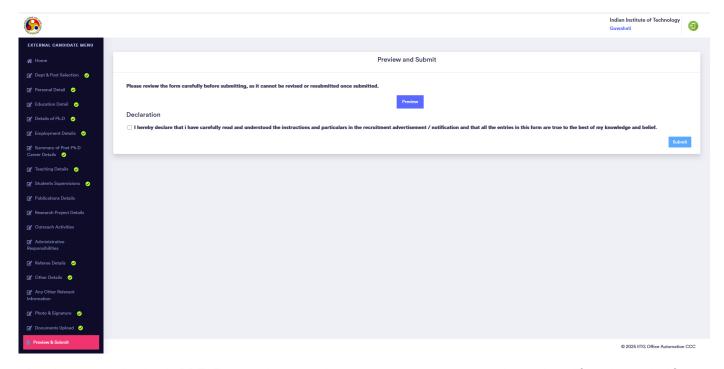
Fill up the details within 500 words and save it. Go to Photo & Signature for next



Upload good quality photo and signature as per guidelines. Go to **Documents upload** for next

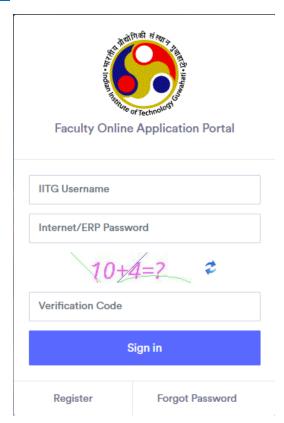


Upload all documents as per guidelines. Go to Preview and Submit for next.

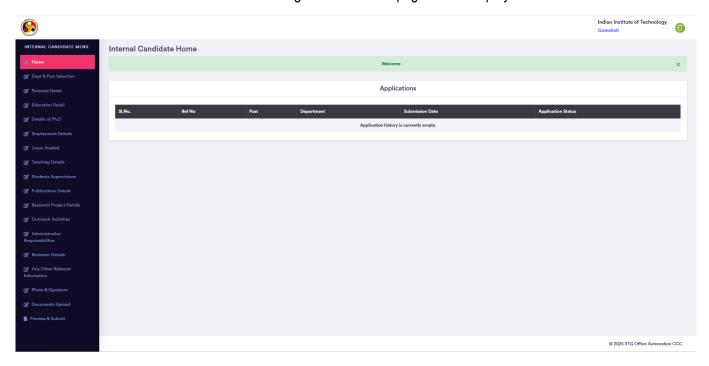


Preview the application in PDF. For any changes, please go to the concerned section and modify and save it. After final preview is done, tick the declaration and submit the application.

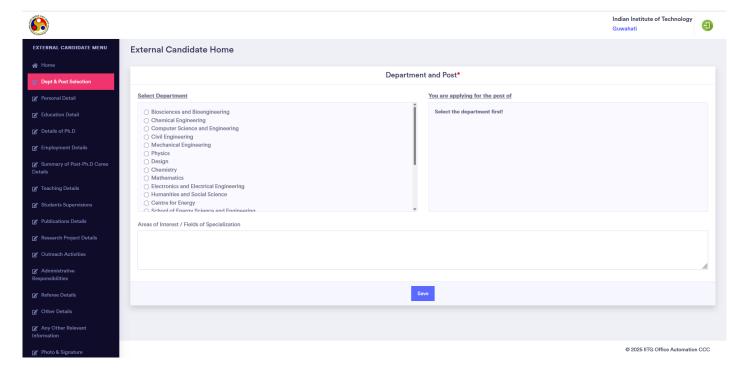
## **Login as Internal Candidate:**



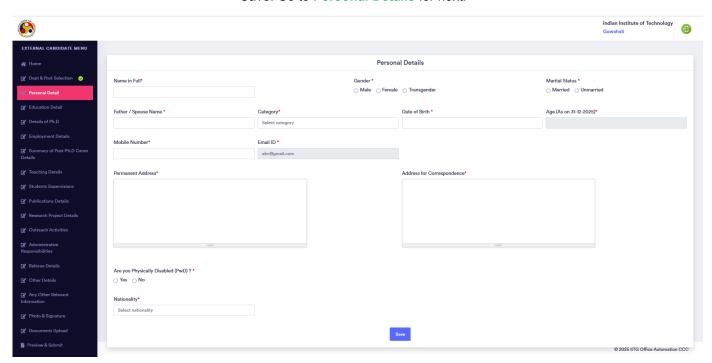
Put the credential and sign in. The Home page will be displayed like -



