



FACULTY RECRUITMENT PORTAL

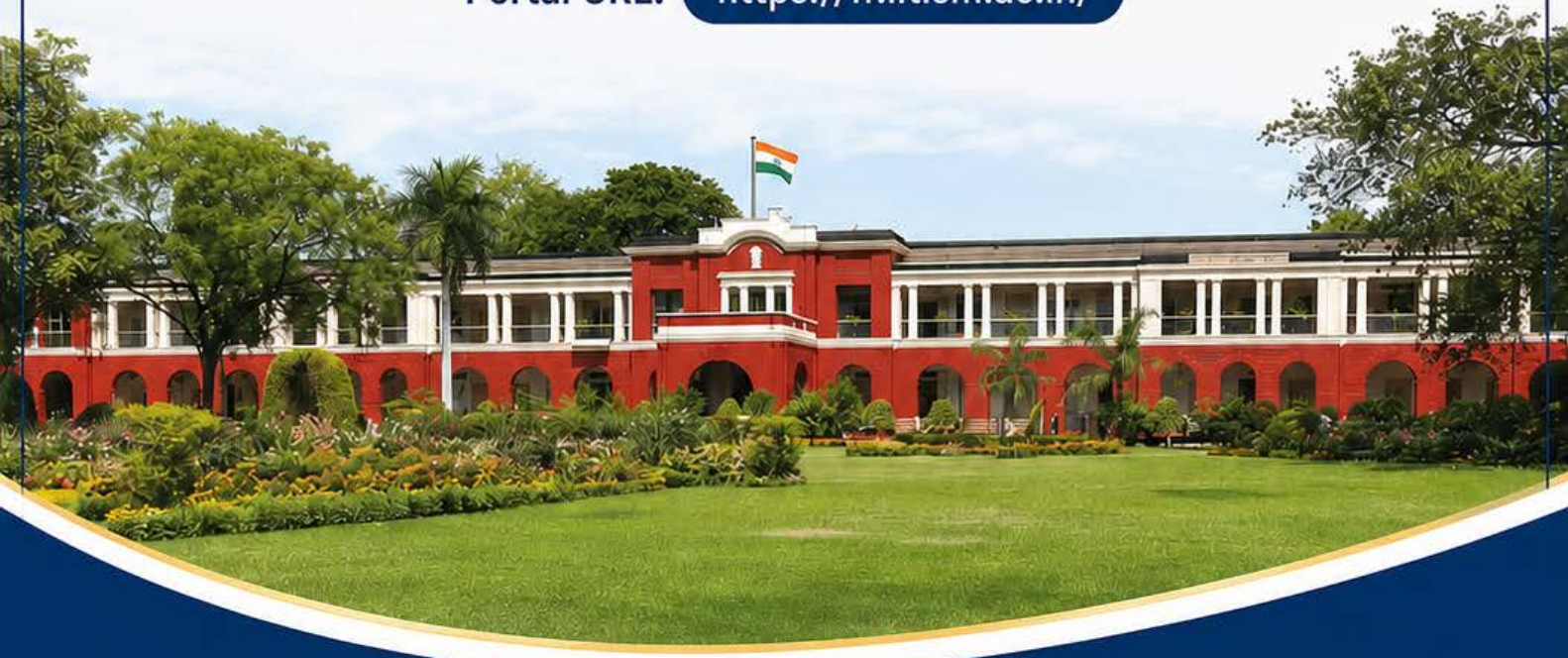


**Indian Institute of Technology
(Indian School of Mines) Dhanbad**

826004, Jharkhand, India

User Manual & Step-by-Step Application Guide

Portal URL: <https://fr.iitism.ac.in/>



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD



Excellence in Education



Innovation in Research



Impact for Society

Table of Contents

1. Introduction
2. Before You Begin — Documents & Information Checklist
3. Accessing the Website
4. New User Registration
5. Email Verification & Login
6. Portal Navigation After Login
7. Application Form Overview (Steps 1–12)
8. Step 1 — Select Applied Post
9. Step 2 — Personal Information
10. Step 3 — Academic Records
11. Step 4 — Employment & Experience
12. Step 5 — Projects & Innovation
13. Step 6 — Ph.D. Supervision & Research Areas
14. Step 7 — Publications
15. Step 8 — Referees & Other Information
16. Step 9 — Document Uploads
17. Step 10 — Photo & Signature
18. Step 11 — Preview & Final Submit
19. Step 12 — Application Status & PDF
20. Mandatory & Optional Documents List
21. Password Policy & Account Recovery
22. Troubleshooting & Support

1. Introduction

This manual explains how to access the Faculty Recruitment Portal of IIT (ISM) Dhanbad, create an account, log in, and complete the online faculty application form from start to finish.

The portal supports advertisements for Assistant Professor, Associate Professor, Professor, and related faculty positions across departments.

Important notes:

All application steps are completed online. No hard copy submission is required after online submission.

Fields marked with * are mandatory.

Name fields marked with # must match your Class X (or equivalent) certificate exactly. Name correction is not possible after registration.

Verify all details carefully before final submission on Step 11. Changes may not be permitted after submission.

Do not submit multiple applications for the same position within the same department.

Please use a single registration account throughout the entire recruitment process. Candidates are advised not to create multiple accounts. In case multiple accounts are created, any issues, discrepancies, or complications arising during the recruitment process shall be the sole responsibility of the candidate. The Institute shall not be held responsible for any inconvenience caused due to the use of multiple registration accounts.

2. Before You Begin — Documents & Information Checklist

Gather the following before starting your application:

Personal & identity

- Valid email address (used for registration, verification, and all communication)
- Mobile number (10 digits)
- Identity proof (Voter Card, Driving Licence, Passport, PAN, etc.) — scanned PDF
- Category certificate (if applicable) — self-attested PDF
- PwD certificate (if applicable) — self-attested PDF

Academic records (self-attested PDFs; merge multiple pages into one PDF per document type)

- Class 10 mark sheet and certificate
- Class 12 mark sheet and certificate
- Bachelor's degree mark sheets and certificate
- Master's degree mark sheets and certificate

- Ph.D. coursework marksheet and Ph.D. degree certificate
- Optional: ITI, Diploma, certificate courses, CSIR-UGC NET/GATE, post-doctoral documents

Professional documents

- Curriculum Vitae (CV) — PDF
- List of all publications — PDF
- Optional: innovation/product description, mobility programme description

Photo & signature (Step 10 — JPG/JPEG only)

- Recent colour passport-size photograph (plain background, face clearly visible)
- Signature on plain white paper (blue or black pen)

Information to prepare

- Employment history (present and past), pay details, administrative experience
- Sponsored projects, consultancy, outreach, IP, innovation, mobility programme details
- Ph.D. supervision counts and scholar-wise details (current role and entire career)
- Top 10 best publications (type, authors, title, journal, DOI)
- Publication counts (Q1–Q4 for career; Q1–Q2 for current role if applicable)
- Three referees (at least one supervisor or familiar with recent work)

3. Accessing the Website

1. Open your web browser (Chrome, Firefox, or Edge recommended). Ensure that JavaScript is enabled in the browser.
2. Go to the portal home page.
3. From the home page you can access: Home, Advertisement, Important Instructions, User Manual, Forgot Password, Registration, and Login.

