

Faculty Recruitment Portal

User Manual



Indian Institute of Technology Roorkee
Uttarakhand, India

Faculty Recruitment Portal – User Manual

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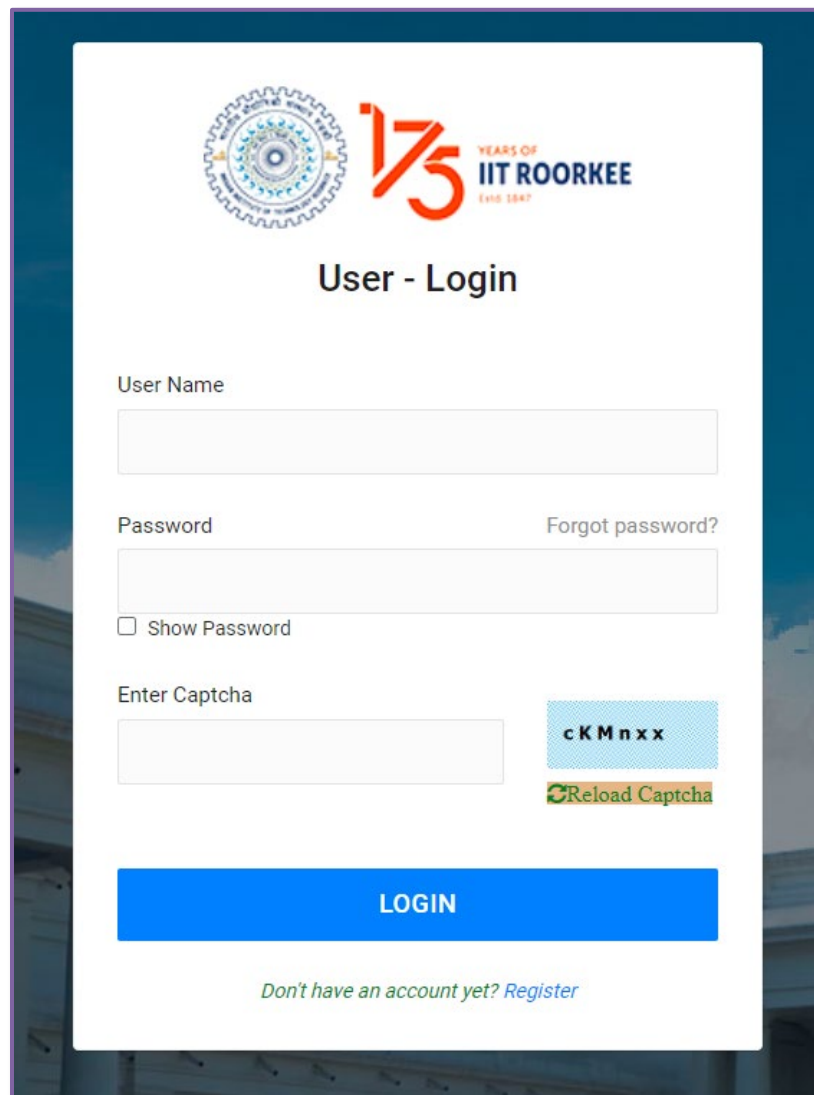
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1. URL and Login Page

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.



The screenshot displays the 'User - Login' page of the IITR Recruitment Portal. At the top, there is the IITR logo and a '175 YEARS OF IIT ROORKEE' anniversary banner. The main heading is 'User - Login'. Below this, there are three input fields: 'User Name', 'Password', and 'Enter Captcha'. The 'Password' field includes a 'Forgot password?' link and a 'Show Password' checkbox. The 'Enter Captcha' field is accompanied by a captcha image showing the characters 'cKMnxx' and a 'Reload Captcha' button. A prominent blue 'LOGIN' button is positioned below the input fields. At the bottom, there is a link that reads 'Don't have an account yet? Register'.

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.

