Faculty Recruitment Portal
User Manual

Indian Institute of Technology Roorkee
Uttarakhand, India

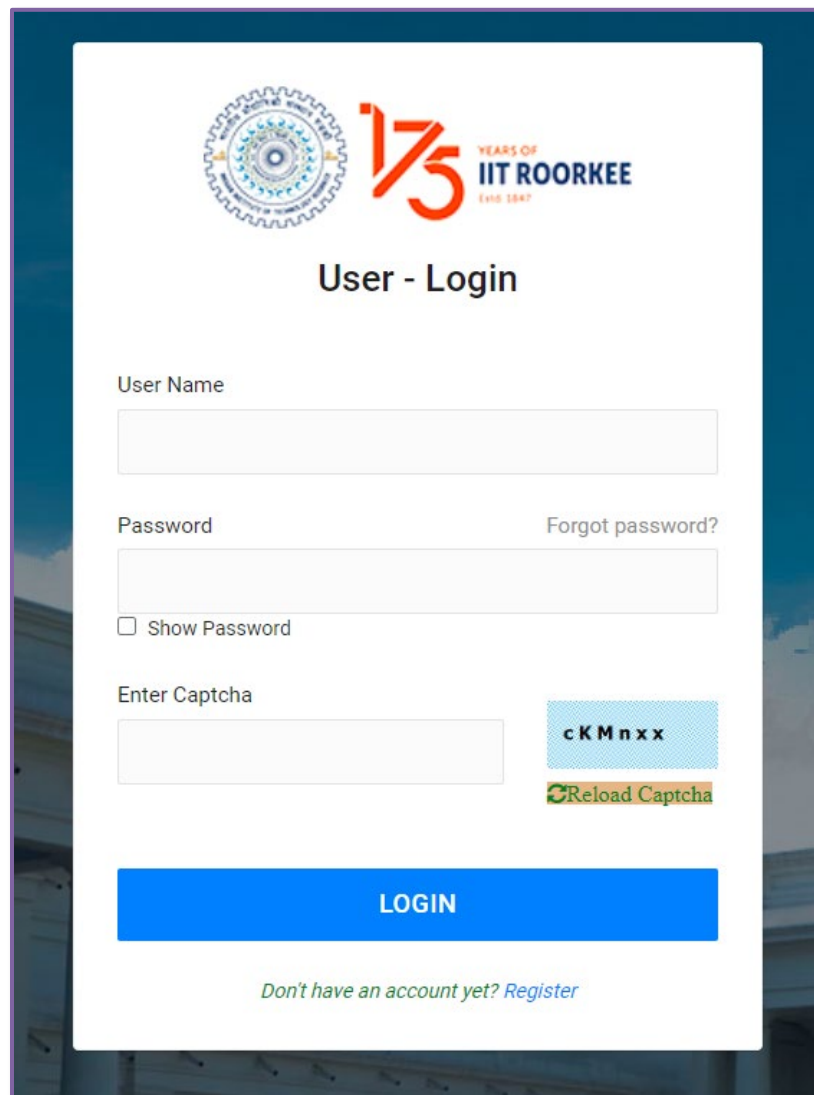# Faculty Recruitment Portal – User Manual

Contents

Faculty Recruitment Portal – User Manual

1. URL and Login Page

Path: Open a Firefox/Chrome browser> Type the following in the address bar:

URL- https://facultyselection.iitr.ac.in/

Description: This is the log-in page for IITR Recruitment Portal. Password is case sensitive.

Illustration 1: Login interface of Faculty Recruitment Portal.

2. New User Registration

URL- https://facultyselection.iitr.ac.in/Home/Registration

Description: The following steps describe the registration process on the portal. Please follow the below steps to register yourself.

