

USER MANUAL FOR RECRUITMENT PORTAL

Note: For applying for the post of faculty you need

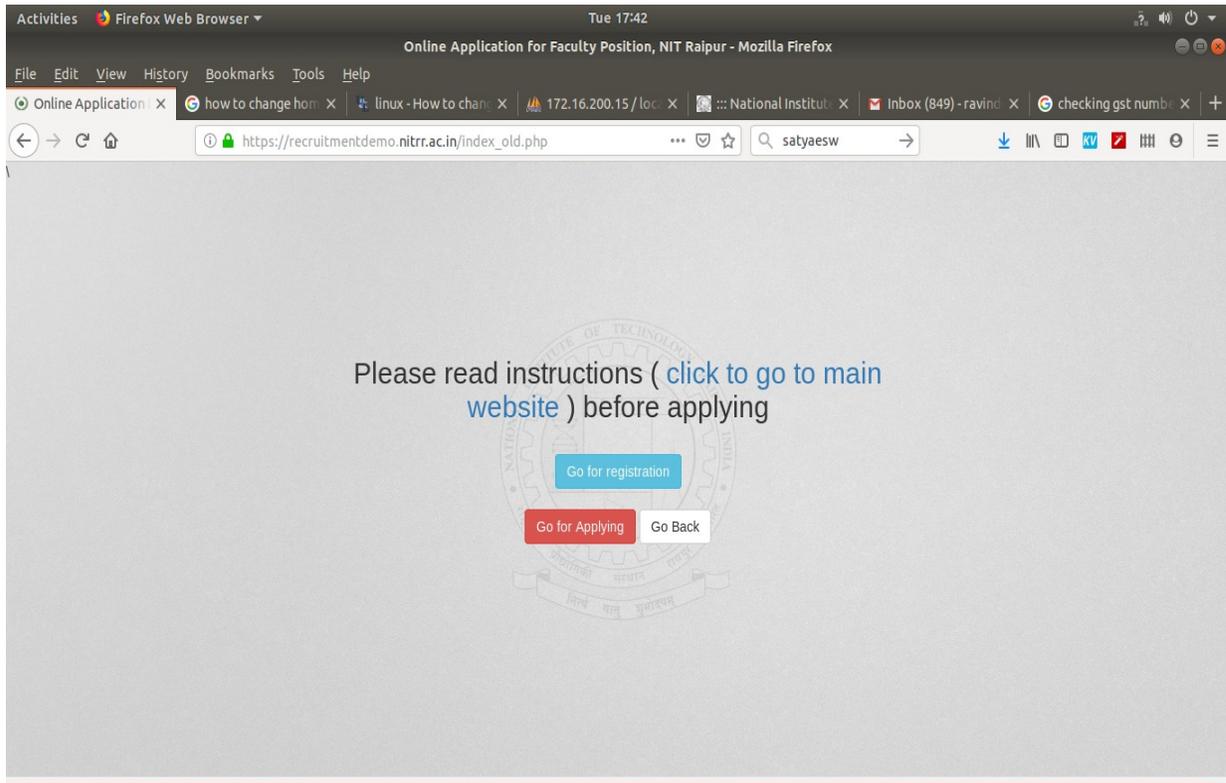
1. Please use Mozilla Firefox browser to fill the online application. Do not use mobile for filling up the online application.
2. For Applying you need
 - a. The scanned copy of the photograph (in JPEG/JPG Format) ready with you.
 - b. Valid Mobile Number. (This might be used for future communication)
 - c. Valid Email-ID. (This would be used for [Registration/Login](#) and Future communication). Username for login in the Recruitment Portal will be your Email-ID.

Please note that your candidature for the faculty position will only be considered after getting the application number (e.g., AP2022XXXX) notified in your Email through PORTAL.