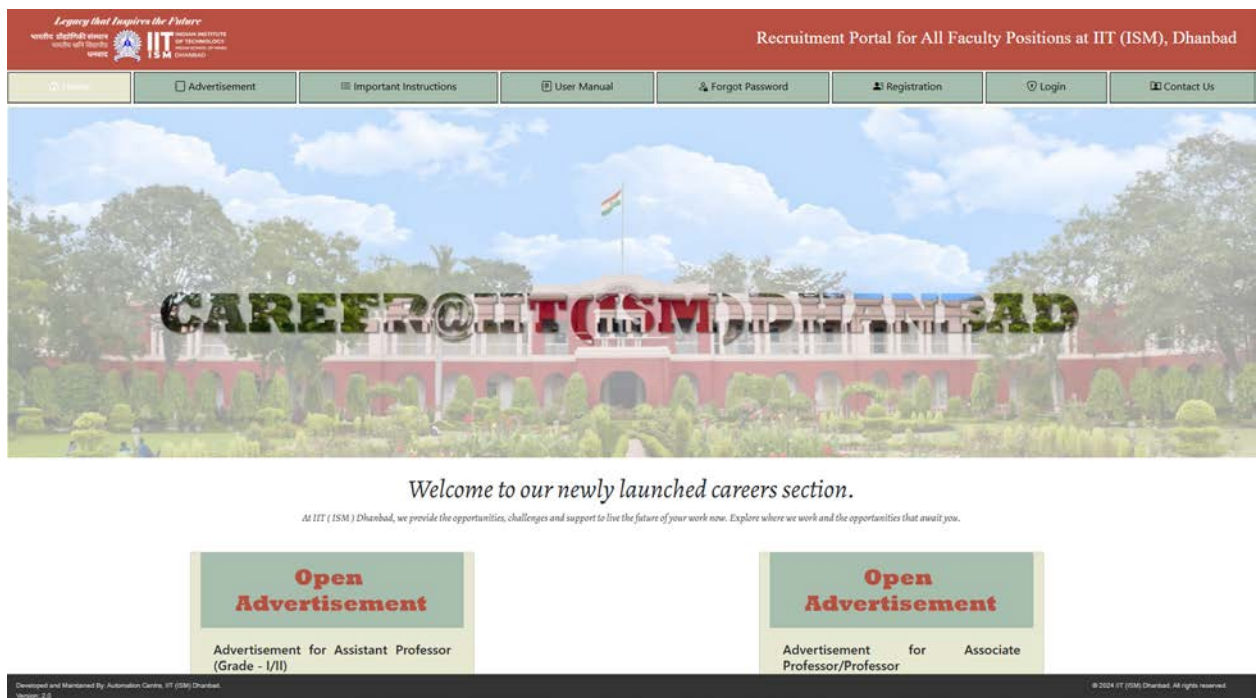


Figure 1 - Home Page of the Recruitment Portal.

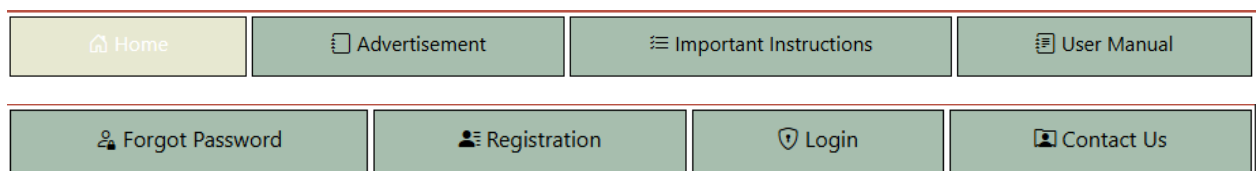


Figure 2 - Top Menu Bar of the Home Page

4. New User Registration

- Before you start the registration, please read the important instructions. Click on the 'Important Instructions' link in the top menu bar.
- Click Registration from the top menu,
- Read the registration instructions on the left panel carefully.
- Fill in the registration form:
 Title, First Name, Middle Name, Last Name (# must match Class X certificate)
 Gender, Contact No. (10 digits), Email
 Password and Re-type Password (see Section 21 for password rules)
 Solve the math captcha and enter the answer
- Click Register.
- A verification email will be sent to your registered email. Check inbox and spam/junk folder.

Legacy that Inspires the Future

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Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

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INDIAN INSTITUTE OF TECHNOLOGY
DHANBAD

Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

Home

Advertisement

Important Instructions

User Manual

Forgot Password

Registration

Login

Contact Us

Registration Instructions

Before you can apply for your desired position, please take a moment to create a new account. You will need to enter a valid email ID for registration and future communication. Please follow the steps below:

1. Fill out the registration form with your details.
2. Fields marked with (*) are mandatory and must be completed to proceed with registration.
3. Please read the Advertisement, Eligibility Criteria, User Manual, and all instructions carefully before registering.
4. Ensure that the full name (First Name, Middle Name, Last Name) matches exactly as per the Class X or equivalent certificate. After registration, name correction is not possible.
5. Select your gender from the dropdown menu.
6. Enter your contact number in the format 0000000000 (10 digits).
7. Enter your email ID. This will be used for future communication and account verification.
8. Create a strong password. It must contain at least 8 characters, including one uppercase letter, one lowercase letter, one digit, and one special character (e.g., !@#%\$).
9. Re-type the password to confirm it.
10. Solve the captcha to verify you are human.
11. Click the "Register" button to create your account.
12. An email will be sent to your inbox immediately. (If you don't see it in your inbox, please check your spam folder).
13. Open the email and click on the provided link.
14. Your account will be confirmed, and you will be logged in.
15. You can now access the recruitment portal. Going forward, simply use your registered email ID and password to log in.

Overview of the Recruitment Process

Welcome to our Recruitment Portal! Before you can apply for your desired position, please take a moment to create a new account. You will need to enter a valid email ID for registration and future communication. Please follow the steps below:

1. Fill out the registration form with your details.
2. You can now access the recruitment portal. Going forward, simply use your registered email ID and password to log in.
3. Select the position you wish to apply for.
4. Complete the application form.
5. Upload relevant documents.
6. Submit the application form.
7. Download a copy of the application form for your records.
8. There is no need to submit a hard copy after completing the online application.
9. If you have any questions or need assistance, please contact us at recruitment@iitism.ac.in.
10. If you encounter any technical issues, bugs, or problems, please contact us at itcau@iitism.ac.in with an attached screenshot of the error. Also, copy the email to ashishranjan@iitism.ac.in.

Please use a single registration account throughout the entire recruitment process. Candidates are advised not to create multiple accounts. In case multiple accounts are created, any issues, discrepancies, or complications arising during the recruitment process shall be the sole responsibility of the candidate. The Institute shall not be held responsible for any inconvenience caused due to the use of multiple registration accounts.