Step 1: Click on the button "Register" as shown below. It will route you to a new page where your registration will be authenticated.
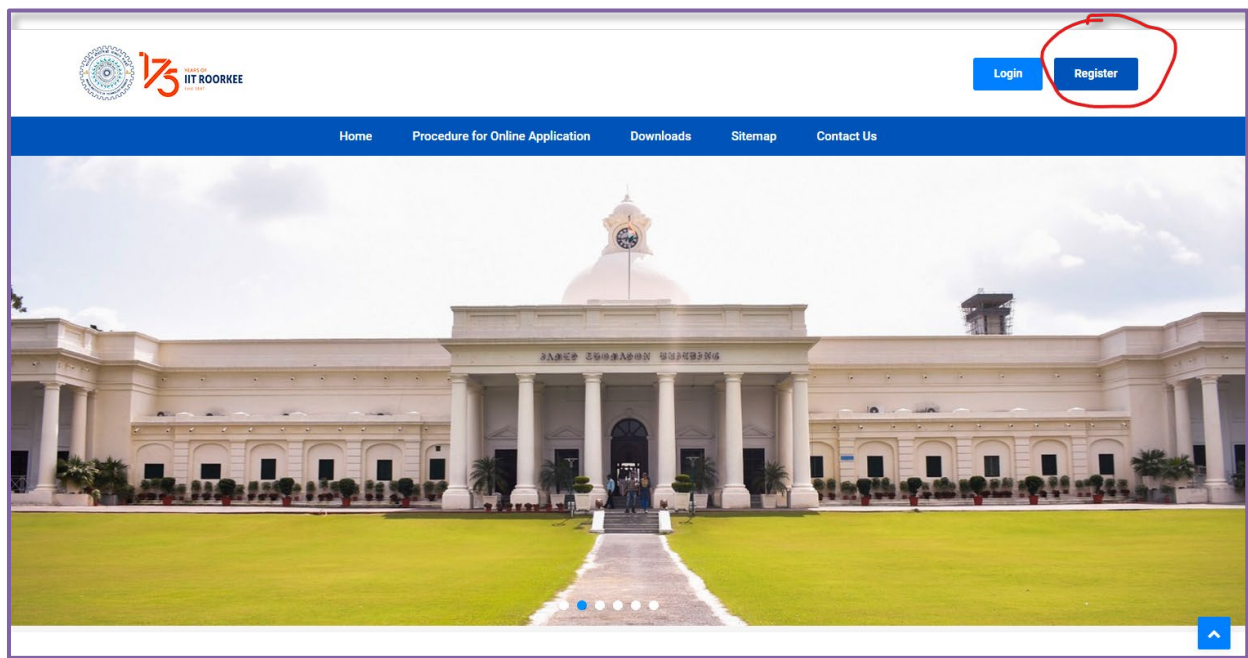

Illustration 2: IITR User Registration

Step 2: Enter the details that are required in registration section (user name, email, full address, phone number, password, confirm password).

Illustration 3: IITR User Registration

Step 3: Enter the OTP that will be received on applicant registered Email ID.

Step 4: Upon entering the verification code and clicking on Submit, your ID will be registered with us. Another mail of registration verification (no-reply email) will be sent which includes your credentials (User name and Password).

3. User Home Page

URL- https://facultyselection.iitr.ac.in/Applicant/Home/Index

Description: The homepage appears once applicant has logged in on the portal. Here current advertisements regarding the recruitment will appear.
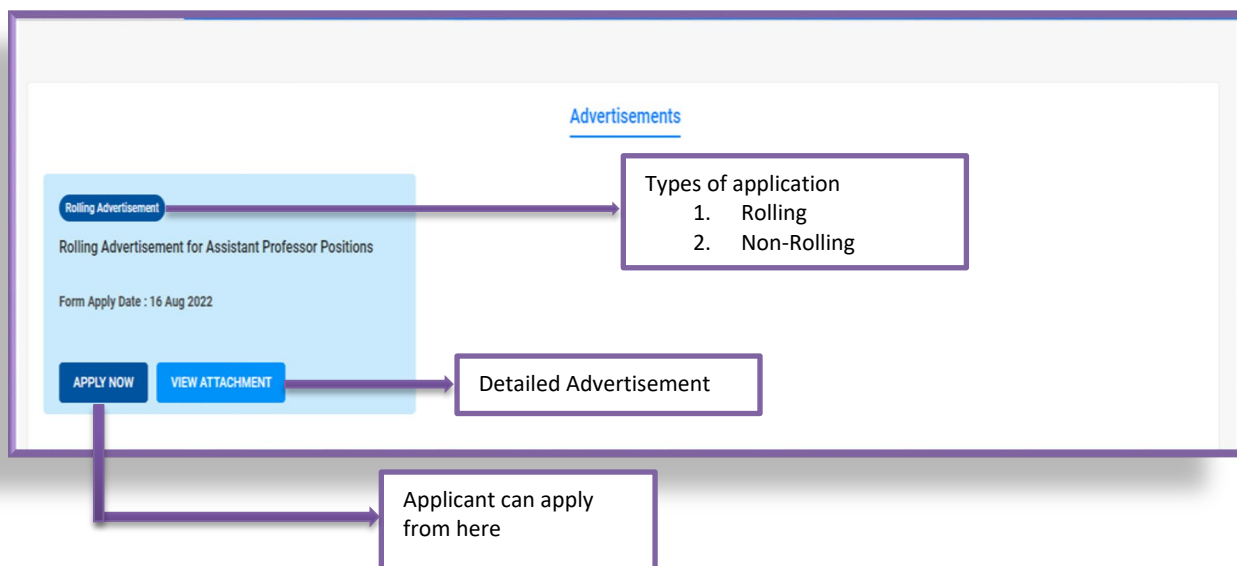