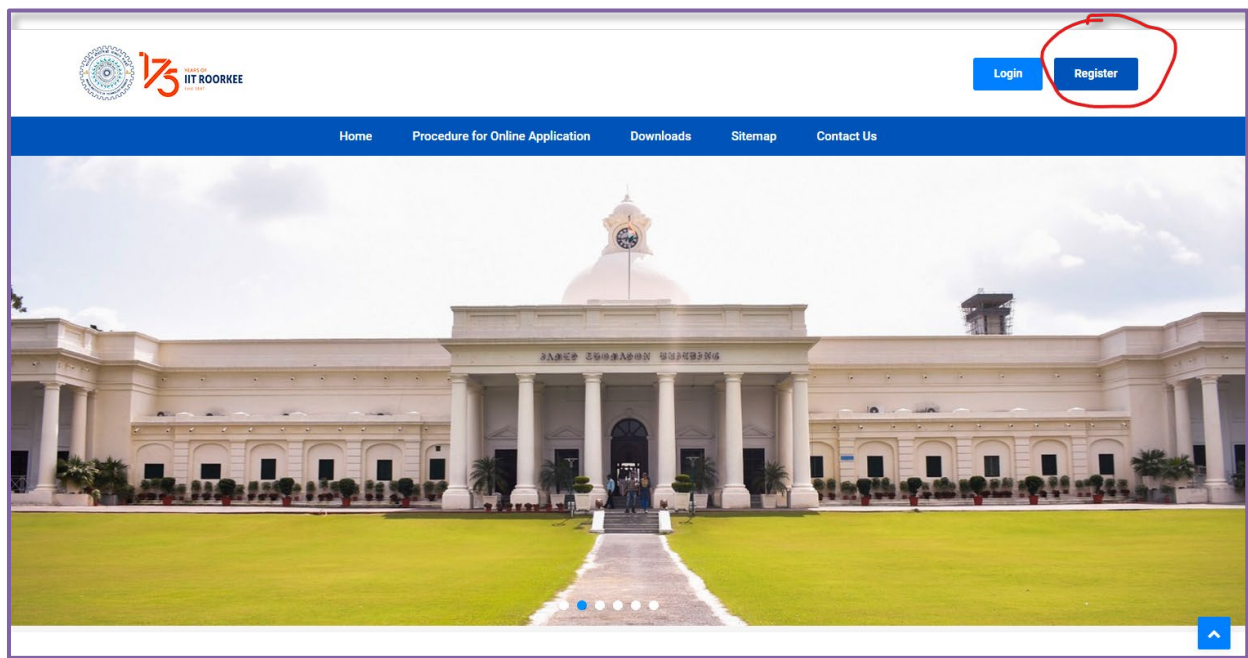




Illustration 2: IITR User Registration

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



User - Registration

User Name

Full Name

Email Address

Phone Number

+91 - India

Country code

Password

Show Password

Confirm Password

Show Password

Enter Captcha

1 Q 1 | g R

SEND OTP

Illustration 3: IITR User Registration

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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.

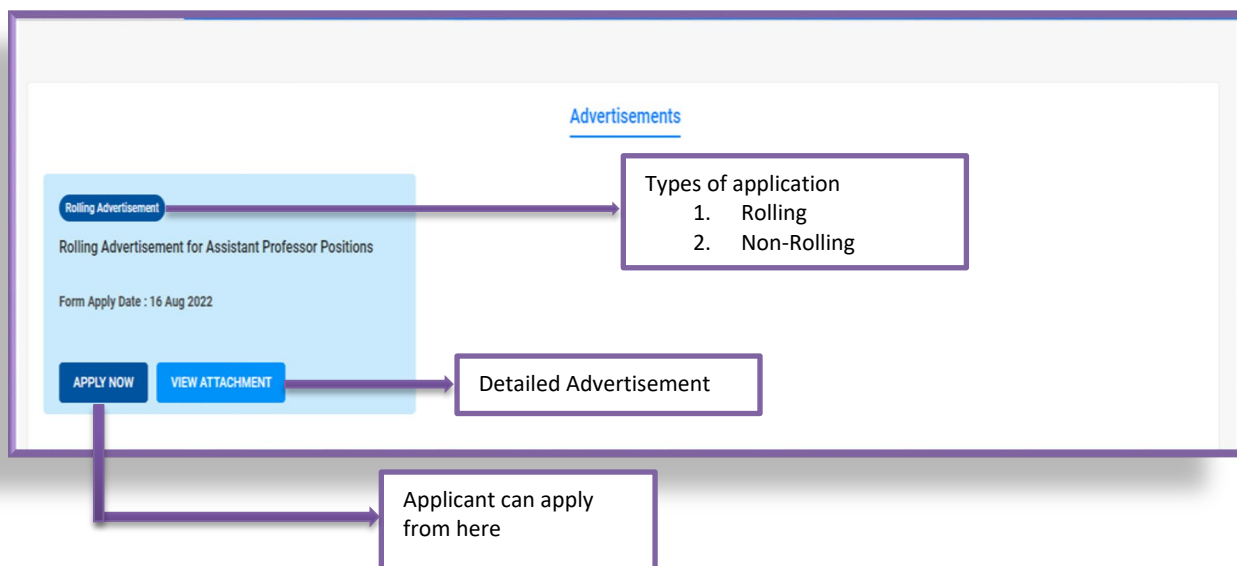


Illustration 4: IITR Advertisements

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.

