

Instructions to Candidates to Fill the Online Form

Information required for filling in the Form

1. Valid email id (which you are using regularly).
2. Scanned photograph up to 500Kb in jpg.
3. Details of Education up to Higher Level.
4. Experience Details.
5. Postal address with pin-code.

How To Apply (Flow Chart for on-line registration):

1. Go to <http://www.academic.iitp.ac.in>
2. Click on **New User** Available on the Right side.
3. Enter all details as required in Form.
4. A verification link will be sent to your mail, click on that link to verify your mail.
5. After Verification, enter Email ID and password to Login.
6. Then click on the respective link Vacancy: *Faculty*, *Non-Faculty* and *Project Staff* and For Admission Click: *M Tech* and *Ph.D.*
7. Select the *Department* from the dropdown and after that click the post you want to apply.
8. Fill all the details of *Personal Details*, *Education/Experience*, *Research* and *Other Details*.
9. After filling all details click on save button and then preview the form.
10. Please check all the information in preview. Note that you will not able to edit after final **Submit**. If required, click on **Edit** to make any changes.
11. If you are satisfied, click on **Submit**. You will get a *Unique Registration* number generated by the system.
12. Then, click on **My Application** link to download and print your saved application form.
13. Send the hard copy of the application along with the enclosures to the address mentioned in the advertisement.
14. For future status information on selection process, view this site regularly.

For further help, please contact the following persons:

- **(Portal related technical help):**

Mr. Shailendra Verma

E-mail : skverma@iitp.ac.in

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Mr. Sandip Kishore

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- **(Admission/Application related help):**

Mr. Tripurari Sinha

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