Illustration 4: IITR Advertisements

4. My Profile

URL- https://facultyselection.iitr.ac.in/Applicant/Home/Index

It will be redirected to the personal details of applicant that were taken while registration.
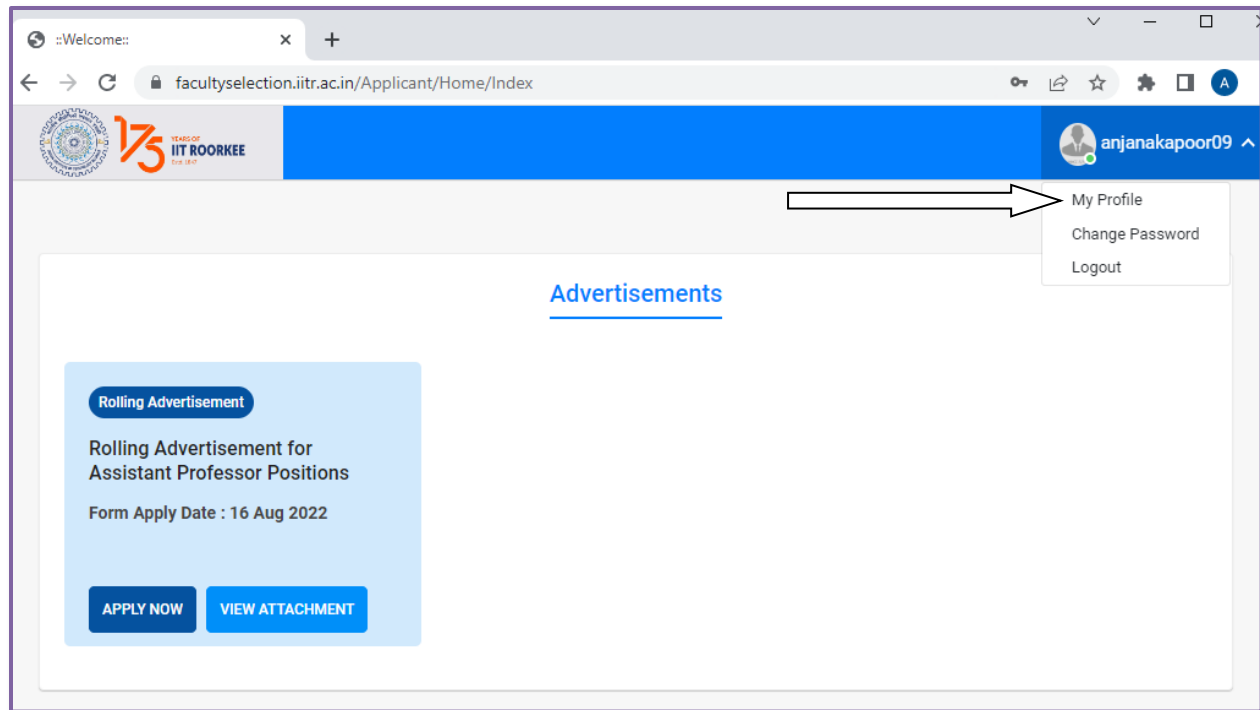
Illustration 5: User Home Page

