



**Faculty Recruitment – Applicant  
Portal**

**User Manual**

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## 1. URL and Login Page:-

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

<http://pingala.iitk.ac.in/IITKFR-0>

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



**Illustration 1:** Login interface of faculty recruitment portal.

## 2. New User 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 user” as shown below. It will route you to a new page where your registration will be authenticated.



### Illustration 2: Non-IITK user registration

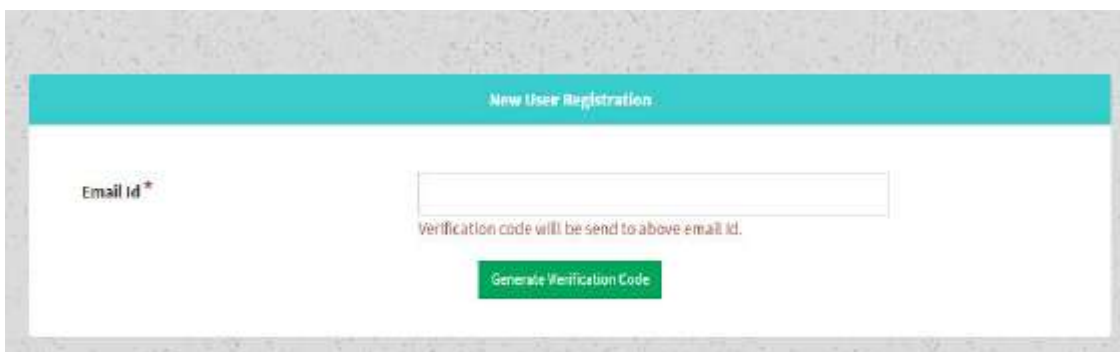
**Step 2:** Enter the email ID that wish to register yourselves with and click on “Generate Verification Code” button. This will trigger an email to the entered email id. The email will contain a 4 letter one time password (OTP). This password or OTP will be used to authenticate your id.

**Step 3:** Enter the verification code/OTP generated using the above step, in the below screen.

**Step 4:** Upon entering the verification code and clicking on Submit, your id will be registered with us. Next screen will allow you to configure a password and set up a security question for your registered id.

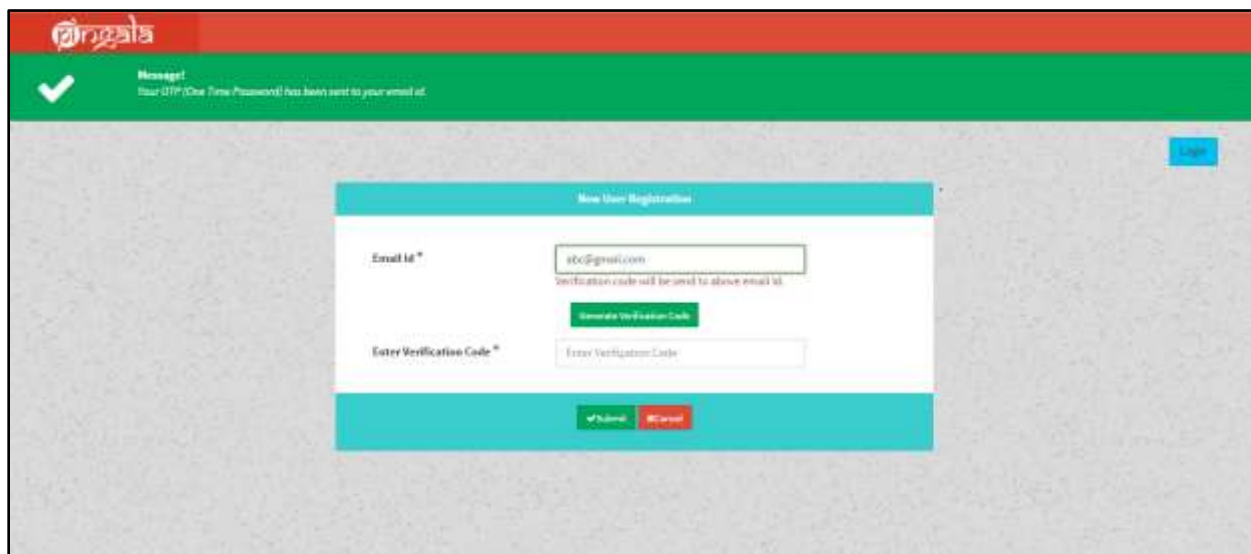
*Note – It is important to remember the answer to this security question, as the same needs to be answered when you wish to reset your password.*