Step 1(Opening Link): Open <https://recruitment.nitr.ac.in/> in Mozilla Firefox You will get following Screen

The screenshot displays the Mozilla Firefox browser interface. The address bar shows the URL <https://recruitmentdemo.nitr.ac.in>. The page title is "National Institute Of Technology, Raipur(CG) - Mozilla Firefox". The browser's tab bar shows several open tabs, including "National Institute...", "how to change hom...", "linux - How to chang...", "172.16.200.15/loc...", "National Institut...", "Inbox (849) - ravind...", and "checking gst numb...". The page content includes the NIT Raipur logo and the text "NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (CG) Online Recruitment for faculty Position". The navigation menu includes "Home", "Advertisement & Details", "How to Apply", and "Apply Online". The main content area features a large watermark of the NIT Raipur logo and the text "In case of any difficulties email to : technical_help@nitr.ac.in". The footer states "Designed & developed by Central Computer Center, NIT Raipur".

Step 2: Click on “Apply online”. Screen



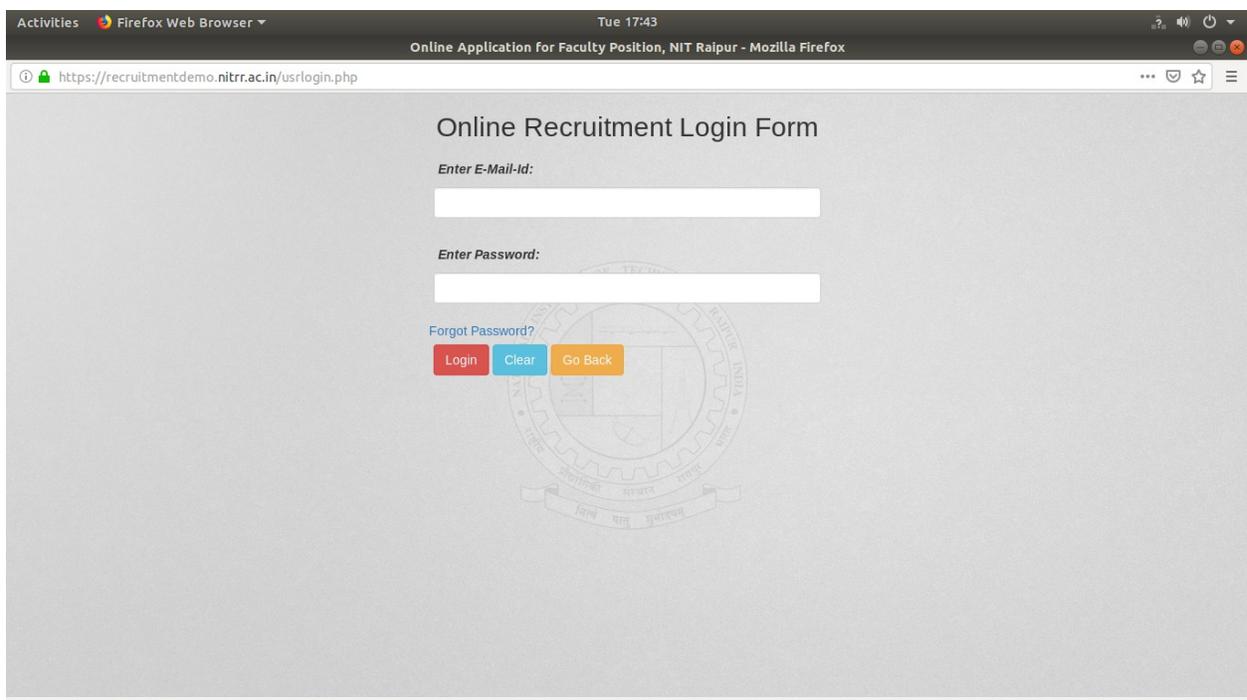
Step 3 (Registration): Click on “Go for Registration”. Screen

The screenshot shows the 'Online Registration Form for Faculty Positions' page. The form includes the following fields and options:

- Enter Name (As in HSC Certificate):** A text input field.
- Enter E-Mail-Id:** A text input field.
- Enter Mobile-No (Only 10 Digit):** A text input field.
- Select Secret question:** A dropdown menu with 'Select' as the current selection.
- Enter the answer:** A text input field.
- Enter the text given in Image:** A CAPTCHA field with the image '3P5BEO' and a 'Refresh]' link below it.