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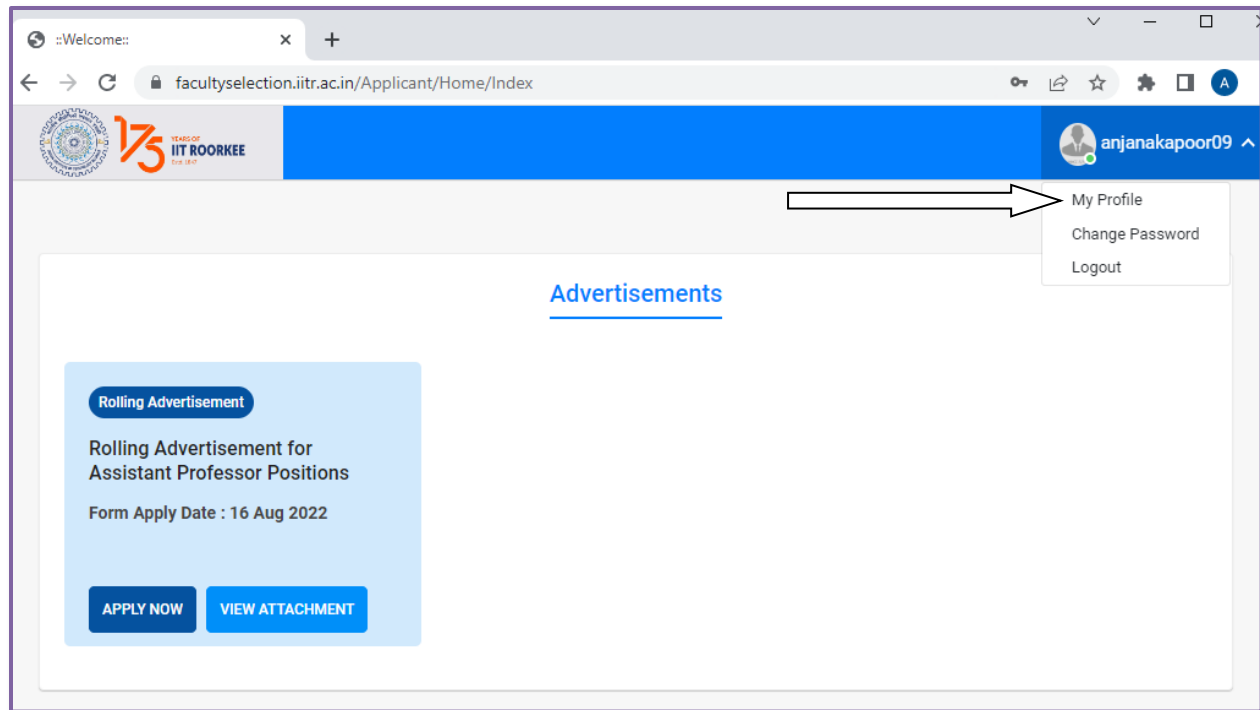