**Step 5:** Once the password and the security question are configured, the registration process is complete. You can now log in using your configured credentials.

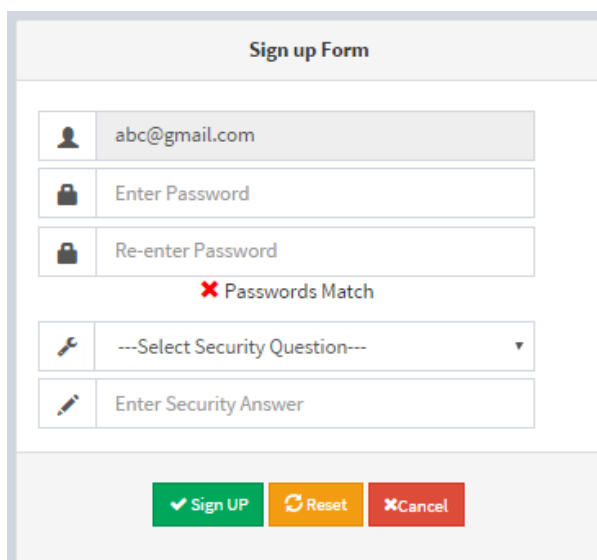


### Illustration 3: Non-IITK user registration

**Step 3:** The user will be asked to enter the verification code; The OTP received by the user will have to be entered against this option



**Illustration 4:** Non-IITK user registration

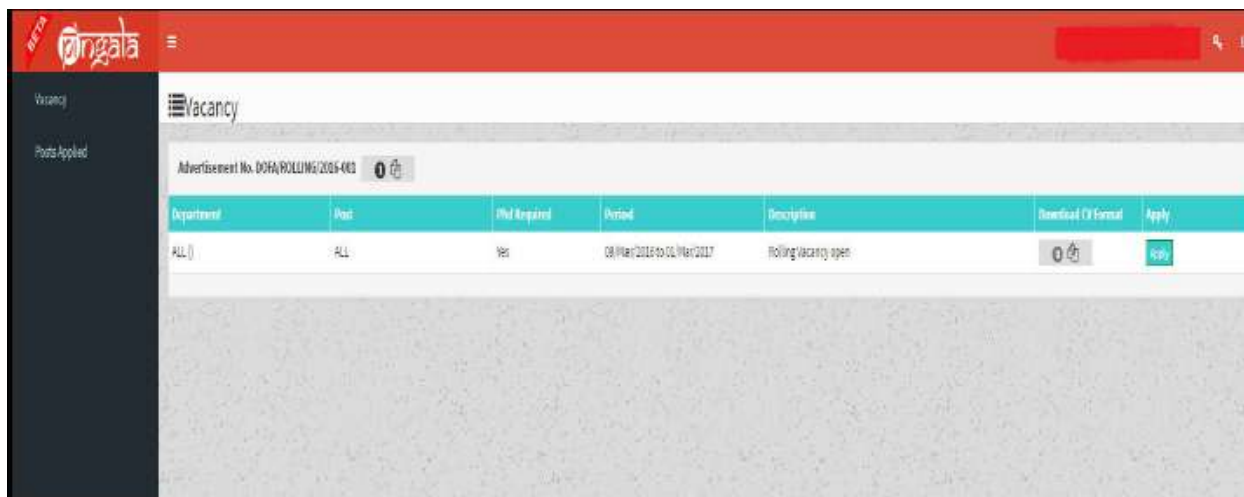


**Illustration 5:** password and secret question configuration

## 2. Home Page:-

**Path:** Login page -> Dashboard/Home page

**Description:** This interface is the home page or the dashboard. On the left hand side are two links, “vacancy” and “Post Applied”. By default, the vacancy page is displayed on the dashboard. “Post Applied” shows the applications which have been filled/ submitted by the applicant.