Illustration 6: User Profile

5. Change Password

URL- https://facultyselection.iitr.ac.in/Applicant/Home/Changepassword
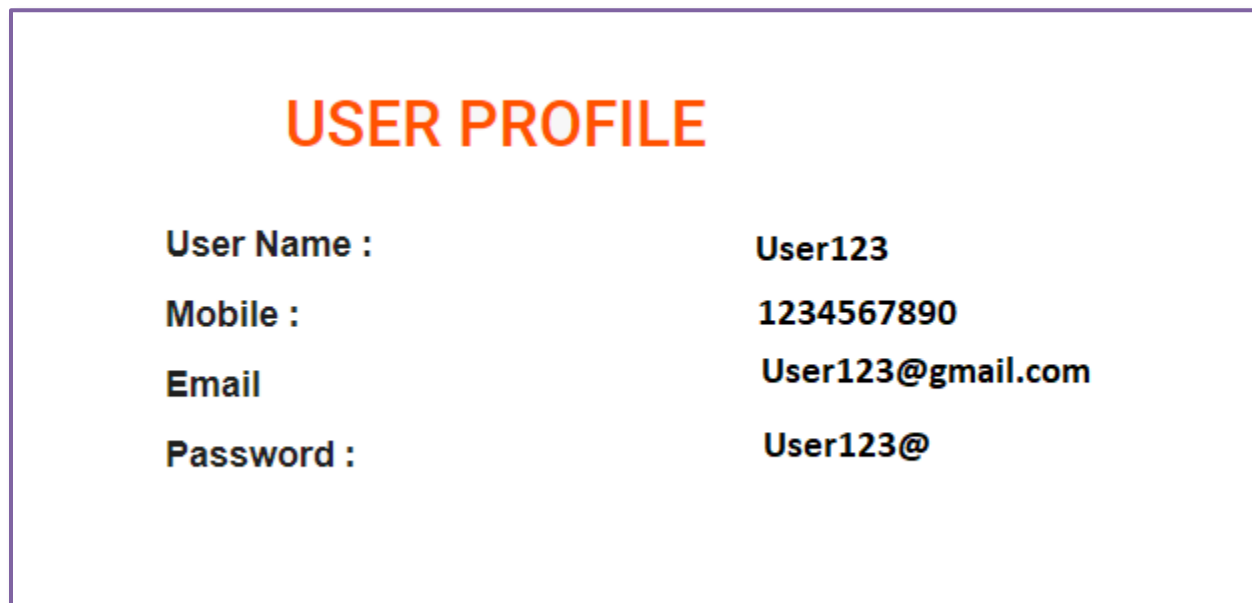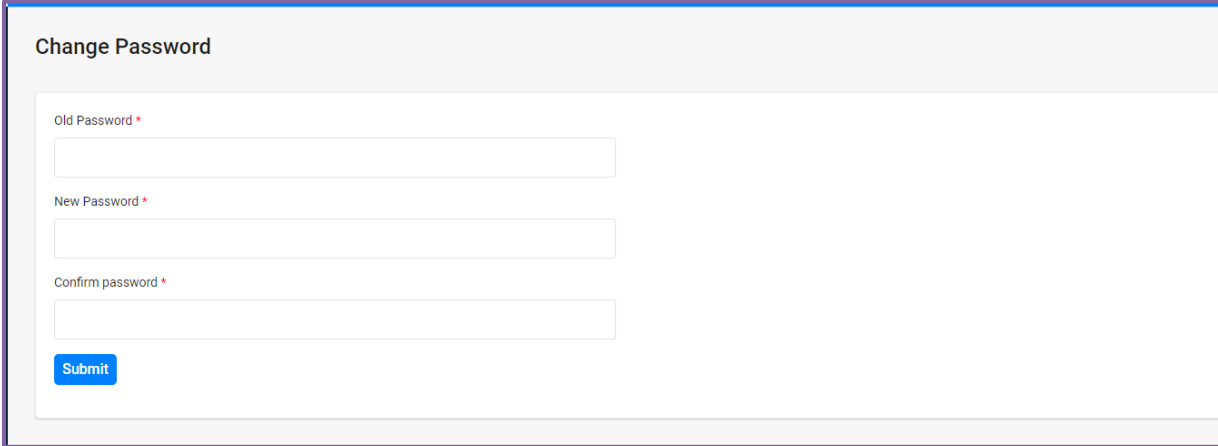
User can change the password from this section. Steps are as follows:
1. Old Password
2. New Password
3. Confirm Password