Illustration 5: User Home Page

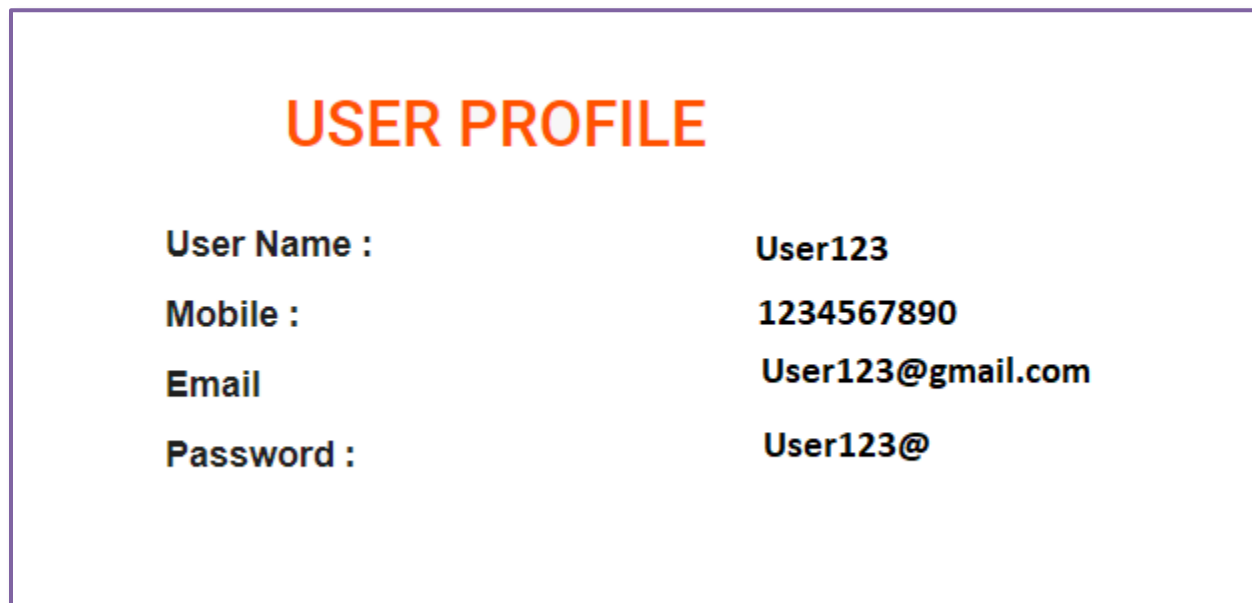


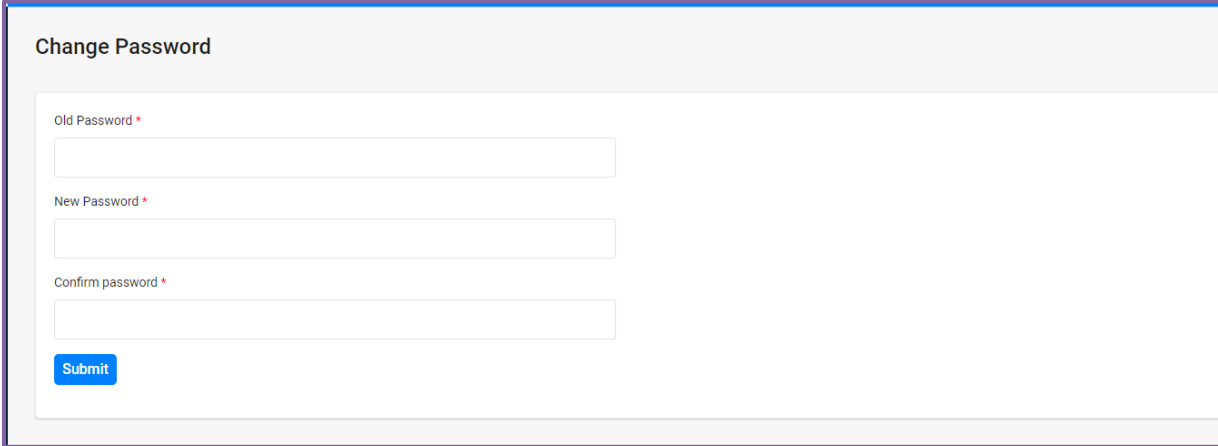
Illustration 6: User Profile

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



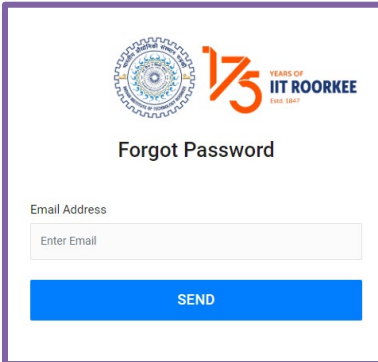
The screenshot shows a web form titled "Change Password". It contains three input fields: "Old Password *", "New Password *", and "Confirm password *". Each field is a simple text box. Below the fields is a blue "Submit" button.