**Illustration 6:** Dashboard of the logged in user

### 3. Vacancy:-

**Path:** Login page -> vacancy

**Description:** All the advertisements floated by IIT Kanpur will be listed in this interface. The following details are captured for each advertisement.

**Advertisement number** – Advertisement number. Alongside this number, the actual advertisement file is also displayed.

**Department** – department for which the vacancy is for

**Post** – posts applicable for vacancy

**PhD required** – whether Ph. D is required for this post

**Period** – period for which the vacancy will remain active

**Description** – displays additional information about the vacancy

**Download CV format** – If applicable, the CV format for the vacancy

**Apply** – button which allows the user to apply for a vacancy. If the user has already submitted his application for this post, the button will be replaced by the label “Applied”.



**Illustration 7:** Vacancy details

## 4. Applied Faculty Post: -

**Path:** Login page -> Applied Faculty Post

**Description:** This page displays the list of applications made by the user against the available vacancies. The applied applications are displayed along with the following details.

*Advertisement number* – Displays the advertisement number

*Registration Number* – This is an auto generated number that is generated upon submitting an application

*Post applied for* – displays the post which the applicant has applied for

*Department* - displays the department which the applicant has applied for

*Form status*- displays the current status of the application form.

*View* – This option allows the applicant to preview his/her application

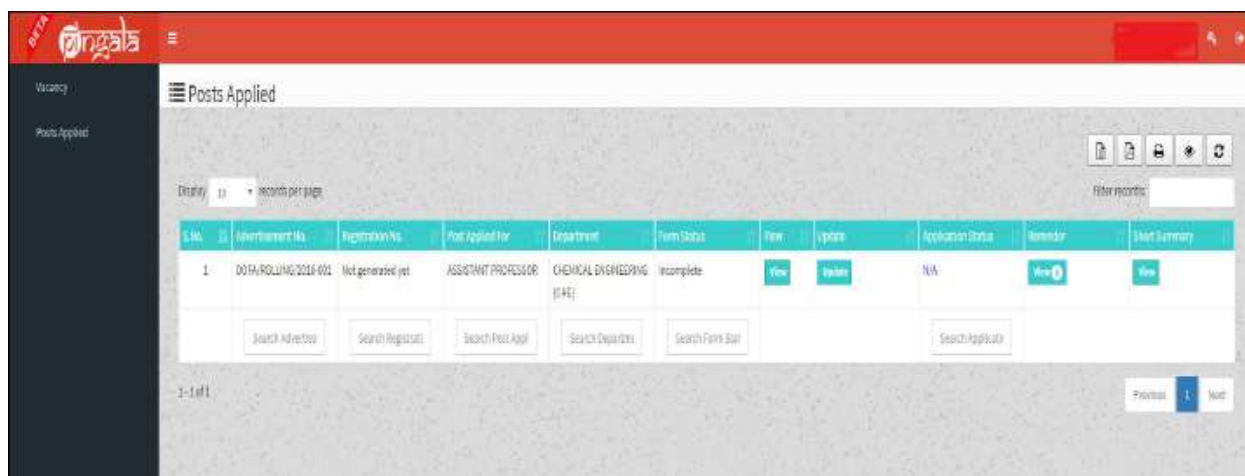
*Update* – This button is enabled in two cases - 1: The application has not been submitted yet.

2: After submission, HoD requests the applicant for further details on the application.