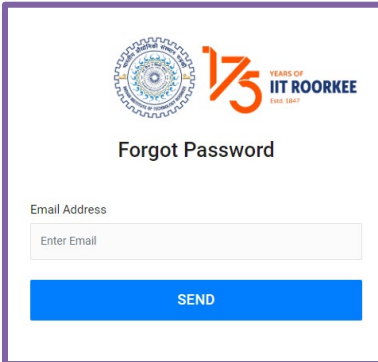**Illustration 7:** Change Password

6. Forgot Password

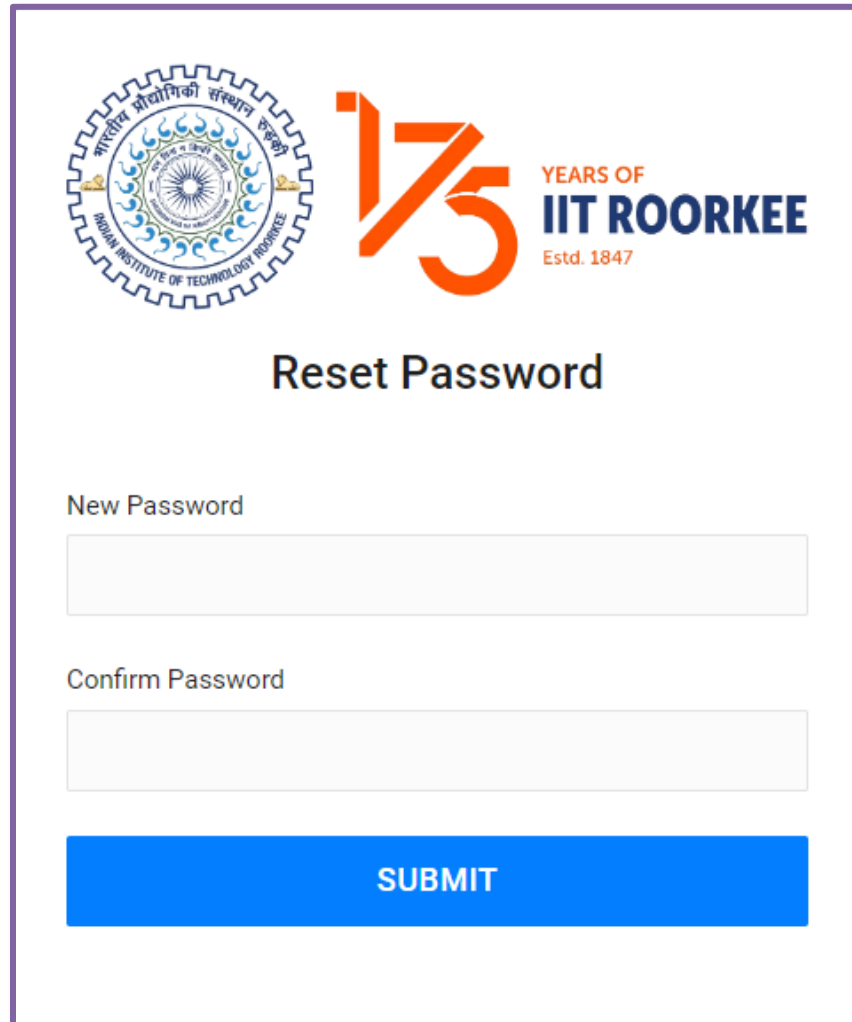https://facultyselection.iitr.ac.in/Applicant/Login/ForgetPassword

The user can reset the password through forgot password window that will be open once user clicks on forgot password option on Login page

Illustration 8: Forgot Password

Here user need to enter his/her registered email ID. The user will receive a link to reset password window on the registered email ID from where the user can reset the password by submitting the new password.