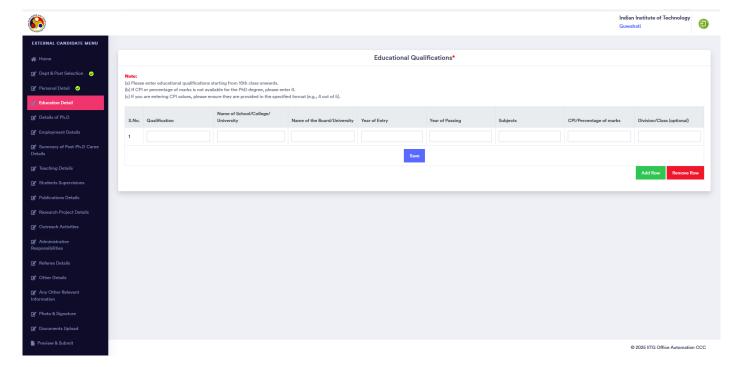
Your completed and saved application will be displayed here. Click on **Dept and Post Selection** for filling up the application.



Click on the Department and then post applying for. Then write the area of Interest / Field of Specializations Then Save. Go to **Personal Details** for next.

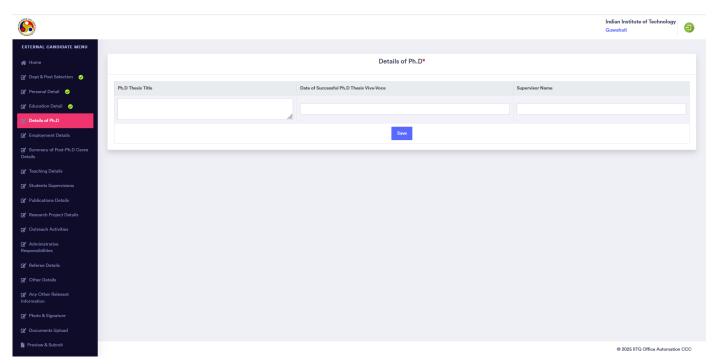


Fill all the details and Save. Go to Education Details for next.

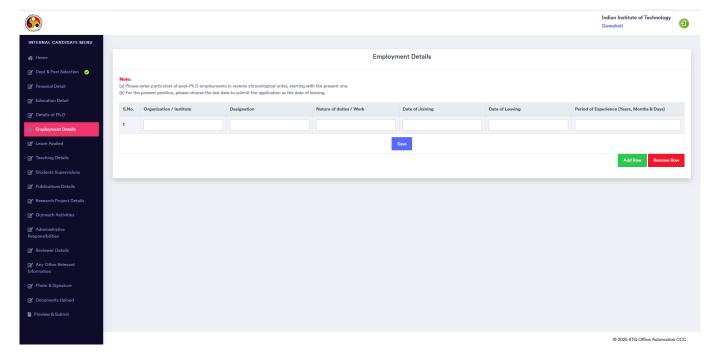


Fill the details for one qualification. Then add row and add another qualification. After filling all details, save it. While removing a row, last row will be removed first.

Go to **Details of Ph.D** for next

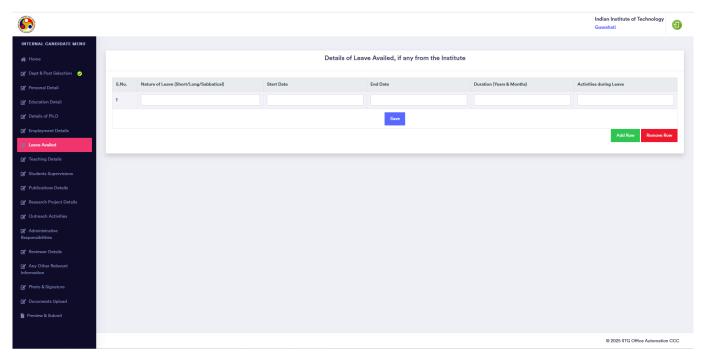


Fill the details and Save. Go to Employment Details for next

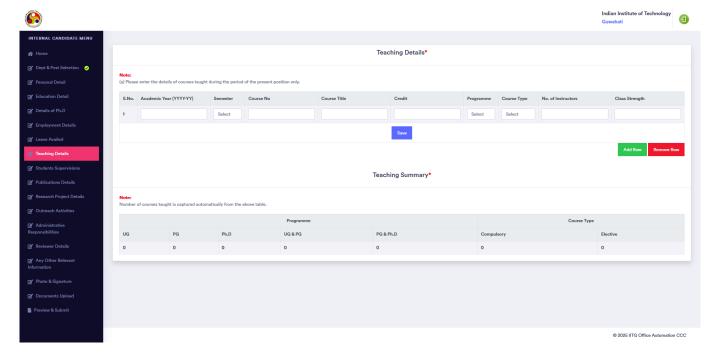


Fill the details for one employment. Then add row and add another employment. After filling up all details, save it.