For internal candidate of the institute, please use the email ID provided by the

Registration Form

"" - Fields marked with "" are mandatory.
Before starting the online application form, carefully read the important instructions and user manual. Please follow the instructions. Ensure that the data is carefully entered, as it cannot be changed once it has been submitted.
"" - Ensure that the full name (First Name, Middle Name, Last Name) matches exactly as per the Class X or equivalent certificate. After registration, name correction is not possible.

Title -- SELECT TITLE --

First Name * #

Middle Name #

Last Name * #

Gender * SELECT GENDER

Contact No. *

Email *

Password * [Eye Icon]

- At least one lowercase letter
- At least one digit
- At least one special character (e.g. !@#%\$)
- At least 8 characters
- At least one uppercase letter

Password must contain: min 8 characters, uppercase, lowercase, digit and special character.

Re-type Password * [Eye Icon]

Retype Passwords must match the password

Solve the captcha 36 + 3 = ? Answer [Refresh]

Register

Back
Reset

Figure 3 - Registration Page

Registration Form

"" - Fields marked with "" are mandatory.
Before starting the online application form, carefully read the important instructions and user manual. Please follow the instructions. Ensure that the data is carefully entered, as it cannot be changed once it has been submitted.
"" - Ensure that the full name (First Name, Middle Name, Last Name) matches exactly as per the Class X or equivalent certificate. After registration, name correction is not possible.

Title -- SELECT TITLE --

First Name * #

Middle Name #

Last Name * #

Gender * SELECT GENDER

Contact No. *

Email *

Password * [Eye Icon]

- At least one lowercase letter
- At least one digit
- At least one special character (e.g. !@#%\$)
- At least 8 characters
- At least one uppercase letter

Password must contain: min 8 characters, uppercase, lowercase, digit and special character.

Re-type Password * [Eye Icon]

Retype Passwords must match the password

Solve the captcha 37 + 2 = ? Answer [Refresh]

Please solve the math problem above and enter the answer in the box:

Register

Back
Reset

Figure 3A - Registration Page

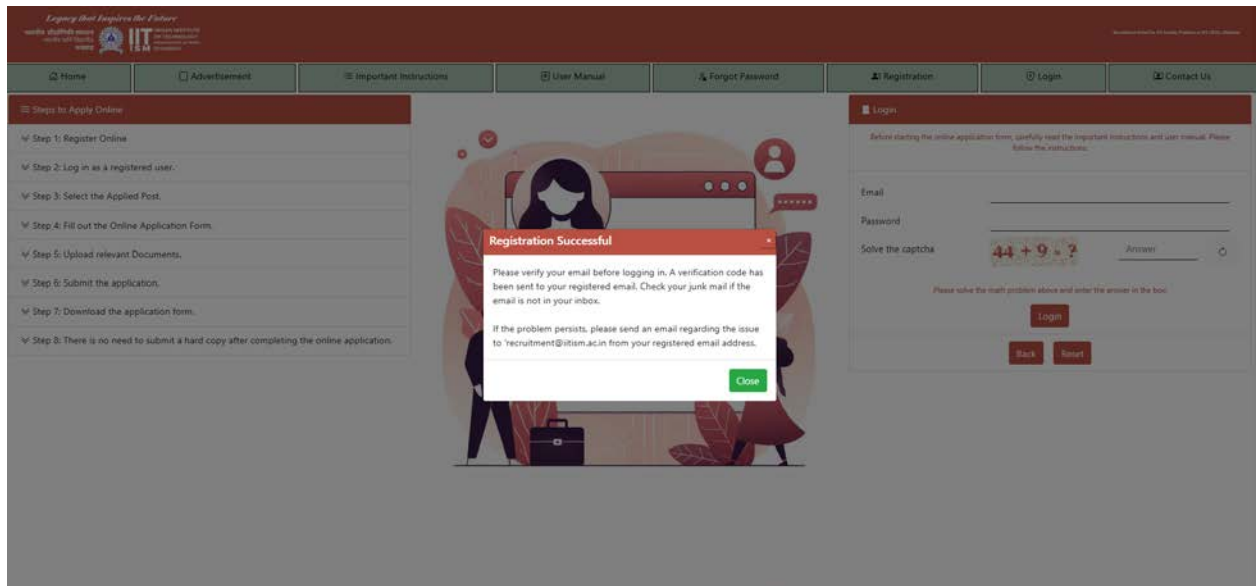


Figure 4 - Popup dialog box confirming successful registration.

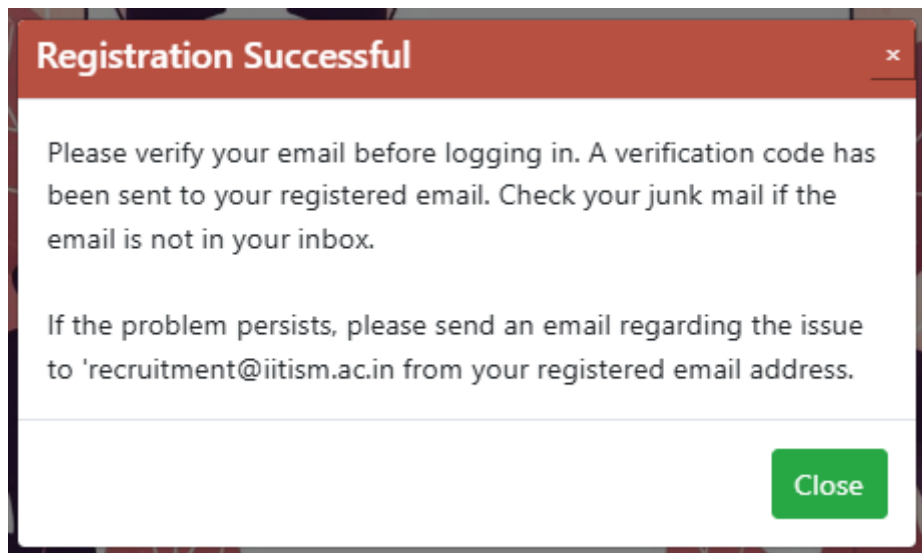


Figure 4A - Popup dialog box confirming successful registration.



Figure 5 - Sample Email for Verification

5. Email Verification & Login

7. Open the verification email and click the Verify Email link.
8. After verification, go to Login from the top menu.
9. Enter your registered Email and Password.
10. Solve the captcha and click Login.

If login fails: verify email first; check password; use Forgot Password if needed.



Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

Home
Advertisement
Important Instructions
User Manual
Forgot Password
Registration
Login
Contact Us

Steps to Apply Online

1. Register online with a valid email ID and create your password.
2. Verify your email using the link sent to your registered email address.
3. Log in with your registered email ID and password.
4. Select the advertisement and post you wish to apply for.
5. Fill out the online application form step by step.
6. Upload all required documents in the prescribed format.
7. Review your entries carefully and submit the application.
8. Download a copy of the submitted application form for your records.
9. No hard copy of the application needs to be submitted after online submission.

Important Information for Candidates

Please read the [Advertisement](#), [Important Instructions](#), and [User Manual](#) carefully before you log in. Ensure that you meet the eligibility criteria mentioned in the advertisement for the post you wish to apply for.