Illustration 9: Reset Password

7. Application Form

https://facultyselection.iitr.ac.in/Applicant/Home/ChoosePostlist/?ADid=1
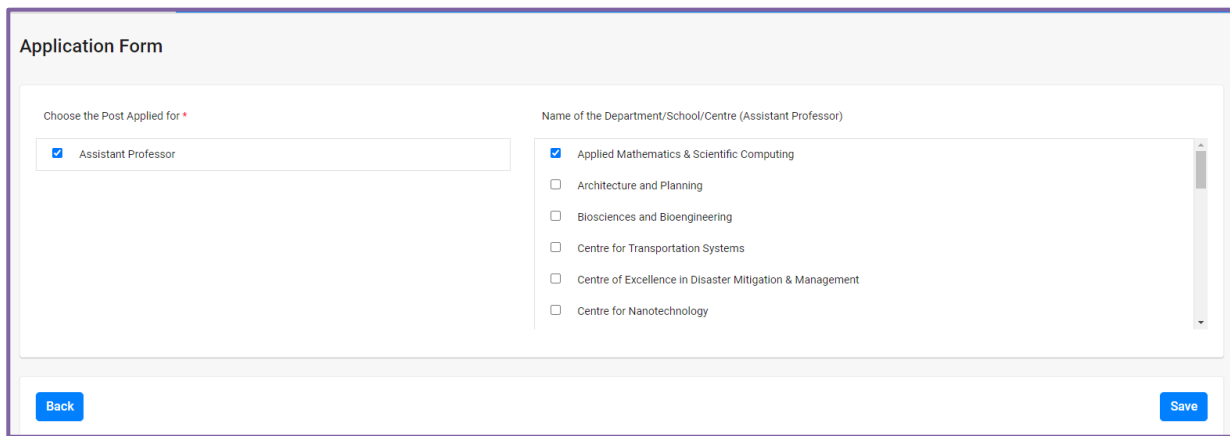
(a) Applying for a Post

All advertisements floated by IITR will be available on the home page of the applicant (**Illustration 4:** IITR Advertisements).

The applicant can apply against the positions of different Department/School/ Centre of his/her choice by clicking on **Apply Now** button of each advertisement. By clicking on **View Attachment** button, applicant can check the detailed advertisement.

Illustration 10: Applying for a Post

(b) Personal Details

https://facultyselection.iitr.ac.in/Applicant/Home/BasicDetail

This part of the application captures the personal details of the applicant. The Personal details section is divided into following sub sections:

Basic information – This section of the form captures the name, father/husband name, field of specialization

Correspondence address – This section captures the current address details of the applicant

Permanent details – This section captures the permanent address details of the applicant

Personal details – This section includes mobile no., DOB, gender etc.

Illustration 11: Personal Details

(c) Academic Details

https://facultyselection.iitr.ac.in/Applicant/Home/AcademicQualifications

This second section of the application seeks academic details from the applicant. The applicant needs to fill in his/her academic history. Academic details capture the following details of the applicant:

Academic records – The applicant needs to enter his/her 10th, 12th, PhD., Masters, Graduation details; starting from Ph.D.. The applicant will be able to add multiple rows by clicking on the "+" button at the bottom of the section.

Illustration 12: Academic Details

(d) Experience Details

https://facultyselection.iitr.ac.in/Applicant/Home/WorkExperience

This section captures professional experience of a candidate. This section has the following subsections:

- Employer Name
- Pay Scale
- Duration
- Supervisor/ Mentor

- Designation
- Basic Pay/ Grade pay
- Nature of work

Illustration 13: Experience Details

(e) Professional Membership and Other Details

https://facultyselection.iitr.ac.in/Applicant/Home/professionalMembership

This section captures membership and some other details of a candidate. This section has the following subsections:

- Membership / Fellowship of Professional Societies.
- Other Professional Activities/Responsibilities.
- If an offer of appointment is made, how much time will you need before joining the institute?
- Any other relevant information which is not given above.
- Has there been any break in your academic career? If so, provide details thereof with reasons.
- Have you ever been convicted by any court of law, or do you have any ongoing court case in a criminal matter? If so, please provide details.
- Were you ever asked to submit your resignation, or your employment was terminated? If so, please provide details.
- Were you declared medically unfit at any time? If so, please provide details.

Illustration 14: Professional Membership and Other Details

(f) Referee Details

https://facultyselection.iitr.ac.in/Applicant/Home/professionalMembership

This section captures information about referees. Every applicant is expected to provide at least 3 referee details. Applicants of Associate Professor and Professor should not include their co-authors as their referees.