Illustration 7: Change Password

6. Forgot Password

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

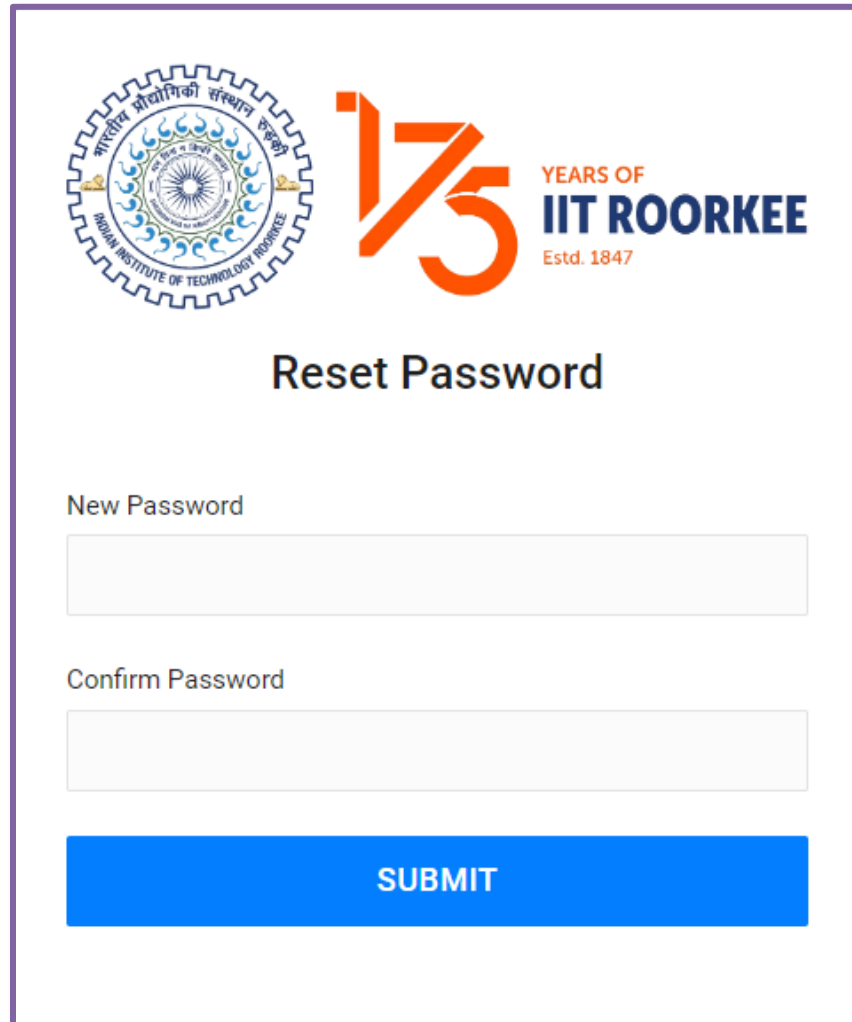
The user can reset the password through forgot password window that will be open once user clicks on forgot password option on Login page



The screenshot shows a web form titled "Forgot Password". At the top, there is a logo for IIT Roorkee celebrating 175 years (1957-2022). Below the logo, the text "Forgot Password" is displayed. There is an input field labeled "Email Address" with the placeholder text "Enter Email". Below the input field is a blue "SEND" button.

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.



The screenshot shows the 'Reset Password' interface for the IIT Roorkee Faculty Recruitment Portal. At the top left is the IIT Roorkee logo, which includes the text 'भारतीय प्रौद्योगिकी संस्थान रोड़की' and 'ROORKEE INSTITUTE OF TECHNOLOGY ROORKEE'. To the right of the logo is a large orange '175' graphic with the text 'YEARS OF IIT ROORKEE' and 'Estd. 1847'. Below the logos, the title 'Reset Password' is centered. The form contains two input fields: 'New Password' and 'Confirm Password'. At the bottom of the form is a blue 'SUBMIT' button.

Illustration 9: Reset Password

7. Application Form

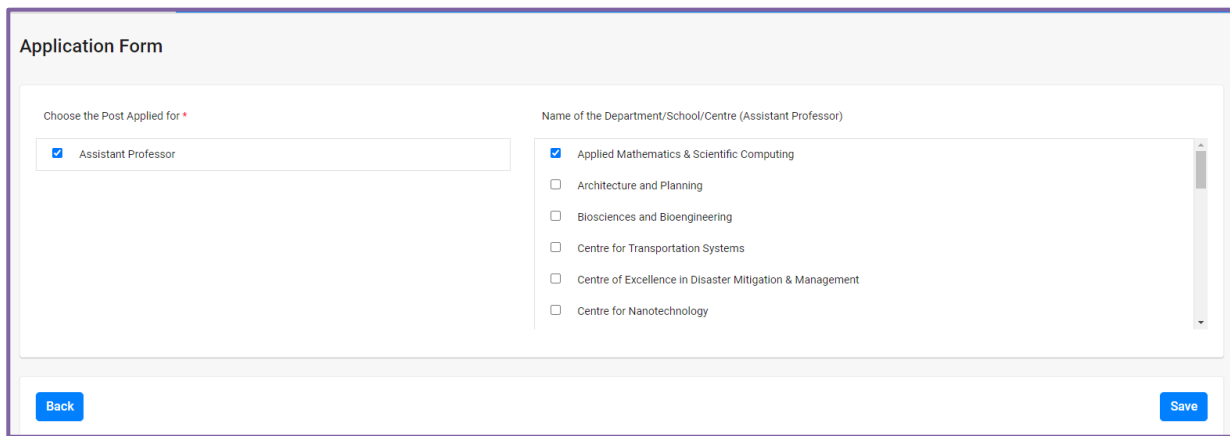
<https://facultyselection.iitr.ac.in/Applicant/Home/ChoosePostlist/?ADid=1>

(a) Applying for a Post

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

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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.



