



STEP BY STEP GUIDELINES TO FILL ON-LINE APPLICATION

1. Read the Instructions carefully before proceeding into filling online application. Visit link: <https://recruit.nitk.ac.in/>
2. Before start of filling online application, candidate should keep ready, the following details/ documents: Valid E-mail ID & Mobile Number. Scanned copy of the recent passport size color Photograph (not older than 3 months). Candidates should ensure that the same photograph is used throughout this recruitment process. Required certificates and documents as mentioned in the Advertisement.
3. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. UserID, password, and all other important communication will be sent on the same registered e-mail ID (If you didn't received email, please check in junk / spam folder).
4. Candidates should take utmost care to furnish the correct details while registering in the on-line application. Once the registration form is submitted Email-ID, Mobile Number can't be changed and the same will be used for entire recruitment process. Institute is not responsible for invalid Email-ID, Mobile Number or any other invalid information provided by the applicant.
5. On completion of registration, the candidate will receive a message in the registered e-mail id conveying his/her user ID, password and instructions.
6. After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, Experience details and Address etc.
7. Candidates should ensure that, all fields in the STEP 1, STEP 2 and STEP 3 should be filled. If any field is empty he/she may not submit the application form.
8. After filling all the fields in STEP 1, user should go to next step by clicking **save & Next** button on the bottom right of the page and similarly user should fill STEP 2 (Educational and Experience Details) starting with highest degree and latest experience only.
9. After STEP 2, user should go to STEP 3 and complete all the fields and upload photograph by following the instructions given below.
10. If any field in STEP 1, STEP 2 and STEP 3 is not filled by the user, He/She may not submit the application form.
11. However, applicant should submit their final submit of application from their dashboard only.
12. Use **Preview** button before submitting of an application. If any mistakes in preview page use **Edit Application** button and do the changes and then submit the application. After submitting application, applicant can download pdf and send it to the **The Registrar, National Institute of Technology Karnataka, Surathkal, Mangaluru - 575 025, Karnataka, India** on or before the given date along with all the supporting documents with self-attested.

13. Applicant should sign in the online generated pdf without fail. If he/she did not sign on the online application form, it will be rejected without any information to the candidates.

14. No corrections/modifications can be done after final submitting of online application.

INSTRUCTIONS TO UPLOAD PHOTO

1. Instructions regarding scanning of Photograph: Candidates should upload the scanned (digital) image of their photograph as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: i. Photograph Image: Photograph must be a recent passport size colour picture on light background. The size of the scanned image should be less than **250kb** in jpg/ jpeg format only.

ONLINE PAYMENT INSTRUCTIONS

1. Application fee should be paid through online mode only
https://iris.nitk.ac.in/external_payments. However, **PwD/SC/ST/Women** applicants are exempted from paying application fee.
2. Candidates are requested to visit <https://recruit.nitk.ac.in/attachments/Payment.pdf> for more instructions before paying. Once application fee is paid, candidates are requested to generate and download the payment receipt for sending it along with the application form after self-attested.
3. Application Fee (Non-refundable) for each application submitted.

For technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: facrecr@nitk.edu.in