Illustration 15: Referee Details

(g) Upload Your Photograph

https://facultyselection.iitr.ac.in/Applicant/Home/UploadYourPhotograph

This section of the form captures photo and signature of a candidate.

Illustration 16: Upload Your Photograph

(h) Upload Documents

This section of the form captures the documents of applicant.

https://facultyselection.iitr.ac.in/Applicant/Home/DocumentUpload

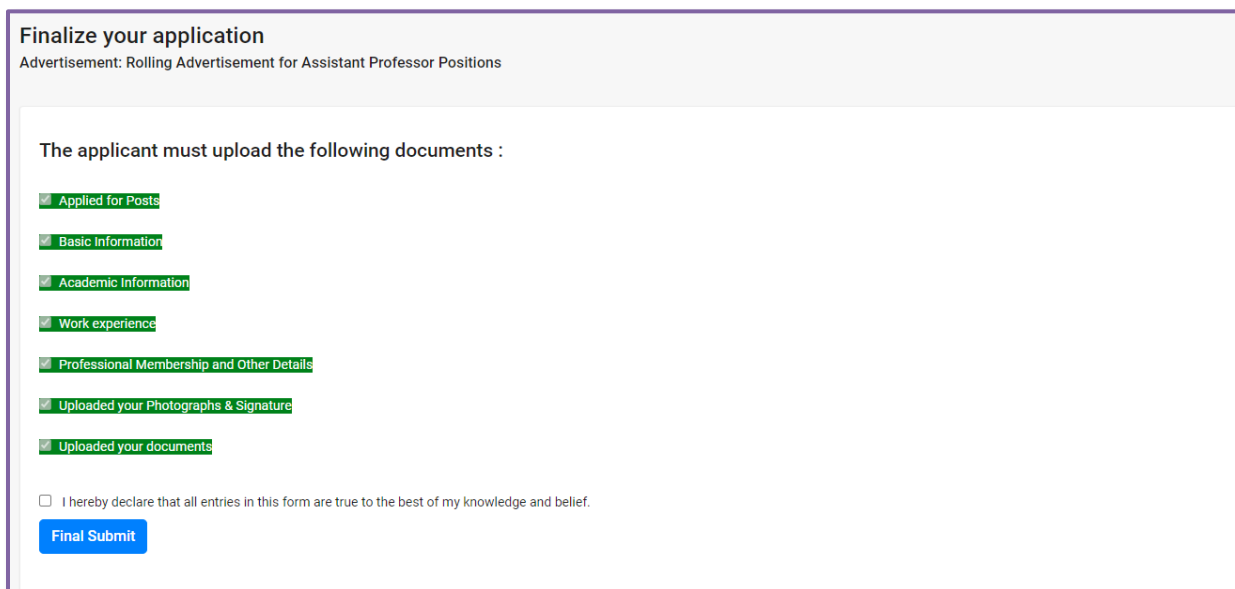**Illustration 17:** Upload Documents

1. Annexure I - Details of research publications in journals and Patents
2. Annexure II - Details of research publications presented in conferences
3. Annexure III - Details of sponsored research projects
4. Annexure IV - Details of consultancy projects
5. Annexure V- Details of Doctoral theses supervised
6. Annexure VI - Details of Masters theses supervised
7. Annexure VII - Details of research and teaching plans
8. Annexure VIII – Any other relevant information
9. Ph.D. certificate (Consolidated Mark sheet & Degree/Provisional degree certificate)
10. Master's (Consolidated Mark sheet & degree certificate)
11. Graduation (Consolidated Mark sheet & degree certificate)
12. 12th class Mark sheet
13. 10th class Mark sheet
14. Category certificate
15. Disability certificate
16. Any other enclosures, if any

*Size of each document should not be greater than 2 MB.