The screenshot displays the 'Application Form' interface. It features two main selection areas. On the left, under the heading 'Choose the Post Applied for *', there is a single radio button option for 'Assistant Professor' which is selected. On the right, under the heading 'Name of the Department/School/Centre (Assistant Professor)', there is a list of department options with radio buttons. The first option, 'Applied Mathematics & Scientific Computing', is selected. Other options include 'Architecture and Planning', 'Biosciences and Bioengineering', 'Centre for Transportation Systems', 'Centre of Excellence in Disaster Mitigation & Management', and 'Centre for Nanotechnology'. At the bottom left of the form is a 'Back' button, and at the bottom right is a 'Save' button.

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.

The screenshot displays the 'Personal Details' section of an application form. The form is titled 'Application Form' and includes a navigation sidebar on the left with options like 'Dashboard', 'Basic Information', 'Academic Qualifications', 'Work Experience', 'Professional Membership', 'Upload Your Photograph', 'Upload Documents', 'Finalize Your Application', and 'Logout'. The 'Basic Information' section is currently active. The form fields are organized into several sections: 'Basic Information' (First Name, Middle Name, Last Name, Father/Husband Name, Field of Specialization, CSE), 'Correspondence Address' (House Number, Street Locality, City/Town, Country, State, Pin Code/Zip Code, Upward), 'Permanent Address' (with a checkbox for equivalence), and 'Personal Details' (Telephone No., Email, Mobile No., Date of Birth, Gender, Category, Person with Disability, Marital Status, Nationality, Age as on Date). A 'Back' button is at the bottom left and a 'Save' button is at the bottom right.

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.

Academic Qualifications
Advertisement: Rolling Advertisement for Assistant Professor Positions

Ph.D.

Degree	Subject/Discipline	Academic year (year of joining)	Academic year (year of completion)
PHD	CSE	2013	2018
Marks/Grade	Total Marks/COPA	Institute/College/University	Thesis Submission date*
8.00	10	IIT	30/01/2018
Have you completed your defence	Defence date *	Supervisor's Name	Affiliation
Yes	19/06/2018	Amit	IIT

Master's

Degree	Subject/Discipline	Academic year (year of joining)	Academic year (year of completion)
		Select Join Academic year ..	Select Pass Academic year ..
Marks/COPA	Total Marks/COPA	Institute/College/University	
0.00	0		

Graduation

Degree	Subject/Discipline	Academic year (year of joining)	Academic year (year of completion)
B.TECH	CSE	2010	2014
Marks/COPA	Total Marks/COPA	Institute/College/University	
7.00	10	IIT	

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

Add Experience
Advertisement: Rolling Advertisement for Assistant Professor Positions

Work Experience: Yes No

Employer IIT	Designation PE	Pay Scale/Pay Band/Pay Level/Consolidated Pay 35000	Basic Pay 25000
Grade Pay 4000	From date 10/02/2021	To date 16/08/2022	Duration 1 Year 6 Month 8 Days

Nature of Work (Teaching research/industry/any other 200 words)
SE

Supervisor/Mentor (If any)
ABC

Remarks (If any)
XYZ

+ Add more

Back Save Next

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.

Professional Membership and Other details
Advertisement: Rolling Advertisement for Assistant Professor Positions

Membership / Fellowship of Professional Societies.
afaf

Other Professional Activities/Responsibilities.
fgh fgfg

If an offer of appointment is made, how much time will you need before joining the institute?
30 days

Any other relevant information which is not given above.
4454d9fgdfgfd

Has there been any break in your academic career? If so, provide details thereof with reasons.
NA

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.
NA

Were you ever asked to submit your resignation, or your employment was terminated? If so, please provide details.
NA

Were you declared medically unfit at any time? If so, please provide details.
NA

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.

Referees: Referees should be your professional peers who can comment on the significance and impact of your research work. Applicants for the positions of Associate Professor or Professor should not include their co-authors as their referees.