Please Note

Use only **one** registration account throughout the recruitment process. Do not create multiple accounts. Any issue arising from multiple registrations will be the sole responsibility of the candidate.

Enter your email ID in the correct format (e.g. name@domain.com). Passwords are case-sensitive.

For recruitment-related queries: recruitment@itism.ac.in
For technical issues: itcau@itism.ac.in (reply to ashokraj@itism.ac.in with a screenshot of the error).

Login

Before starting the online application form, carefully read the important instructions and user manual. Please follow the instructions.

Email

Password

Solve the captcha

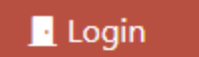
67 - 3 = ?
Answer

Please solve the math problem above and enter the answer in the box:

Login & Email Verification

1. Use the same email ID and password that you entered during registration.
2. Email verification is mandatory before login. You cannot log in until your email is verified.
3. After registration, a verification email is sent to your registered email ID. Please check your inbox and spam/junk folder.
4. The verification link is valid for **24 hours** only. Complete verification within this period.
5. If the link expires, log in with your registered email ID and password — a new verification email will be sent automatically.
6. After successful verification, return to this page and log in to continue your application.
7. If you forget your password, use the [Forgot Password](#) option on the menu bar.

Figure 6 - Login Page



Login

Before starting the online application form, carefully read the important instructions and user manual. Please follow the instructions.

Email

Password

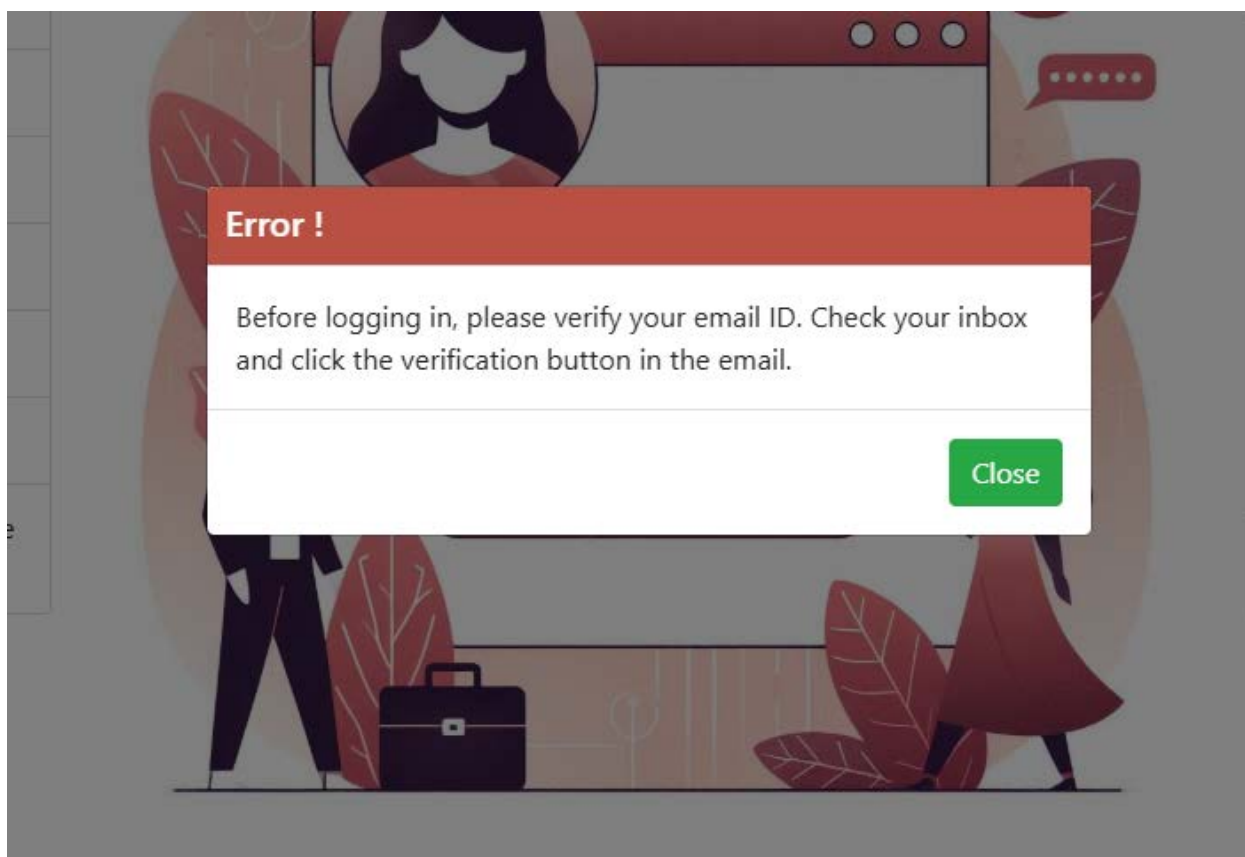
Solve the captcha

56 - 3 = ?
Answer

Please solve the math problem above and enter the answer in the box:

Figure 6A - Login Page

If you do not verify your email ID and try to log in, you will encounter this error. So, first verify your email, and then you can try logging into the portal.



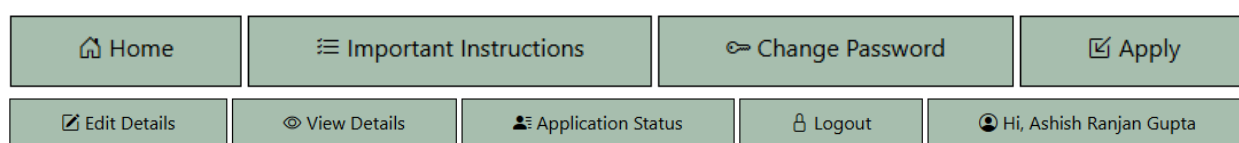
[Figure 7: Login Error Message When the Email ID Is Not Verified](#)

6. Portal Navigation After Login

After login, the top navigation bar provides:

- Home — dashboard welcome page
- Important Instructions — read before applying
- Change Password — update your password
- Apply — start or continue the application (Step 1)
- Edit Details — return to application step 1
- View Details — print preview of current draft application
- Application Status — view submitted applications (Like Step 12)
- Logout — end your session securely

While filling the form, the left sidebar shows all 12 steps and a brief description of each.



[Figure 8: Top Menu Bar After Successful Login](#)

Welcome to IIT(ISM) Dhanbad Online Application Portal.

Following Steps may be followed to apply online



Dear Candidate, after filling online application, no need to send hard copy

Note: For any clarification or problem please contact at recruitment@iitism.ac.in with snapshot of your screen

Figure 9: Home Page After Login

7. Application Form Overview (Steps 1–12)

Step 1

Select advertisement type, advertisement number, post, and department.

Step 2

Personal information, identity proof, addresses, contact details.

Step 3

Academic records (Class X to Master), Ph.D. details, awards, professional memberships.

Step 4

Present/past employment, pay upgradation, administrative experience, experience summary.

Step 5

Sponsored projects, consultancy, outreach, IP, innovation, mobility programme.

