



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

NITR/ES/2022/L/2660

22nd Dec. 2022

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

Non-Teaching Recruitment Advertisement No.– NITR/ES/08/2022, Dated 13/12/2022

To apply for advertised vacancies, interested applicants are advised to visit the link at <https://nitrkl.ac.in/Nonteaching/Login.aspx> and submit online applications.

Those applying for the first time must register in the portal through the 'Sign Up' link. However, those who have already registered in the portal are advised to use the 'Sign In' link with their registered email ID. Candidate may use the 'Forgot Password' option on the login page to recover the login password if required.

The Online Application Portal comprises eight sections: (i) Personal Information (ii) Education (iii) Experience (iv) Miscellaneous (v) Document (vi) Post Applied (vii) Submission, and (viii) Payment.

Applicants shall follow the following steps for successful submission of the online application

Fill in the Personal Information, Education, Experience, Miscellaneous, Document Upload, and Post Applied sections.



Upload a recent color **passport-size Photograph and Signature** in the 'Document' section. The color passport-size Photograph should not be 6 months older from the date of advertisement. The digital size of the photo should be between **20 KB to 50 KB**, and the digital size of the signature should be **10 KB to 20 KB**. The signature must be done on plain white paper with a Black/Blue dot pen.



To apply for multiple posts, choose the post(s) you are interested in applying in the "Post Applied" section and click the "Save Post" link for each post.



After filling up all the relevant information in all the sections, for **final submission** of the application, click the "Submit Application" button in the "Submission" section.
(Once the application is submitted successfully, the information provided in the application can't be modified or amended, and no request for making changes in any data/particulars entered in the Online Application will be entertained.)



After the final submission of the online application, pay the application fee (if applicable) by clicking on the "Pay Now" link on the "Submission" or "Payment" section against each post mentioned under "Post Applied For". The "Pay Now" link will be activated after 24 hours of application submission. Applicants will be able to pay the application fee only after 24 hours of the submission of the online application.



*(Application Fee can be paid through SBI Collect only. No other mode of payment is acceptable. **Candidates applying for more than one post need to pay the Application fee for each post separately.**)*
While making payment on the SB Collect site, choose the Payment category as "**Non-Teaching Recruitment Fee 2022-23**". After selecting the payment category, enter the "Application No." (available in the 'Submission' and 'Payment' section) of the submitted application in the SB Collect portal and proceed for payment as guided by the SB Collect portal.



Successfully submitted application(s) can be downloaded from the "Submission" section after 24 hours of payment of the application fee in the SB Collect portal.

Candidates who had applied against Advt. No. ES/03/2018 or Advt. No. ES/01/2020 are exempted from the application Fee for the same post in the current Advt. No NITR/ES/08/2022. However, the candidature of an

applicant for Advt.No. ES/03/2018 and ES/01/2020 will not be considered unless s/he apply afresh against Advt. No. NITR/ES/08/2022. Candidates are advised to use the "Help" link in the Home Page of the Application Portal to find the application Number against Adv. No. ES/03/2018 and NITR/ES/01/2020.

The candidature of an applicant will not be considered unless the application is submitted in the "Submission" section and successful payment of the application fee in the SB Collect portal against the Application Number.

Applicants are NOT required to send a hard copy of the application form or any other document(s) to NIT Rourkela. However, for verification, candidates called for Trade Test/Skill Test/Interview (as applicable) shall submit a signed copy of the application form and produce original documents concerning all the claims and particulars mentioned in their application form.

**Sd/-
REGISTRAR**