Name	Designation	Affiliation	Email
anil	IT consultant	IIT	aaa123@hotmail.com
RITI	AP	IIT	aaa21@gmail.com
SHA	Assoc Pro	IIT	aaa1234@gmail.com

+ Add more

Back Save Next

Illustration 15: Referee Details

(g) Upload Your Photograph

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

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

Upload Applicant Photo and Signature
Advertisement: Rolling Advertisement for Assistant Professor Positions

Assistant Professor

Upload Your Photograph
Photo(Photos will be uploaded below 500kb and Allowed extensions are jpg, jpeg, bmp, gif, png)

Upload Your Signature
Sign(Sign will be uploaded below 500kb and Allowed extensions are jpg, jpeg, bmp, gif, png)

NO IMAGE AVAILABLE
Choose File No file chosen

NO IMAGE AVAILABLE
Choose File No file chosen

Back Save Next

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>

Upload Documents
Advertisement: Rolling Advertisement for Assistant Professor Positions

Annexure I - Details of research publications in journals and Patents
(i) Author(s), Title, Name of the Journal, Volume, Page No, Month and Year; (ii) Patents: Author(s), Title, Patent status, in a single PDF file

C:\inetpub\wwwroot\IIT_Roorkee\User\uploads\16_08_2022_122220_File\RIAnnexure1IM0_0002.pdf

Choose File No file chosen

Annexure II - Details of research publications presented in conferences
(Author(s), Title, Name of the Conference, Page No, Place, Year)

C:\inetpub\wwwroot\IIT_Roorkee\User\uploads\16_08_2022_122220_File\RIAnnexure2HEATWAVESININDIA.pdf

Choose File No file chosen

Annexure III - Details of sponsored research projects
(i) Applicant as PI: Title, Sponsoring Agency, Amount, Start date, End date, PI, Co-PI (if any); (ii) Applicant as Co-PI: Title, Sponsoring Agency, Amount, Start date, End date, PI, Co-PI, in a single PDF file

C:\inetpub\wwwroot\IIT_Roorkee\User\uploads\16_08_2022_122220_File\RIAnnexure3IM0_0002.pdf

Choose File No file chosen

Annexure IV - Details of consultancy projects
(i) Applicant as PI: Title, Sponsoring Agency, Amount, Start date, End date, PI, Co-PI (if any); (ii) Applicant as Co-PI: Title, Sponsoring Agency, Amount, Start date, End date, PI, Co-PI, in a single PDF file

C:\inetpub\wwwroot\IIT_Roorkee\User\uploads\16_08_2022_122220_File\RIAnnexure4TypesofNetworkProtocolsandTheirUses-GeeksforGeeks.pdf

Choose File No file chosen

Annexure V - Details of Doctoral theses supervised
(Title, Year Awarded, Name of the Scholar, Supervisor, Co-supervisor (if any))

C:\inetpub\wwwroot\IIT_Roorkee\User\uploads\16_08_2022_122220_File\RIAnnexure5IM0_0002.pdf

Choose File No file chosen

Back Save Next

Illustration 17: Upload Documents

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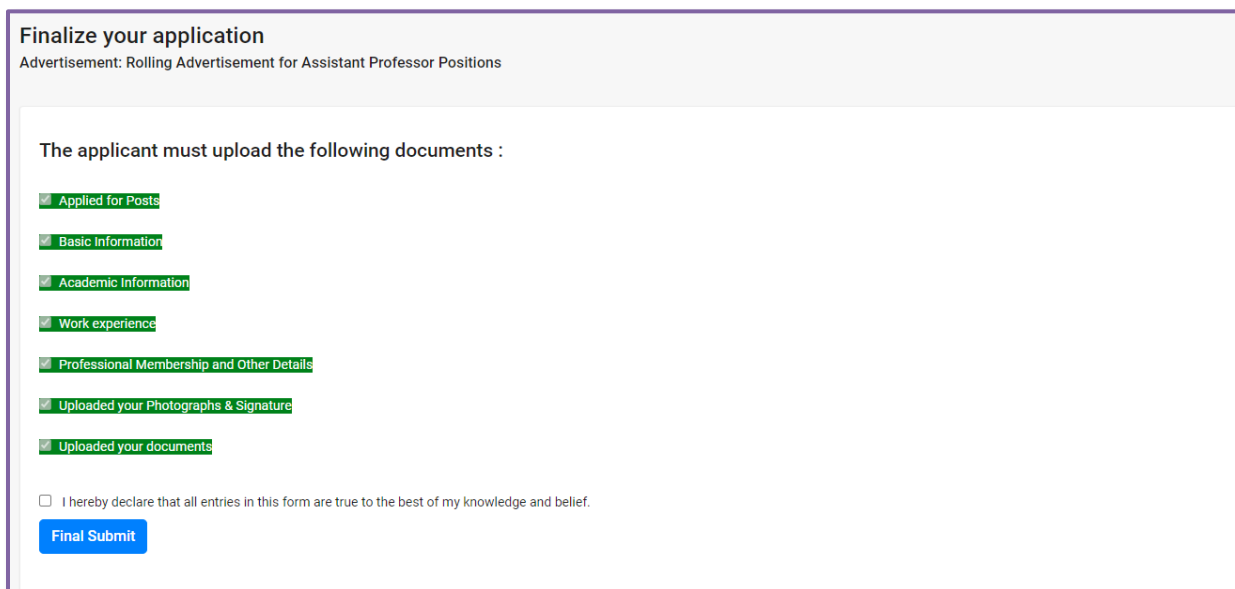
1. Annexure I - Details of research publications in journals and Patents
2. Annexure II - Details of research publications presented in conferences
3. Annexure III - Details of sponsored research projects
4. Annexure IV - Details of consultancy projects
5. Annexure V- Details of Doctoral theses supervised
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