*Application status* – The current status of the application.

*Reminder* – A counter showing any reminders for the applicant. Please note that any actual reminder/notification will be sent to the registered email ID and will not be displayed on the portal.

*Short summary* – A brief overview of the applicant based on the details provided on the application



| S.No. | Advertisement No.     | Registration No.  | Post Applied For    | Department                  | Form Status | View                 | Update                 | Application Status | Reminder             | Short Summary        |
|-------|-----------------------|-------------------|---------------------|-----------------------------|-------------|----------------------|------------------------|--------------------|----------------------|----------------------|
| 1     | DOFA/ROLLING/2016-001 | Not generated yet | ASSISTANT PROFESSOR | CHEMICAL ENGINEERING (IITK) | Incomplete  | <a href="#">View</a> | <a href="#">Update</a> | N/A                | <a href="#">View</a> | <a href="#">View</a> |

**Illustration 8:** Applied faculty post details

## 5. Applying for a post: -

All vacancies floated by the IITK recruitment team is shown on the home page of the applicant. The applicant can apply against the vacancies of his/her choice by clicking on the apply button against each vacancy.



| Department | Post | (Edt. Required) | Period                     | Description          | Download CV Form                 | Apply                 |
|------------|------|-----------------|----------------------------|----------------------|----------------------------------|-----------------------|
| ALL ()     | ALL  | Yes             | 18/Mar/2016 to 01/Mar/2017 | Rolling vacancy open | <a href="#">Download CV Form</a> | <a href="#">Apply</a> |

**Illustration 9:** Applying for a post

The applicant will be asked to fill in the following details once the applicant clicks on “Apply”

*Note - Any part of the application marked by “\*” indicates a mandatory field. The applicant needs to necessarily fill in these fields to move on to the next section of the application.*

## 5(a). Personal Details: -

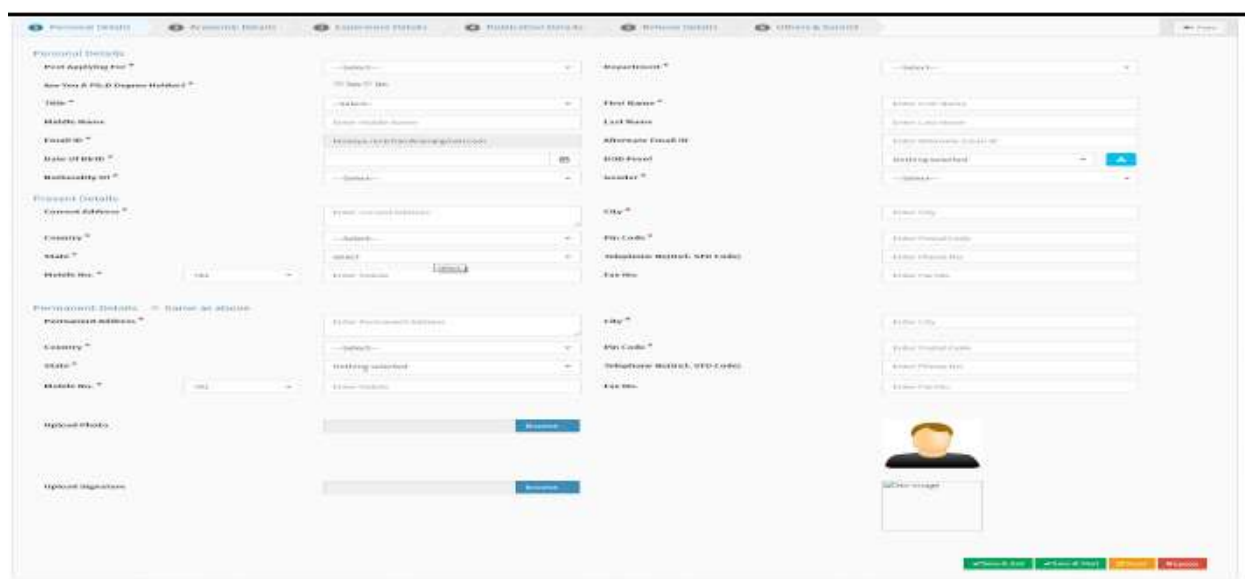
This part of the application captures the personal details of the applicant.