Step 4: Enter all the details and click on Register. One password would be sent to you on your entered email-id only. In future your email-id would be your user id.

Step 5: Now click on “Go for applying” on the screen given in step 2. Enter email-id and password on the screen



The screenshot shows a web browser window with the title "Online Application for Faculty Position, NIT Raipur - Mozilla Firefox". The address bar displays "https://recruitmentdemo.nitr.ac.in/usrlogin.php". The main content area is titled "Online Recruitment Login Form" and contains the following elements:

- A label "Enter E-Mail-Id:" followed by a white text input field.
- A label "Enter Password:" followed by a white password input field.
- A link "Forgot Password?" in blue text.
- Three buttons: "Login" (red), "Clear" (blue), and "Go Back" (orange).

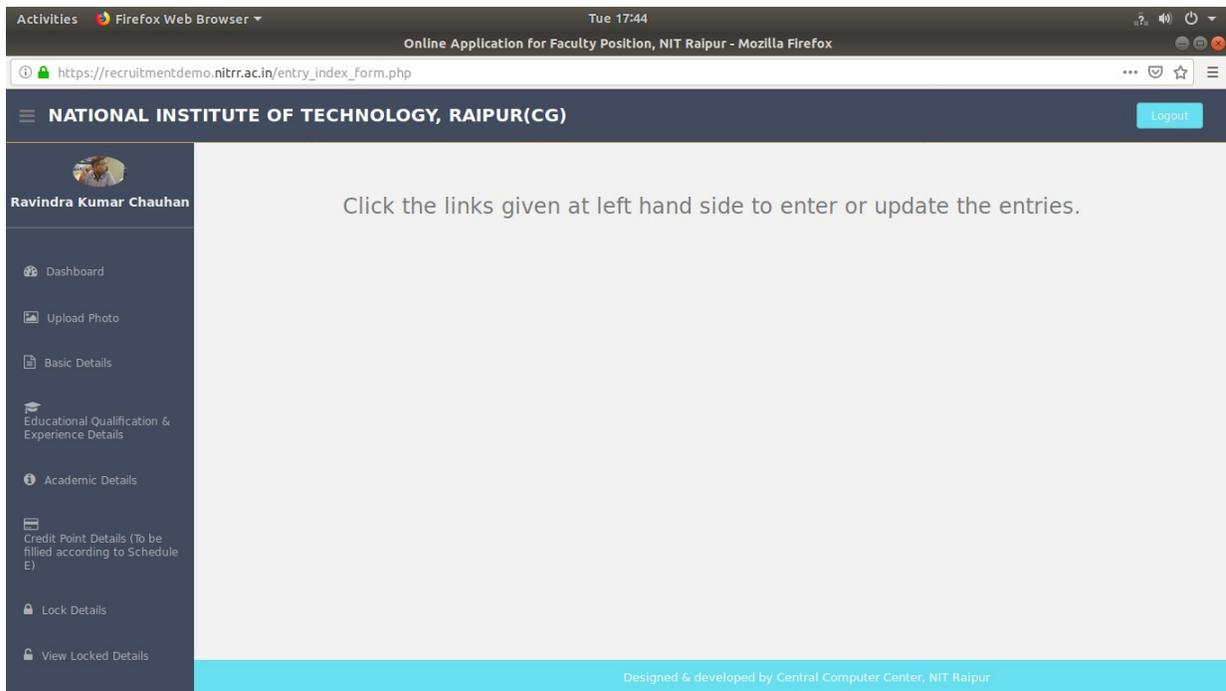
A large, faint watermark of the NIT Raipur logo is visible in the background of the form area.