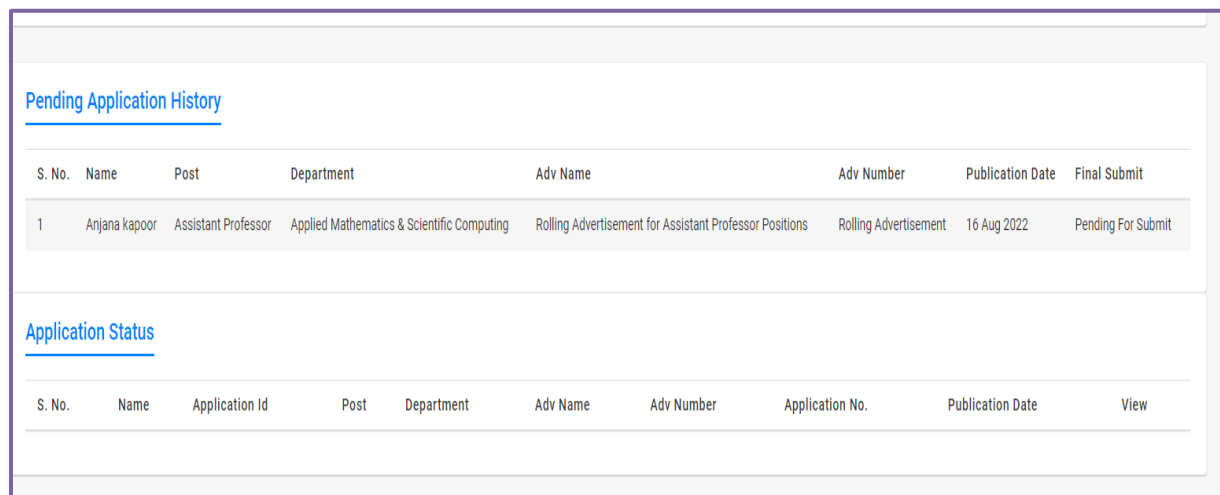
I hereby declare that all entries in this form are true to the best of my knowledge and belief.

Final Submit

Illustration 18: Finalize Your Application

8. Pending Application History and Application Status

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



The screenshot displays two sections of the application portal. The first section, titled "Pending Application History", contains a table with the following data:

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

The second section, titled "Application Status", contains a table with the following headers:

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

Illustration 19: Pending Applications and Application Status

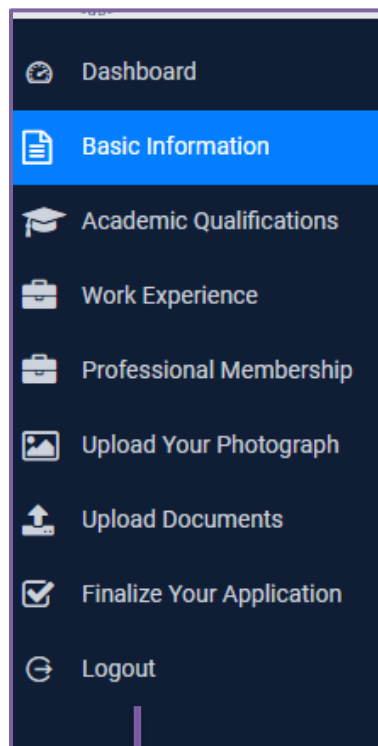
1. Pending Application

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.

CONTACT US

Please fill the following details to raise a query :-

Your name: Your email address:

Subject:

Query:

Dean of Faculty Affairs
IIT Roorkee, Roorkee-247667
E-mail: facultyrecruitment@iitr.ac.in
Tel: +91-1332-285233, 285525

Illustration 21: Contact us