Step 6

Ph.D. supervision overview and detail tables; research specialization areas.

Step 7

Top 10 best publications; publication counts (career and current role).

Step 8

Three referees; any other information.

Step 9

Upload mandatory and optional supporting documents (PDF).

Step 10

Upload photograph and signature (JPG/JPEG).

Step 11

Preview entire application, declare, and final submit.

Step 12

View application status, download/print PDF, view submitted form.

Use Save & Next at the bottom of each step to proceed. Use Back to return to the previous step.

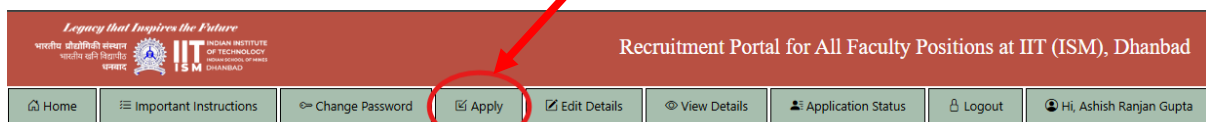
☰ Steps to Fill up Apply Online
☞ Step 1: Select the Applied Post. Post Applied for, Select Department.
☞ Step 2: Step 2: Personal Information. Personal Information, Identity Proof, Permanent Address, Current Address.
☞ Step 3: Step 3: Academic Records. From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.
☞ Step 4: Present Employment and experiences. Your current and past position. Date of Up gradation/Pay Level 12, Administrative Experience, Total years of experiences.
☞ Step 5: Step 5: Project Details Overview. Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.
☞ Step 6: Details of Ph.D Supervision. In current position and entire carrer, Areas of Specialization, Current Area of Research.
☞ Step 7: Publications. Research Publications, Total Number of Publications in entire career, Number of Publications as Sole Guide/Principal Guide, Number of Publications as Co-Guide in current position

✔ Step 8: Other Details. Name and Address of three Referees, Any other information you would like to provide.
✔ Step 9: Document Uploads. List of Uploaded/Not Uploaded Documents.
✔ Step 10: Upload Image and Signature. Upload Photo, Upload Signature.
✔ Step 11: Preview of application form. Verify the details you have filled out before submitting.
✔ Step 12: Status / Printout of the application form. List of Application form submitted by you.
💡 Note: There is no need to submit a hard copy after completing the online application.

Figure 10: Sidebar Displayed During Application Form Completion

To begin filling out the form, click on the 'Apply' option in the top menu bar.

Click Apply button



Welcome to IIT(ISM) Dhanbad Online Application Portal.

Following Steps may be followed to apply online



Dear Candidate, after filling online application, no need to send hard copy

Note: For any clarification or problem please contact at recruitment@iitism.ac.in with snapshot of your screen

Figure 11: Dashboard/Home Page After Login

8. Step 1 — Select Applied Post

Fields / sections:

Advertisement Type *

Advertisement No. *

Post Applied for *

Department *

Instructions:

Select values from dropdown menus. Advertisement number and post options load based on advertisement type.

Click Save & Next to continue to Step 2.

The screenshot displays the 'Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad'. The user is logged in as 'Ashish Ranjan Gupta'. The left sidebar lists steps from 1 to 10. Step 1, 'Select the Applied Post', is currently active. The main form area contains four dropdown menus: 'Advertisement Type*', 'Advertisement No.*', 'Post Applied for*', and 'Department*'. Each dropdown has a placeholder text like '--SELECT ADVERTISEMENT TYPE--'. A red 'Save & Next' button with a right arrow icon is located at the bottom right of the form, circled in red. A blue arrow points from the instruction text above to this button.

Figure 12: Screenshot of Step 1

9. Step 2 — Personal Information

Fields / sections:

Salutation, First/Middle/Last Name (from registration; read-only)

Father's Name *, Mother's Name *, Date of Birth *, Gender *

Category, Marital Status, Nationality

PwD status and disability percentage (if applicable)

Type of ID Proof *, ID Number *

Mobile *, Alternate Mobile, Email, Alternate Email

Present Address and Permanent Address (with pin code, state, country)

Instructions:

Names and DOB must match Class X or equivalent certificate.

If present and permanent addresses are the same, use the provided checkbox option.

To return to the previous step, please click the "Back" button.

Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

Home | Important Instructions | Change Password | Apply | Edit Details | View Details | Application Status | Logout | Hi, Ashish Ranjan Gupta

Steps to Fill up Apply Online

- Step 1: Select the Applied Post. Post Applied for, Select Department.
- Step 2: Step 2: Personal Information. Personal Information, Identity Proof, Permanent Address, Current Address.
- Step 3: Step 3: Academic Records. From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.
- Step 4: Present Employment and experiences. Your current and past position, Date of Up gradation/Pay Level 12, Administrative Experience, Total years of experiences.
- Step 5: Step 5: Project Details Overview. Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.
- Step 6: Details of Ph.D Supervision. In current position and entire career, Areas of Specialization, Current Area of Research.
- Step 7: Publications. Research Publications, Total Number of Publications in entire career, Number of Publications as Sole Guide/Principal Guide.

1. Personal Information

* - Fields marked with * are mandatory.
* - Make sure that the full Name (First Name, Middle Name, Last Name), Father's Name, and Mother's Name, Date of Birth as per the Class X or equivalent certificate.

Salutation* MR | First Name * # ASHISH | Middle Name # RANJAN | Last Name # GUPTA

Father's Name * # Enter the Father's Name | Mother's Name * # Enter the Mother's Name | Date of Birth * # DD-MM-YYYY | Gender * MALE

Marital Status * --SELECT ONE -- | Nationality * -- SELECT NATIONALITY -- | Religions * -- SELECT RELIGIONS -- | Category * -- SELECT CATEGORY --

Are You Physically Challenged * --SELECT ONE --
If yes, You should upload a valid PWD certificate in step 9.

Email ID * | Alternate Email (If any) Enter your alternate email ID | Telephone / Mobile No. * | Alternate Telephone / Mobile No. (If any) Enter your alternate Telephone / Mobil

Step 7: Publications.
Research Publications, Total Number of Publications in entire career, Number of Publications as Sole Guide/Principal Guide, Number of Publications as Co-Guide in current position

Step 8: Other Details.
Name and Address of three Referees, Any other information you would like to provide.

Step 9: Document Uploads.
List of Uploaded/Not Uploaded Documents.

Step 10: Upload Image and Signature.
Upload Photo, Upload Signature.

Step 11: Preview of application form.
Verify the details you have filled out before submitting.

Step 12: Status / Printout of the application form.
List of Application form submitted by you.

Note: There is no need to submit a hard copy after completing the online application.

Type of Identity Proof *
--SELECT TYPE OF IDENTITY PROOF --

Identity card No. *
Enter the Identity card No

Are you IIT (ISM), Dhanbad Faculty? *
☐ Yes ☒ No

You should upload a self attested proof of identity in step 9

2. Permanent Address

Address Line-1 *
Address Line-1

Address Line-2
Address Line-2

Country *
INDIA

Pincode *
Pincode

District *
Enter District Name

State *
-- SELECT STATE --

3. Current Address

(Same As Permanent Address)

Address Line-1 *
Address Line-1

Address Line-2
Address Line-2

Country *
Enter Country Name

Pincode *
Pincode

District *
Enter District Name

State *
-- SELECT STATE --

Save & Next

Developed and Maintained By: Automation Centre, IIT (ISM) Dhanbad
Version: 4.0

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After filling in all the details,
Click the 'Save & Next' button to save the data and proceed to the next step.