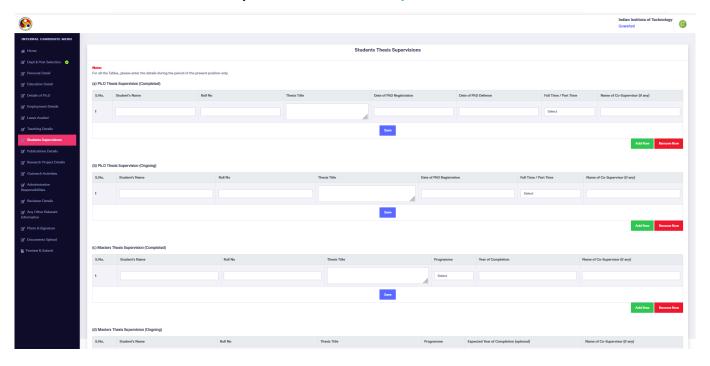
While removing a row, last row will be removed first. Go to Leave Availed for next.

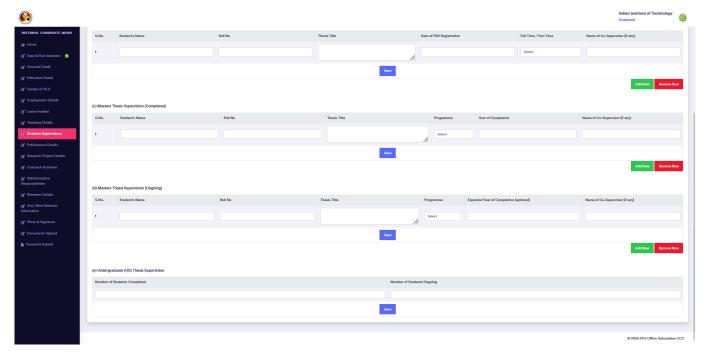


Fill the details of one leave. Then add row and add another leave details. After filling up all details, save it. While removing a row, last row will be removed first. Go to **Teaching Details** for next.



Fill the details for one course and save it. Then add row and fill for another course. After completion, save it. While removing a row, last row will be removed first. Summary of the courses will be automatically reflected in the Summary table. Go to **Students Supervisions** for next.





Fill all the five tables [(a) to (e)] and save. While removing a row, last row will be removed first. Go to **Publication Details** for next

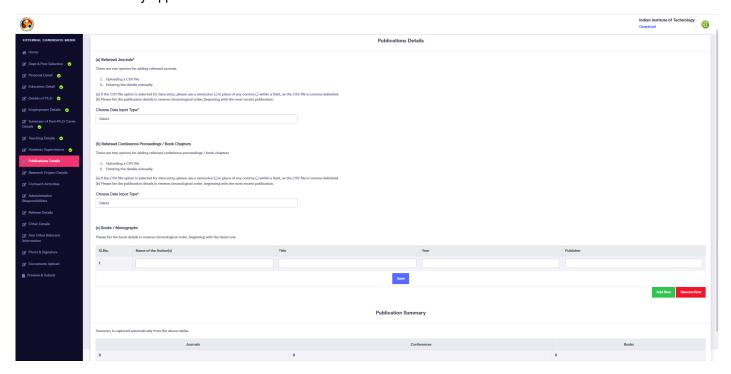
#### **Publication Details Section:**

If you wish to upload data using a CSV file, please first download the sample CSV format. Ensure that you fill in the data using the same header names before uploading the file.