Step 6(Entry of the Details): After successful login you will get following screen. Now enter the details sequentially on the links given at left hand side of the screen i.e. enter the details one by one from top to bottom on the links given at left hand side.

i. Upload the photo

ii. Enter Basic Details

iii. Enter Educational Qualification, Experience Details etc



Step 7: **Click on link “Entry of credit points including carry forward credit points” Please enter the credit points and carry forwarded credit points calculated according to schedule ‘E’.**

Online Application for Faculty Position, NIT Raipur — Mozilla Firefox
10.10.1.203/faculty_2022/credit_points.php

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR(CG) Logout

Dr. Shrish Verma

- Dashboard
- Upload Photo
- Basic Details
- Educational Qualification & Experience Details
- Academic Details
- Entry of credit points including carry forward credit points**
- Lock Details

Entry of credit points including carry forward credit points

- Applicants are required to mandatorily peruse point number 4 of OM. No. F. No. 33-9/2011-TS.III, dated 16.04.2019 which is available at page number 26 and 27 of detailed advertisement and General information linked on institute's website pertaining to carry forwarding of credit points and credit points earned between submission of application form and date of joining for the last recruitment/promotion process.
- The due carry/forward credit points and the credit points earned during the period from the last date of submission of application and date of joining which were not considered in the selection process of his/her last recruitment, should be entered in the column (4) of the following table against each item.
- The above claim of carry forward points and credit points earned during transition[point 2 above], must be supported by proofs(documents), else these will not be considered.
- Please mandatorily mention "proof of carry forward credit points against item number" on the top margin of each document submitted in support of carry forward credit points as mentioned in the para 3 above.
- Please enter the calculated credit points earned since last promotion by you in column number 3 and carry forward credit points (if any) in column number 4 against each item in the following table.
- The column number 4 is not applicable for the applicants for the advertised post of Assistant Professor Grade - II.

Please enter the credit points in the following input box otherwise "0" will be taken as default.

Schedule 'E' Item Number [1]	Description of the Item [2]	Credit Points since last promotion calculated by the applicant [3]	Carry forward Credit Points calculated by the applicant [4]
	External Sponsored Research and Development Projects	<input type="text"/>	<input type="text"/>

Step 8 (Lock the Details): After entering all the details, click on the “Lock Details” link. Please note that after locking the details you will not be able to update any details in future. Also please note that the details would be same for all the applications if applying for more than one post/department.

Step 9 (Apply for the post in departments): By clicking on “Apply for the post” link, you will get following screen. Select the department, post, grade pay etc. There are 3 cases of candidates for paying the application fee.

- For candidates applying from India and they are Internal Faculty:** They have to click on “Internal Faculty” and there is no need of paying fee.
- For candidates applying from India and they are not the faculty member of Institute:** They have to click on “Online Payment”. One link will be shown at the bottom of the page. They have to pay the required fee by clicking on that link and following the process of i-collect. Please remember the details of online payment like INB ref Number etc.

After the successful payment of fee they have to come back in this page(by clicking in Apply for the Post link) and enter the payment details.

3. For candidates applying from Abroad: Persons applying from abroad can use money transfer using SWIFT. The Necessary information for SWIFT transfer are as given available on the same page from where they are applying. They have to enter the Name of Remitter Bank, Country, SWIFT Reference Number , Transaction Date , Amount. Amount to be paid is 50\$(US).

After the successful payment of fee they have to come back in this page(by clicking in Apply for the Post link) and enter the payment details.