Figure 13: Screenshot of Step 2

10. Step 3 — Academic Records

Fields / sections:

Section 1 — Academic Records: degree, exam, branch, college, university, division/class, year, marks, etc. (Add more rows as needed)

Section 2 — Ph.D. Details: subject, registration date, award date, university, thesis title

Section 3 — Special Awards/Honours

Section 4 — Membership of Professional Bodies

Instructions:

Fill from Class X through Master's degree.

Upload self-attested scanned certificates in Step 9.

Use Add more for multiple past positions.

To delete a row, hover your mouse over the row and click on the recycling bin icon.

If you want to add more rows, click the 'Add more' button for multiple row insertion.

Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

[Home](#)
[Important Instructions](#)
[Change Password](#)
[Apply](#)
[Edit Details](#)
[View Details](#)
[Application Status](#)
[Logout](#)
Hi, Ashish Ranjan Gupta

Steps to Fill up Apply Online

- Step 1: Select the Applied Post.
Post Applied for, Select Department.
- Step 2: Step 2: Personal Information.
Personal Information, Identity Proof, Permanent Address, Current Address.
- Step 3: Step 3: Academic Records.
From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.
- Step 4: Present Employment and experiences.
Your current and past position, Date of Up gradation/Pay Level 12, Administrative Experience, Total years of experiences.
- Step 5: Step 5: Project Details Overview.
Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.
- Step 6: Details of Ph.D Supervision.
In current position and entire career, Areas of Specialization, Current Area of Research.

1. Academic Records

* - Fields marked with * are mandatory. Only letters, numbers single spaces and a decimal point are allowed.
Please fill up details from Class X to Master Degree and upload self attested scan copies of all Certificates in step 9. (Please do not include details of Ph.D degree in this table)

Sl.No.	Educational Qualification*	Name of Degree*	Branch / Specialization*	College*	Type of College*	Board / University*	Year*	% CGPA*	Obtain % CGPA*	Class/Division*
1	--SELECT--				--SELECT--			--SELECT--		--SELECT--

Add more

2. Details of Ph.D.

* - Fields marked with * are mandatory.
You must fill this details and upload MARKSHEET OF Ph.D COURSE WORK and Ph.D DEGREE CERTIFICATE in later step 9 for successful submission of your application form.

Sl. No.	Institution/University*	Type of College*	Title of Ph.D thesis*	Date of Enrolment in Ph.D.*	Date of Award of Ph.D.*	scale of CPI/CGPA (Ex Out of 10/8/5 etc.)*	CPI/CGPA/Percentage obtained in Ph.D course work*
1		--SELECT--		DD-MM-YYYY	DD-MM-YYYY		

Add more

Figure 14: "Add More" Button for Adding Multiple Rows in a Table

Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

[Home](#)
[Important Instructions](#)
[Change Password](#)
[Apply](#)
[Edit Details](#)
[View Details](#)
[Application Status](#)
[Logout](#)
Hi, Ashish Ranjan Gupta

Steps to Fill up Apply Online

- Step 1: Select the Applied Post.
Post Applied for, Select Department.
- Step 2: Step 2: Personal Information.
Personal Information, Identity Proof, Permanent Address, Current Address.
- Step 3: Step 3: Academic Records.
From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.
- Step 4: Present Employment and experiences.
Your current and past position, Date of Up gradation/Pay Level 12, Administrative Experience, Total years of experiences.
- Step 5: Step 5: Project Details Overview.
Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.
- Step 6: Details of Ph.D Supervision.
In current position and entire career, Areas of Specialization, Current Area of Research.
- Step 7: Publications.
Research Publications, total Number of Publications in entire career, Number of Publications at Sole Guide/Principal Guide, Number of Publications as Co-Guide in current position
- Step 8: Other Details.
Name and Address of three Referees, Any other information you would like to provide.
- Step 9: Document Uploads.
List of Uploaded/Not Uploaded Documents.
- Step 10: Upload Image and Signature.
Upload Photo, Upload Signature.
- Step 11: Preview of application form.
Verify the details you have filled out before submitting.
- Step 12: Status / Printout of the application form.
List of Application form submitted by you.

1. Academic Records

* - Fields marked with * are mandatory. Only letters, numbers single spaces and a decimal point are allowed.
Please fill up details from Class X to Master Degree and upload self attested scan copies of all Certificates in step 9. (Please do not include details of Ph.D degree in this table)

Sl.No.	Educational Qualification*	Name of Degree*	Branch / Specialization*	College*	Type of College*	Board / University*	Year*	% CGPA*	Obtain % CGPA*	Class/Division*
1	--SELECT--				--SELECT--			--SELECT--		--SELECT--

Add more

2. Details of Ph.D.

* - Fields marked with * are mandatory.
You must fill this details and upload MARKSHEET OF Ph.D COURSE WORK and Ph.D DEGREE CERTIFICATE in later step 9 for successful submission of your application form.

Sl. No.	Institution/University*	Type of College*	Title of Ph.D thesis*	Date of Enrolment in Ph.D.*	Date of Award of Ph.D.*	scale of CPI/CGPA (Ex Out of 10/8/5 etc.)*	CPI/CGPA/Percentage obtained in Ph.D course work*
1		--SELECT--		DD-MM-YYYY	DD-MM-YYYY		

Add more

3. Special Awards/Honours

(Received, if any)

Sl.No.	Year	Name of Award/Honour	Name of Organisation
1			

Add more

4. Membership of Professional Bodies

(Received, if any)

Sl.No.	Name of the Body	Status of Membership : Lifetime / Annual
1		--SELECT--

Add more

Note: There is no need to submit a hard copy after completing the online application.

Save & Next

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Figure 15: Screenshot of Step 3

If you want to delete any row, hover the mouse over that row. The serial number will change to a delete button. Click the 'Recycle icon' button to delete the specific row without any confirmation. So, be careful.

The screenshot shows the IIT ISM application portal. On the left, a sidebar lists steps for applying online. The main area is titled '1. Academic Records' and contains a table of educational qualifications. A blue arrow points to a trash icon that appears over row 3 of the table, indicating the delete functionality.

Sl.No.	Educational Qualification*	Name of Degree *	Branch / Specialization*
1	10TH PASS OR EQUIVALENT		
2	12TH PASS OR EQUIVALENT		
3	BACHELORS DEGREES		
	CERTIFICATE		
5	MASTERS DEGREES		
6	-- SELECT --		
7	-- SELECT --		

+ Add more

Figure 16: Delete Row Functionality in a Table

11. Step 4 — Employment & Experience

Fields / sections:

Present Employment: employer, designation, joining date, pay scale, basic pay, emoluments

Past Employment (Add more rows)

Date of Upgradation / Pay Level 12

Administrative Experience

Experience Summary (total years after Ph.D., etc.)