The Personal details section is divided into following sub sections:

*Personal details* – this section of the form captures the name, DOB, nationality, Gender and other basic personal details

*Present details* – This section captures the current address details of the applicant

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



**Illustration 10: Personal Details**

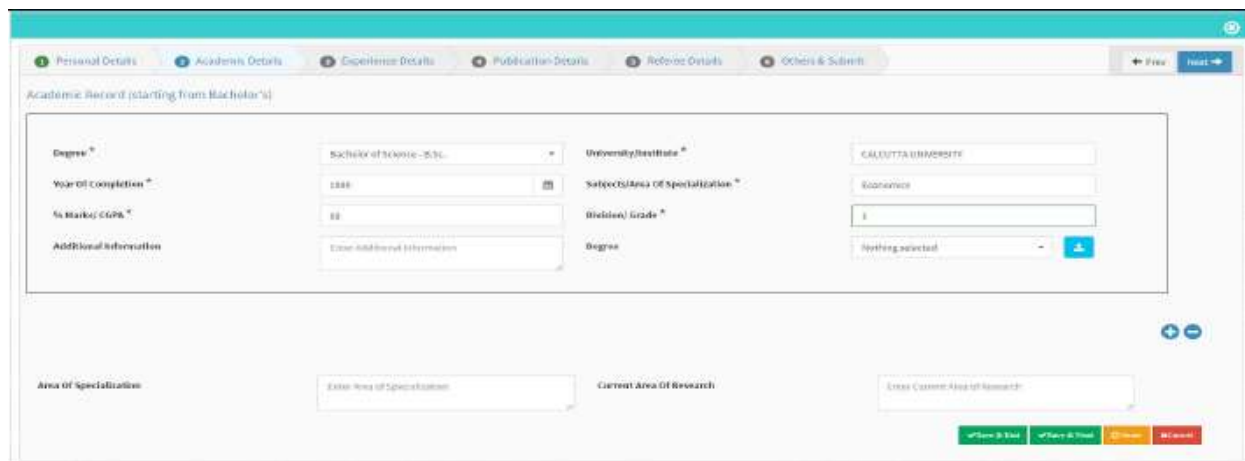
## 5(b). Academic Details: -

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 graduation details, starting from Bachelors. The applicant will be able to add multiple rows by clicking on the “+” button at the bottom of the section. Also captured are the “Application of Specialization” and “Current area of Research”