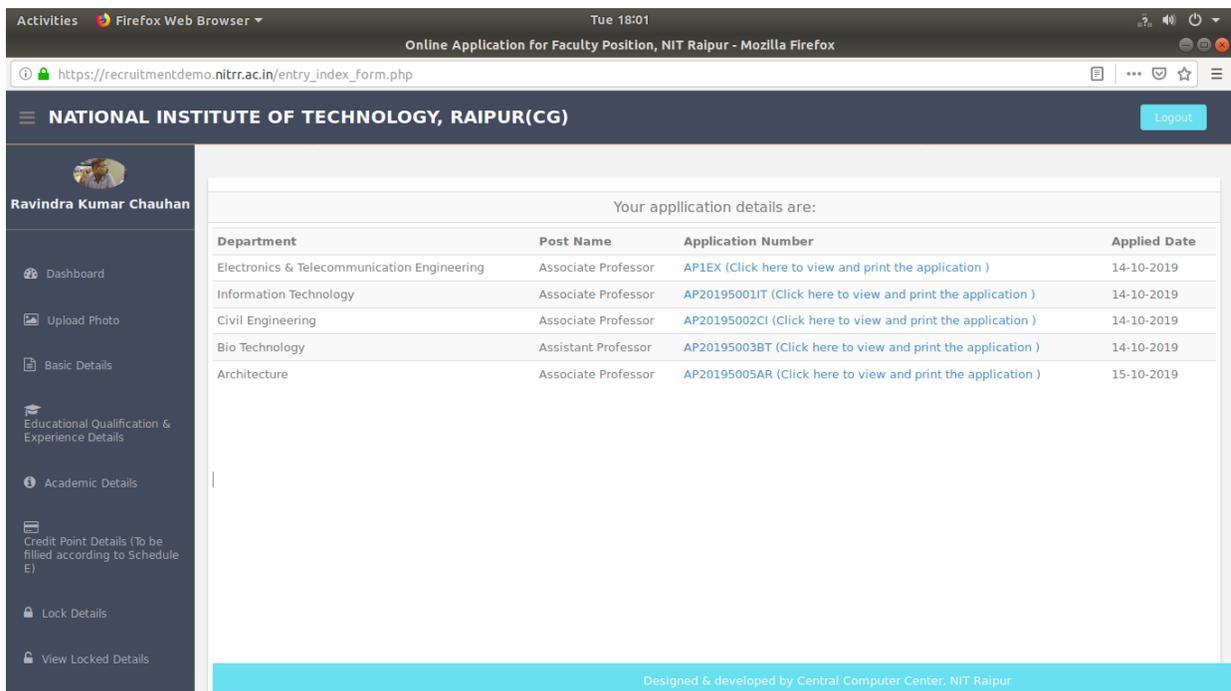
After submitting the fee successfully you will get one application number. This application number will also be sent on your email-id. Please don't delete this email from your email account as this would be needed in future also.

Step 9 needs to be repeated for applying for more than one post/department.

The screenshot shows a web browser window with the URL https://recruitmentdemo.nitr.ac.in/apply_dtls_mod.php. The page title is "Online Application for Faculty Position, NIT Raipur - Mozilla Firefox". The user is logged in as "Ravindra Kumar Chauhan". The page content includes a message: "You can apply for multiple departments and posts. Application fee must be paid seperately for each department/post being applied for." Below this is a form titled "Select Department & Post" with three dropdown menus for "Department", "Post", and "Grade Pay". A question asks: "Would you be interested to be considered for lower grade pay if not found suitable/eligible for the applied grade pay?" with a "Select" dropdown. The "Mode of Payment:" section has two options: "Internal Faculty" and "Online Payment" (selected). Below this, there are sections for "For candidates applying from India:" and "For candidates applying from Abroad:" with radio buttons for "SWIFT Details (For Candidates applying from)". The footer states "Designed & developed by Central Computer Center, NIT Raipur".

Step 10: After applying you can view application form by clicking on the link “View/Get Printout of Application form”.

Click on this link and the list of application form/s would be shown to you. Click on the application link, you will see the detailed application form. On the left top side there is one print button Click on that and print the form. This hardcopy of the form is to be sent to NIT Raipur as per the instructions as mentioned in the advertisement.



The screenshot shows a web browser window displaying the 'Online Application for Faculty Position, NIT Raipur' portal. The user is logged in as Ravindra Kumar Chauhan. The main content area shows a table of applications with the following data:

Department	Post Name	Application Number	Applied Date
Electronics & Telecommunication Engineering	Associate Professor	AP1EX (Click here to view and print the application)	14-10-2019
Information Technology	Associate Professor	AP20195001IT (Click here to view and print the application)	14-10-2019
Civil Engineering	Associate Professor	AP20195002CI (Click here to view and print the application)	14-10-2019
Bio Technology	Assistant Professor	AP20195003BT (Click here to view and print the application)	14-10-2019
Architecture	Associate Professor	AP20195005AR (Click here to view and print the application)	15-10-2019

Step 11(Sending application): This hardcopy of the application form along with the required testimonials is to be sent to NIT Raipur as per the instructions as mentioned in the advertisement.

Please note that your candidature for the faculty position will only be considered after

getting the application number (e.g., AP2022XXXX) notified in your Email through PORTAL.

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