Instructions:

Use Add more for multiple past positions.



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INSTITUTE OF TECHNOLOGY
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Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad

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[Apply](#)
[Edit Details](#)
[View Details](#)
[Application Status](#)
[Logout](#)
Hi, Ashish Ranjan Gupta

Steps to Fill up Apply Online

Step 1: Select the Applied Post.
Post Applied for, Select Department.

Step 2: Step 2: Personal Information.
Personal Information, Identity Proof, Permanent Address, Current Address.

Step 3: Step 3: Academic Records.
From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.

Step 4: Present Employment and experiences.
Your current and past position, Date of Up gradation/Pay Level 12, Administrative Experience, Total years of experiences.

Step 5: Step 5: Project Details Overview.
Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.

Step 6: Details of Ph.D Supervision.
In current position and entire career, Areas of Specialization, Current Area of Research.

Step 7: Publications.
Research Publications, Total Number of Publications in entire career, Number of Publications as Sole Guide/Principal Guide, Number of Publications as Co-Guide in current position

Step 8: Other Details.
Name and Address of three Referees, Any other information you would like to provide.

Step 9: Document Uploads.
List of Uploaded/Not Uploaded Documents.

Step 10: Upload Image and Signature.
Upload Photo, Upload Signature.

Step 11: Preview of application form.
Verify the details you have filled out before submitting.

Step 12: Status / Printout of the application form.
List of Application form submitted by you.

Note: There is no need to submit a hard copy after completing the online application.

1. Present Employment

Employer Name *

Designation *

Date of Joining (at the current position) *

Pay Scale *

Basic Pay (Rs.) *

Total Emoluments (Per month) (Rs.) *

DD-MM-YYYY

2. Past Employment

Sl. No. *

Employer Name *

Position held *

Date of Joining *

Date of leaving *

Pay Scale *

Basic Pay (Rs.) *

Total Salary (Per month) (Rs.) *

DD-MM-YYYY

DD-MM-YYYY

+ Add more

Total Years of experiences (Total years of experience after obtaining the Ph.D. degree)

0 Years 0 Months Experience

Have you ever been discharged/suspended during your earlier employment? If yes, state reasons: --SELECT ONE --

3. Date of Up gradation / Pay Level 12

(Received, # any)

Please select date

DD-MM-YYYY

4. Details of Administrative Experience

If any (Hostel Management/Institute Management)

Sl.No.

Name of position held

From

To

Years of Experience

DD-MM-YYYY

DD-MM-YYYY

0 Years, 0 Months, 0 Days

+ Add more

Save & Next

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Figure 17: Screenshot of Step 4

12. Step 5 — Projects & Innovation

Fields / sections:

Sponsored Projects: title, project no., amount, role, CO-PIs, agency, date, status

Consultancy Projects (same columns)

Outreach Programmes

Intellectual Properties (IP type, title, status)

Innovation and Product Developed

Faculty Mobility Programme

Instructions:

Each section supports Add more for multiple entries.

Leave blank or zero if not applicable.

Sections 3 and 4 are not applicable for Assistant Professor post (disabled automatically).

Figure 20: Screenshot of Step 7

Fields / sections:

Any other information (optional text area)

Page 22 of 28

At least one referee should be your supervisor or familiar with your recent work.

The screenshot shows the 'Recruitment Portal for All Faculty Positions at IIT (ISM), Dhanbad'. The user is logged in as 'Hi, Ashish Ranjan Gupta'. The portal has a sidebar with steps 1 through 7, and the main content area is for Step 8: '1. Name and Address of three Referees'. A note states: 'At least one of them must be your supervisor or one of them should be familiar with your recent works.' Below this is a table with 6 columns: S.NO., Name, Occupation or position, Address, E-Mail, and Phone/Mobile No. The table has 3 rows for referees. Below the table is a section for '2. Any other information you would like to provide' with a text area. At the bottom right is a 'Save & Next' button. The footer mentions 'Developed and Maintained By: Automation Centre, IIT (ISM) Dhanbad, Version: 4.0' and '© 2020 IIT (ISM) Dhanbad. All rights reserved.'

S.NO.	Name	Occupation or position	Address	E-Mail	Phone/Mobile No.
1					
2					
3					

Figure 21: Screenshot of Step 8

16. Step 9 — Document Uploads

Fields/sections:

Mandatory documents list (see Section 20 below page. No)

Optional documents (as applicable, see Section 20 below page. No)

For each row: Document Name, Browse file, Upload, View, Edit

Please remember the following instructions:

- All document's must be self-attested.
- Also mention the name of the uploaded certificate/document in the given column.
- Only pdf files are allowed.
- The size of each file cannot exceed 1024KB.
- The required resolution for a document in image format is an A4-sized image with a resolution of 200 pixels per inch (ppi).
- In the case of multiple documents, such as mark sheets, certificates, and other relevant materials of this document type, please upload a single PDF file. Merge multiple PDF files or scan all documents into one PDF file.
- To upload a document, click on the "Browse" button in the "Select Document" column for each Document Type. Once the document is selected from your system folder, click the "Open" button. Finally, click on the "Upload" icon in the "Upload" column for each

document upload. After the status changes to "Successfully Uploaded," the upload is complete.

- If you need to replace a document with the wrong file, please follow these steps:
 1. Click the 'Edit' icon in the 'Edit' column for the relevant document type.
 2. A pop-up will appear.
 3. Click the 'Browse' button and select the correct document from your system folder.
 4. Click the "Open" button.
 5. Finally, click the "Upload" button in the pop-up window.
 6. Wait until the status changes to "Successfully changed."



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Hi, Ashish Ranjan Gupta

Steps to Fill up Apply Online

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Post Applied for, Select Department.

Step 2: Step 2: Personal Information.

Personal Information, Identity Proof, Permanent Address, Current Address.

Step 3: Step 3: Academic Records.

From Class X to Master Degree, Details of Ph.D., Special Awards/Honours, Membership of Professional Bodies.

Step 4: Present Employment and experiences.

Your current and past position, Date of Up gradation/Reg Level 12, Administrative Experience, Total years of experiences.

Step 5: Step 5: Project Details Overview.

Details of Projects, Outreach Programmes, Intellectual Properties, Innovation and Product Developed, Mobility Programme.

Step 6: Details of Ph.D Supervision.

In current position and entire career, Areas of Specialization, Current Area of Research.

Step 7: Publications.

Research Publications, Total Number of Publications in entire career, Number of Publications as Sole Guide/Principal Guide, Number of Publications as Co-Guide in current position

Step 8: Other Details.

Name and Address of three Referees, Any other information you would like to provide.

Step 9: Document Uploads.

List of Uploaded/Not Uploaded Documents.

Step 10: Upload Image and Signature.

Upload Photo, Upload Signature.

Step 11: Preview of application form.

Verify the details you have filled out before submitting.

Step 12: Status / Printout of the application form.

List of Application form submitted by you.

Note: There is no need to submit a hard copy after completing the online application.

