



**Staff Recruitment – Applicant
Portal
How to Apply**

Guidelines for Filling-Up the Staff Recruitment Application Form**SIGNUP**

1. Registration to the IIT Kanpur staff recruitment portal is required before applying to any job application.
2. After registration use your credentials to log-in to the system.
3. Your registered email id will be the user-name to enter IIT Kanpur Staff Recruitment Portal.
4. Enter the correct First Name, Middle Name and Last Name, Contact No and Date of Birth, Gender, Caste Category, Are you employee with any IIT Currently, Pwd, Ex-Service Men, Password and a security Question while registering to the IIT Kanpur Staff Recruitment portal. The same data would be used by the system while filling your personal details.
5. You can change your password or retrieve a lost password by following the “Forgot Password” link.

Applying for a Job

1. Before starting to fill up the form, read the Job Notification brochure carefully. The details are available at IIT Kanpur Staff Recruitment Portal Job Eligibility Details.
2. The site does not offer automatic saving of the data. The data on a page gets saved once you click on the "Save & Next" or “Save & Exit” button provided in the page.
3. After the successful submission of the form, candidates need to pay the fees online. Applications without the payment will be rejected. The bank charges if any will have to be borne by the candidate.
4. A print button is provided to save a pdf copy of the application form.
5. In case you forget to download the pdf copy of the form, you can login again with your login credentials and take a printout of the same form.
6. After making the payment, please make sure that the “Payment Status” is complete. In case of any discrepancy please contact automation@iitk.ac.in
7. Candidates need to upload all the relevant documents at the time of submission. System only accepts PDF files (max 2MB Size) for documents and .jpg/.png files (max 500Kb) for photographs.

GENERAL GUIDELINES

1. Payment of Fees is mandatory.
2. Submit a separate application for each Job Notification.
3. In all the pages where you want to add an extra record (like in case you want to add two records for employment details indicating multiple employers, you need to click on the “+” button shown on the page).
4. Make sure you have Photo and Signature as they are required to be uploaded in the application.
5. Make sure you have PDF copy of all the relevant document as they are required to be uploaded in the application.
6. For any query, you may send a mail to automation@iitk.ac.in