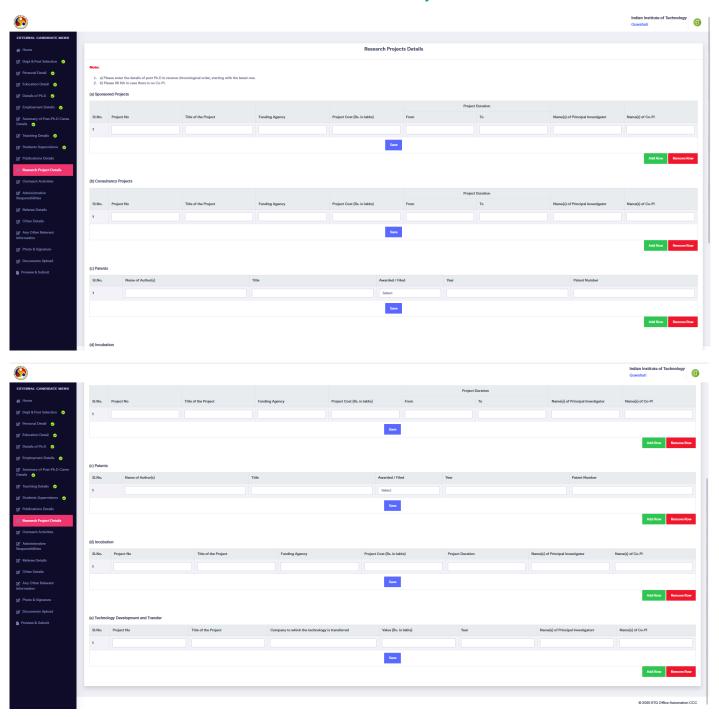
In the Journals section, there are two Delete buttons:

- a) The Delete button located at the top is used to delete all rows. An alert message will appear to confirm this action.
- b) The Delete button located at the bottom of the table is used to delete the last row. An alert message will appear before deletion. After deleting the last row, please save the changes to ensure they are reflected properly.

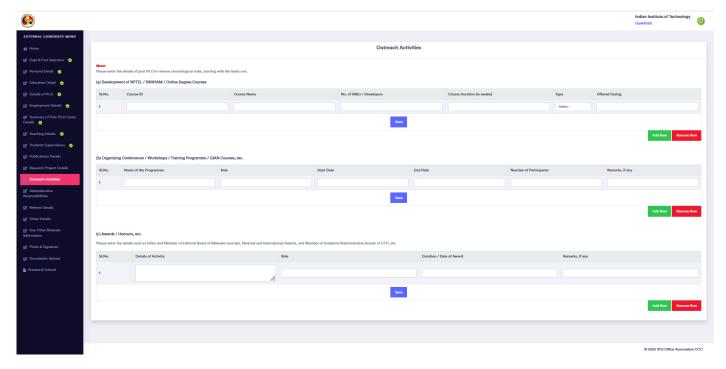
The same functionality applies to the **Conferences section** as well.



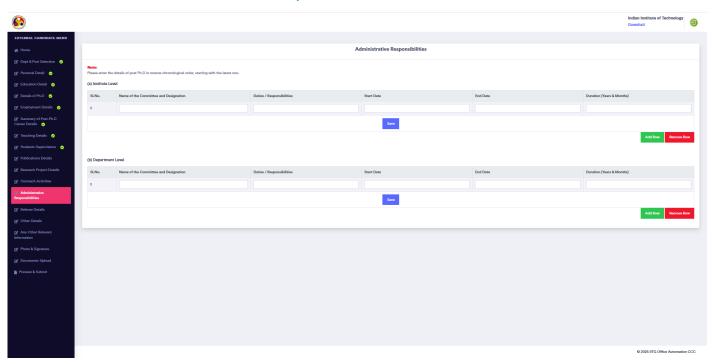
Fill up Referred journals and referred conference proceedings / book chapters by uploading CSV file or by input. While uploading data through CSV format, first download the format and upload the document in the attached format without changing the header row. Fill up books / monographs by input. Save all the files. While removing a row, last row will be removed first. Go to Research Project Details for next



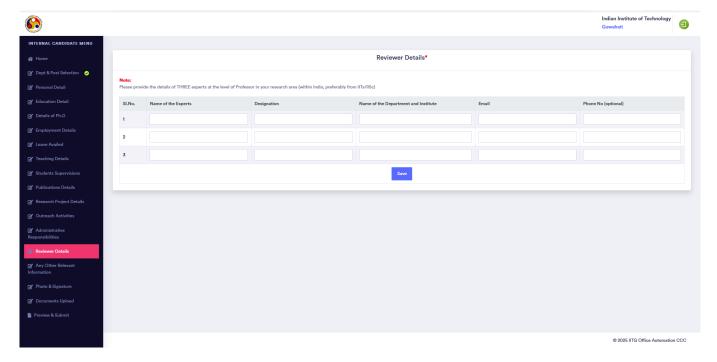
Fill up all the tables and save. While removing a row, last row will be removed first. Go to **Outreach activities** for next