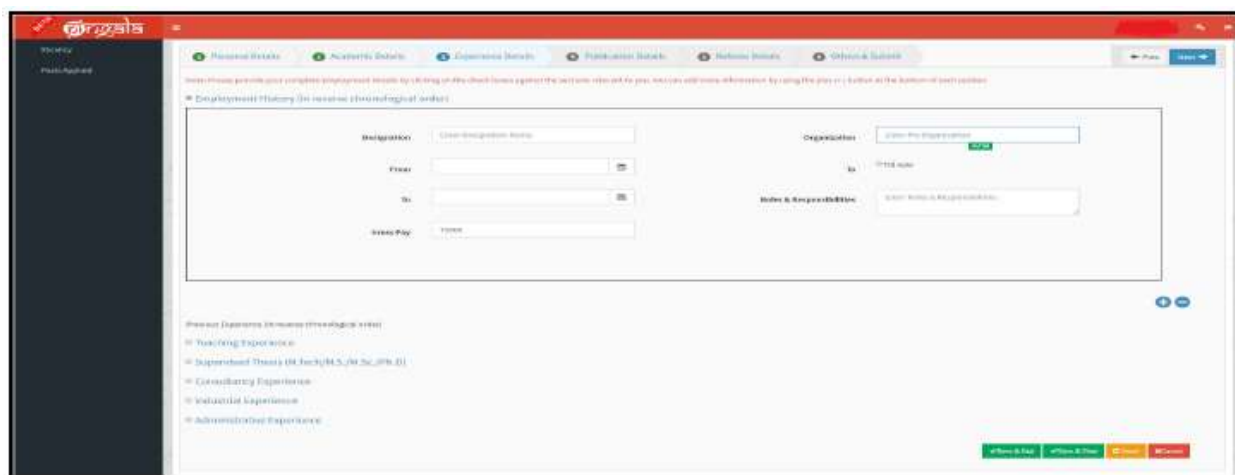
**Illustration 11: Academic Details**

## 5(c). Experience Details: -

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

- Employment History
- Teaching Experience
- Supervised Thesis
- Consultancy Experience
- Industrial Experience
- Administrative Experience

To fill in the details pertaining to a section, the applicant needs to click on the checkbox against the subsection to expand the selection.

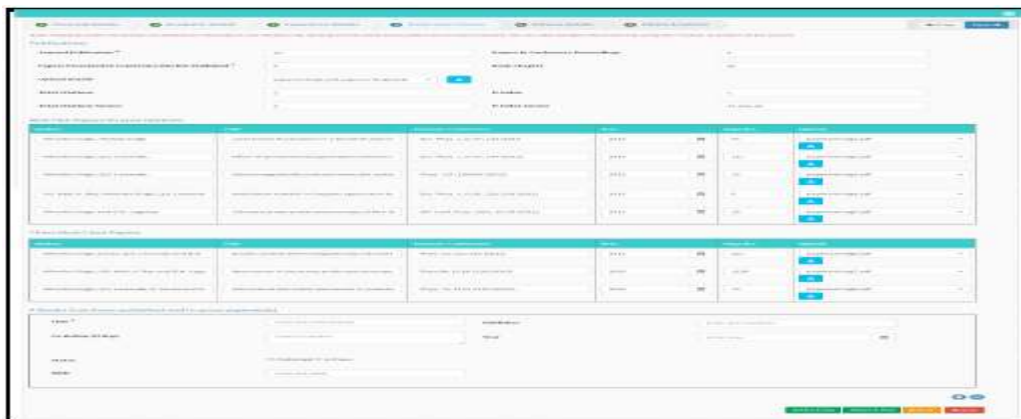


**Illustration 12: Experience Details**

## 5(d). Publication Details: -

This section captures publication details of a candidate. This section has the following subsections

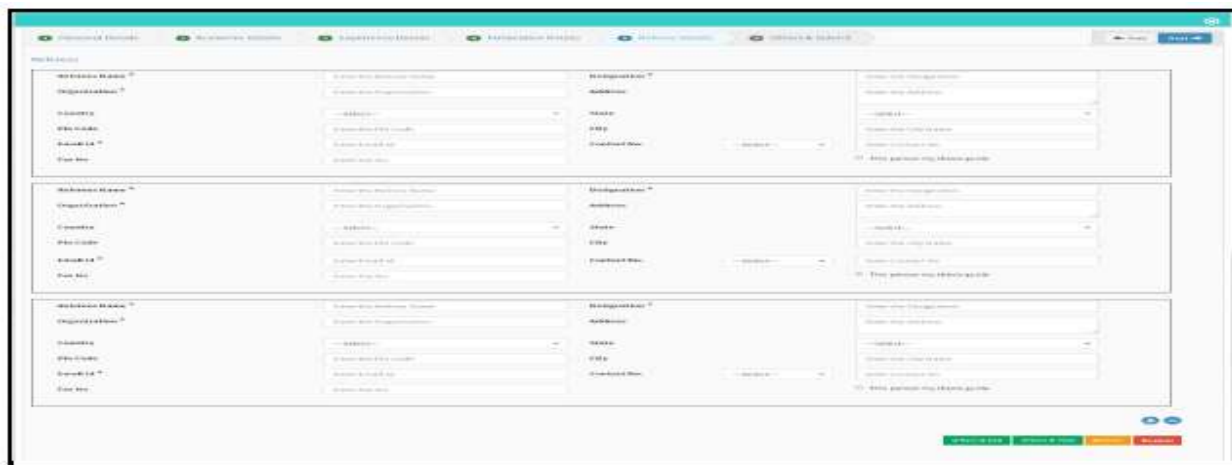
- Publications
- Best Five Papers
- Three Most Cited Papers
- Details of books – Published and In-press