(i) Finalize your Application

This section will capture the final confirmation before submission of application.

https://facultyselection.iitr.ac.in/Applicant/Home/Finalizeyourapplication

Finalize your application
Advertisement: Rolling Advertisement for Assistant Professor Positions

The applicant must upload the following documents :

☑ Applied for Posts

☑ Basic Information

☑ Academic Information

☑ Work experience

☑ Professional Membership and Other Details

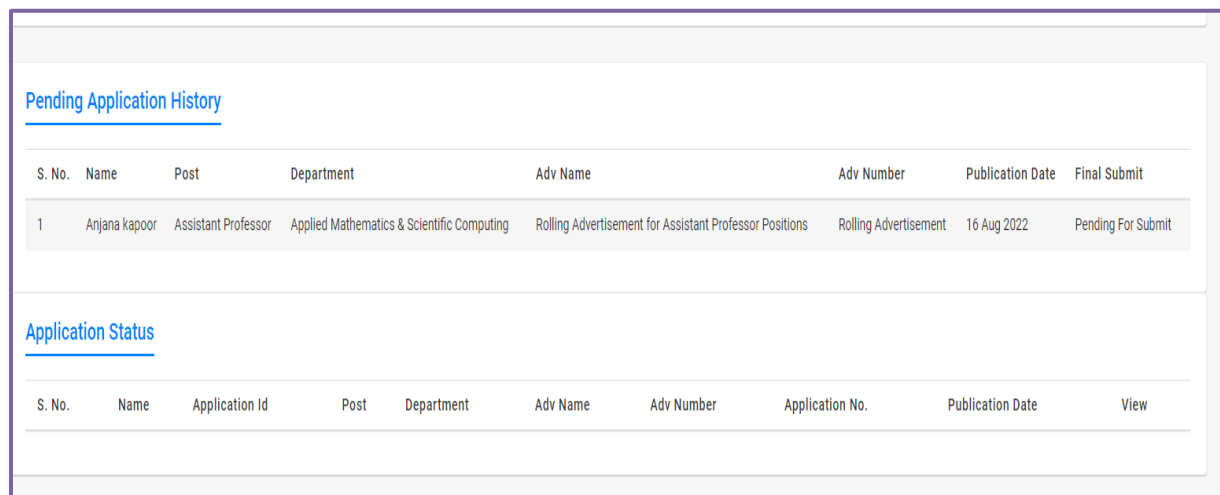☑ Uploaded your Photographs & Signature

☑ Uploaded your documents

☐ I hereby declare that all entries in this form are true to the best of my knowledge and belief.

Final Submit

Illustration 18: Finalize Your Application

8. Pending Application History and Application Status

URL- https://facultyselection.iitr.ac.in/Applicant/Home/Index

Pending Application History

S. No.	Name	Post	Department	Adv Name	Adv Number	Publication Date	Final Submit
1	Anjana kapoor	Assistant Professor	Applied Mathematics & Scientific Computing	Rolling Advertisement for Assistant Professor Positions	Rolling Advertisement	16 Aug 2022	Pending For Submit

Application Status

S. No.	Name	Application Id	Post	Department	Adv Name	Adv Number	Application No.	Publication Date	View

Illustration 19: Pending Applications and Application Status
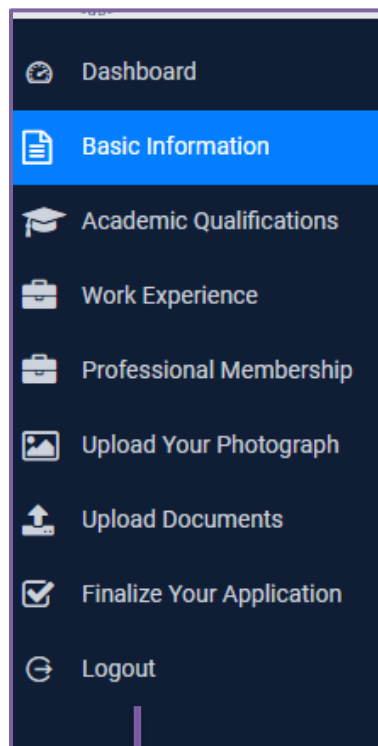
1. Pending Application

If an applicant failed to submit his application or he/she left it in the middle then that will be appear in pending application history.

2. Application Status

- Name
- Application ID
- Post
- Department
- Advertisement name
- Advertisement number
- Application No.
- Publication date
- View (Submitted Application form)

9. Logout

It will end the current session of user.

Illustration 20: Logout

10.   Contact us

URL- https://facultyselection.iitr.ac.in/Home/ContactUsHome

Applicant can send queries from this section, if he/she comes across while submitting the application. This will capture name, email, subject and detailed query of applicant. All the raised queries from here will be directed to **facultyrecruitment@iitr.ac.in**.

Illustration 21: Contact us