NPIU   # NATIONAL PROJECT IMPLEMENTATION UNIT

(Unit of Ministry of HRD, Govt. of India)

4th Floor, EdCIL House, Sector 16-A, Plot No. 18-A, Noida 201 301

Applications invited for the posts of
Assistant Professor (on contract) for
Engineering Colleges under the TEQIP Project

INSTRUCTIONS FOR FILLING ONLINE APPLICATIONS

NOTE:

1. *CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. NPIU SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST MINUTE RUSH.*
2. *PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (as applicable) FOR FUTURE REFERENCES.*
3. *PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF NPIU.*

Important Dates	
- **Opening Date for On-line Registration of Application**	**30.10.2017 at 06.00 PM**
- **Last Date for Completion of Step I & II of Online Registration**	**19.11.2017 till 11:59 PM**
Last Date for Online Payment of Application Fees *(Payment of Fee online through Net Banking ,Debit Card or Credit Card)*	**20.11.2017 till 06:00 PM**

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions	
1.	Read the Instructions carefully and select **(√)** "**I Agree**" and Press '**START**' button to proceed further.
2.	For detailed Notification/Advertisement, click '**Recruitment for Assistant Professors (Contract)**' and read it carefully before filling-up the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following relevant details/ scanned copies of documents for uploading, as applicable: a) **Valid E-mail ID & Mobile Number** b) **His/her personal details** c) **Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process** d) **Scanned signature** e) **Matriculation Certificate as proof of Date of Birth (10th Passed Certificate, leaving Certificate/Birth Certificate/High School certificate)** f) **His/her educational qualifications (UG/PG/PhD) as per eligibility criteria with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance as per AICTE conversion formula)** g) **GATE Certificate** h) **Recommendation letters of referees for foreign candidates**
4.	Only Indian Nationals fulfilling eligibility criteria are eligible to apply.

How to Apply	
I.	Candidates should have a valid personal E-mail ID and to ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered E-mail ID *(please ensure that email sent to this mail box is not redirected to your junk/spam folder)*.
II.	Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION. **Once the Form is submitted, it can't be edited.**

III.	The process for submitting the application is given below: **Step-I:** Sign-up by filling up Post Applied Name, Mobile No. and E-mail ID. The candidates will receive Application Sequence No. (User ID) & Password on their registered e-mail ID/registered Mobile. **Step-II:** Re-login and select the category and fill up the Personal Details, Qualification Details, Upload relevant documents (photo/signature/ relevant certificates) **Step-III:** Re-login within 24 hours on completion of Step-II, submit Fee online (as applicable) using either of net banking, debit cards or credit cards before the due date as mentioned above.
IV.	Application once submitted cannot be withdrawn and fee once paid will neither be refunded nor adjusted.

STEP-I : Registration

a.	Candidates agreeing Terms & Conditions of the recruitment for the post of Assistant Professor (Contract) along with all the Annexures may apply by clicking **(✓)** in the Box & press '**START**' button.
b.	Sign-up by selecting Post Applied, Name, Mobile No. and E-mail ID.
c.	On completion of Step-I candidates will receive Application Sequence No (User ID) & Password on their # registered email ID & mobile number. Candidates are advised to keep the user ID and password safe with them till the end of recruitment process.

STEP-II : Filling-up of Application

d.	After registration, candidate has to Re-Login, complete Personal Details, Qualification Details, Upload photo/signature/ documents
e.	Instructions regarding scanning of Photograph, Signature and Certificates: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format and documents in Jpg/jpeg/PDF format, as per the process given below: i. **Photograph Image:** • Photograph must be a recent passport size colour picture on light background *(not older than 03 weeks)*. • Look straight at the camera with a relaxed face. • The size of the scanned image should be 50- 100 kb in jpg/ jpeg format only. ii. **Signature image:** • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be 50-100 kb in Jpg/jpeg format only. iii. **Certificate image:** • Please scan the relevant Certificates. • The size of file for certificates should be 50-1000kb in jpg/jpeg/PDF format only.

STEP-III : Submission of Application Processing Fees

d.	Candidate needs to re-login and click on "Make Payment" tab active within 24 hours of submission of the application (Step-II). Once SB Collect of State Bank of India portal opened then "Do Not" click Refresh or Back Button.
f.	Steps to be followed in SB Collect portal for Online Payment: 1. Select disclaimer check box and proceed. 2. On next screen select Category 'NPIU RECTT 2017'. 3. System will redirect you on NPIU page of State Bank Collect Portal. 4. Enter required details i.e. Application Sequence Number and Date of birth (DD/MM/YY), then click on submit Button. 5. Kindly check & confirm the details shown on the next screen i.e. Application Sequence No., DOB, Name, Mobile No, e-mail ID, post applied, category, email ID, etc., then click on Submit Button. 6. Select the Online Payment Option i.e. Internet Banking/Credit Card/Debit Card. Kindly make the online payment via credit or debit card or Net banking within stipulated time period i.e. 20th November 2017 before 06.00 pm and retain the transaction number for future reference.
g.	Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
h.	Candidates are advised not to attempt for registration more than once for one post. In case of multiple registrations for any post, their candidature is liable for cancellation/rejection without any notice/intimation.
j.	Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Helpdesk at E-mail: **recruitment.npiu@gmail.com** or Phone No: **0120-2513921, 936, 946**.