**Illustration 13:** Publication Details

## 5(e).Referee Details: -

This section captures information about references. Every applicant is expected to provide at least 3 references. If the applicant chooses his/her thesis guide as one of the referee, he/she needs to specify this, using the checkbox on the page.



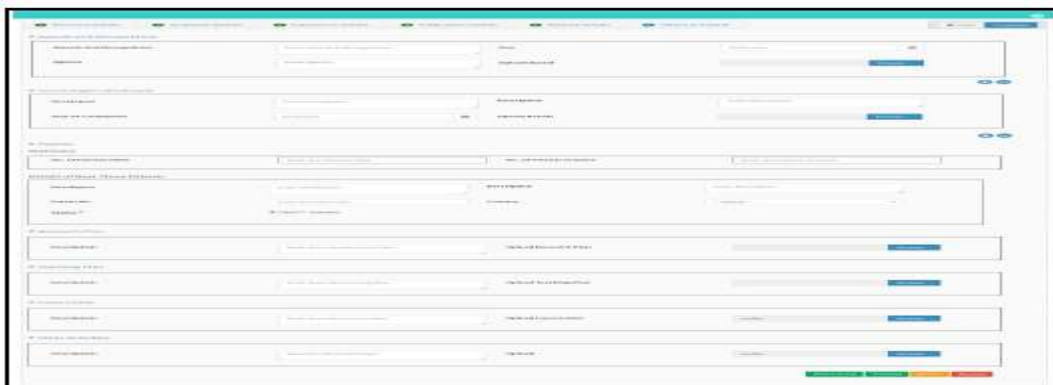
**Illustration 14:** Referee Details

## 5(f).Other Details: -

This section of the form captures other relevant details of a candidate. This section has the following subsections

- Awards and Recognitions
- Technologies Developed
- Patents Granted
- Other Activities
- Research Plan
- Teaching Plan
- Cover Letter

Each of the above mentioned subsections have a check box against them. On clicking the check box against the particular subsection, pertinent fields are displayed for the applicant to fill out.



**Illustration 15:** Other Details

### 6. Intimations and Notifications: -

All intimations and notifications will be triggered directly to the registered email ID. No notification/alerts will be displayed on the applicant portal.

### 7. Hints and Tips for using the Faculty Recruitment portal: -

- 1: Ensure that any file to be uploaded on the portal is in PDF format. The portal will let you upload ONLY PDF formatted files.
- 2: Ensure that no special characters are used on the filename(s), that are to be uploaded. For example: &, backslash(/) etc.
- 3: Below is a quick checklist of the possible file uploads across various sections on the portal. Again, all these files should be in PDF format.

- a) Date of Birth(DOB) Proof
- b) Caste Certificate, if valid
- c) Photograph of the applicant
- d) Specimen Signature of the applicant
- e) Degree certificates
- f) Experience details like Teaching Exp, Consultancy Exp, Industrial Exp etc.
- g) Papers published
- h) Best 5 papers published by you (copy of each paper)
- i) Top 3 cited papers (copy of each paper)
- j) Awards & Recognitions, if any
- k) Details of technologies developed, if any
- l) Research plan
- m) Teaching plan
- n) Cover Letter
- o) Details of any other activities