1. Document Uploads

Please remember the following instructions:

- Please upload all the documents given in list below.
- All documents must be self attested.
- Also mention the name of the uploaded certificate/document in the given column.
- Only pdf files are allowed.
- The size of each file cannot exceed 1024KB.
- The required resolution for a document in image format is an A4-sized image with a resolution of 200 pixels per inch (ppi).
- In the case of multiple documents, such as mark sheets, certificates, and other relevant materials of this document type, please upload a single PDF file. Merge multiple PDF files or scan all documents into one PDF file.
- To upload a document, click on the "Browse" button in the "Select Document" column for each Document Type. Once the document is selected from your system folder, click the "Open" button. Finally, click on the "Upload" icon in the "Upload" column for each document upload. After the status changes to "Successfully Uploaded," the upload is complete.
- If you need to replace a document with the wrong file, please follow these steps:
 1. Click the 'Edit' icon in the 'Edit' column for the relevant document type.
 2. A pop-up will appear.
 3. Click the 'Browse' button and select the correct document from your system folder.
 4. Click the "Open" button.
 5. Finally, click the "Upload" button in the pop-up window.
 6. Wait until the status changes to "Successfully changed."

List of Uploaded/Not Uploaded Documents

S.NO.	Document Type	Document Name (mention the name of the degree/document)	Select Document	Upload	View	Edit	Status	Delete
1	Identity Proof*		Choose File NO FILE CHOSEN				Not Uploaded	
2	10th pass or equivalent mark sheet and certificate*		Choose File NO FILE CHOSEN				Not	
3	12th pass or equivalent mark sheet and certificate*		Choose File NO FILE CHOSEN				Not Uploaded	
4	Bachelor's Degree mark sheet and certificate*		Choose File NO FILE CHOSEN				Not Uploaded	
5	Master's Degree mark sheet and certificate*		Choose File NO FILE CHOSEN				Not Uploaded	
6	Marksheet of Ph.D. course work and Ph.D. degree certificate*		Choose File NO FILE CHOSEN				Not Uploaded	
7	List of all publications*		Choose File NO FILE CHOSEN				Not Uploaded	
8	CURRICULUM VITAE (CV)*		Choose File NO FILE CHOSEN				Not Uploaded	
	-- Select Document --		Choose File NO FILE CHOSEN				Not Uploaded	

Add More Document

☐ I have uploaded all the required documents and confirm that the attached files are complete. Before clicking the "Save & Next" button, please ensure that all attachments have been successfully uploaded. According to your application instructions, you must upload all relevant documents. Once you finalize your submission, there will be no excuses for missing documents. Therefore, please make sure to upload all attachments as instructed at each step.

Save & Next

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Figure 22: Screenshot of Step 9

17. Step 10 — Photo & Signature

Page 24 of 28

Fields / sections:

Photograph (JPG/JPEG)

Signature (JPG/JPEG)

Instructions:

- Sign on the blank white page. The background should be plain white, not grey.
- Use a blue or black pen to sign.
- The background of the photograph should be plain, not blurry.
- Upload clear scanned passport size photograph and Signature.
- The scanned photograph and signature image should be in JPG/JPEG format only.
- Photograph: The dimensions should be a minimum of 430 pixels (width) by 530 pixels (height) and a maximum of 620 pixels (width) by 800 pixels (height). The digital size of the file must be less than 100 kb and greater than 20 kb.
- Signature: The dimensions should be a minimum of 150 pixels (width) by 50 pixels (height) and a maximum of 450 pixels (width) by 150 pixels (height). The digital size of the file must be less than 50 kb and greater than 10 kb.

1. Photo and Signature Uploads

Back

Please remember the following instructions:

- Sign on the blank white page. The background should be plain white, not grey.
- Use a blue or black pen to sign.
- The background of the photograph should be plain, not blurry.
- Upload clear scanned passport size photograph and Signature.
- The scanned photograph and signature image should be in JPG/JPEG format only.
- Photograph: The dimensions should be a minimum of 430 pixels (width) by 530 pixels (height) and a maximum of 620 pixels (width) by 800 pixels (height). The digital size of the file must be less than 100 kb and greater than 20 kb.
- Signature: The dimensions should be a minimum of 150 pixels (width) by 50 pixels (height) and a maximum of 450 pixels (width) by 150 pixels (height). The digital size of the file must be less than 50 kb and greater than 10 kb.

Upload Image and Signature

To upload applicant's photo

Choose file NO FILE CHOSEN

Preview



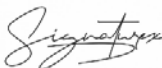
No photograph uploaded yet.

Upload Image

To upload applicant's Signature

Choose File NO FILE CHOSEN

Preview



No signature uploaded yet.

Upload Signature

Save & Next

Figure 23: Screenshot of Step 10 – Photo and Signature Upload Section

18. Step 11 — Preview & Final Submit

Fields / sections:

Full application preview (all sections)

Page 25 of 28

Declaration checkbox

Verification checkbox

Print Preview button (opens printable view)

Final Submit button

Instructions:

Both checkboxes must be ticked to enable Final Submit.

Application number is generated upon successful final submission.

No changes permitted after submission.

19. Step 12 — Application Status & PDF

Fields / sections:

Table: Application No., Advertisement No., Post, Department

View (HTML), PDF download, Edit/Receiving Status, Form Status

Instructions:

Download and keep a copy of your submitted application PDF for your records.

Duplicate applications for the same post/department are not allowed.

20. Mandatory & Optional Documents List

Mandatory documents (must upload in Step 9):

Identity Proof

10th pass or equivalent mark sheet and certificate

12th pass or equivalent mark sheet and certificate

Bachelor's Degree mark sheet and certificate

Master's Degree mark sheet and certificate

Marksheet of Ph.D. course work and Ph.D. degree certificate

List of all publications

CURRICULUM VITAE (CV)

Optional documents (upload if applicable):

Cast Certificate

PWD Certificate

ITI mark sheet and certificate

Diploma mark sheet and certificate

Certificate course

Short description of the Innovation and Product Developed

Short description of the faculty mobility programme

CSIR-UGC NET / GATE

Post-Doctoral (Before joining)

Post-Doctoral (After Completion)

21. Password Policy & Account Recovery

Password must contain:

Minimum 8 characters

At least one uppercase letter

At least one lowercase letter

At least one digit

At least one special character (e.g. !@#\$%)

To reset password: use Forgot Password on the login page. A verification code and reset link will be sent to your registered email (valid for 15 minutes).

22. Troubleshooting & Support

Common issues

Verification email not received — check spam/junk; wait a few minutes; contact recruitment@iitism.ac.in

Captcha incorrect — solve the math problem again and use the refresh button

Document upload failed — ensure PDF format, size under 1024 KB, and stable internet

Photo/signature rejected — check dimensions and file size limits in Step 10

Cannot final submit — ensure all mandatory steps and documents are complete; tick both declaration checkboxes on Step 11

Contact

Recruitment queries: recruitment@iitism.ac.in

Technical issues: ficau@iitism.ac.in (attach screenshot of error);
copy to ashishranjan@iitism.ac.in

— End of Manual —