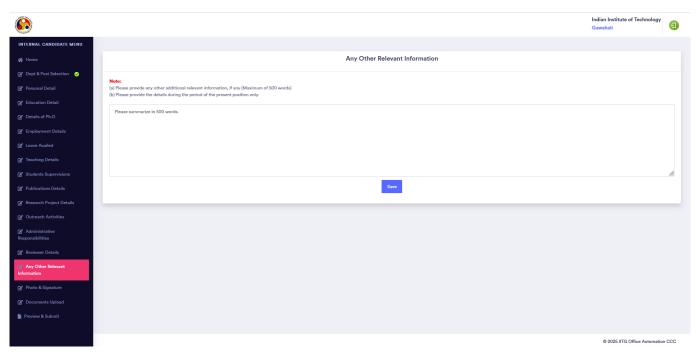
Fill up all the tables and save it. While removing a row, last row will be removed first. Go to **Administrative** responsibilities for next



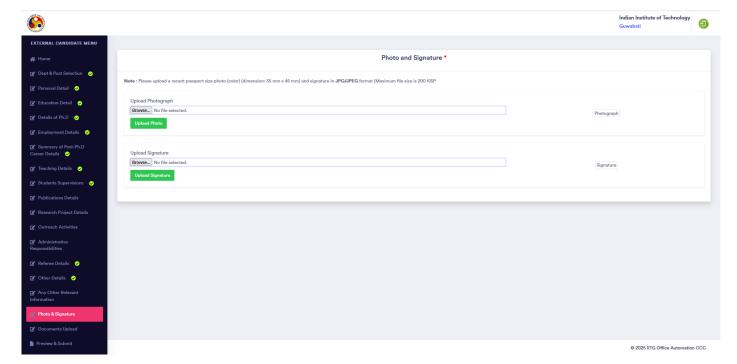
Fill up all the details and save it. While removing a row, last row will be removed first. Go to Reviewer Details for next



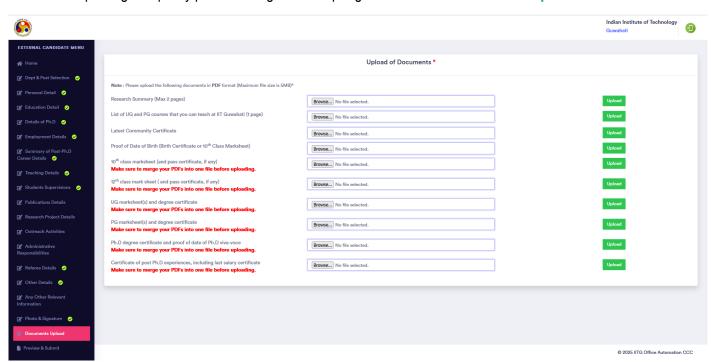
Please provide the details of three reviewer and save it. Go to Any other relevant information for next



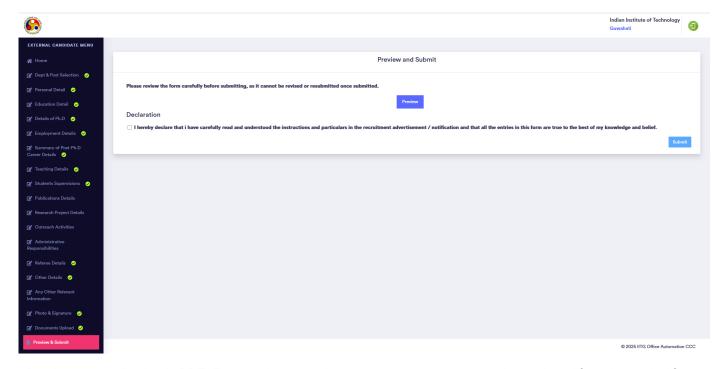
Fill up the details within 500 words and save it. Go to Photo & Signature for next



Upload good quality photo and signature as per guidelines. Go to **Documents upload** for next



Upload all documents as per guidelines. Go to Preview and Submit for next.



Preview the application in PDF. For any changes, please go to the concerned section and modify and save it. After final preview is done, tick the declaration and submit the application.