

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Instructions to fill up the online application for non-faculty recruitment

Before going to fill your online application, please be ready with the following:

- a) You must do the registration (For doing registration, you must be ready with your photo (Size<50KB and Format: jpg or png) and signature (Size<30KB and Format: jpg or png)).
- b) You can register with one email id to apply for multiple posts.
- c) Date of Birth certificate in a single pdf file of not more than 1 MB to upload **(mandatory)**.
- d) Latest essential educational certificate/mark sheet in a single pdf file of not more than 1 MB to upload **(mandatory)**.
- e) Experience certificate(s) in a single pdf file of not more than 2 MB, **if applicable**.
- f) Category certificate in a single pdf file of not more than 1 MB, **if applicable**.
- g) PWD certificate in a single pdf file of not more than 1 MB, **if applicable**.
- h) Ex-servicemen certificate in a single pdf file of not more than 1 MB, **if applicable**.

Process for Registration

1. Do click here for registration

Login Here

Email Id*

Email ID

DOB*

Please fill out this field.

dd-----yyyy

Contact No*

Mobile Number

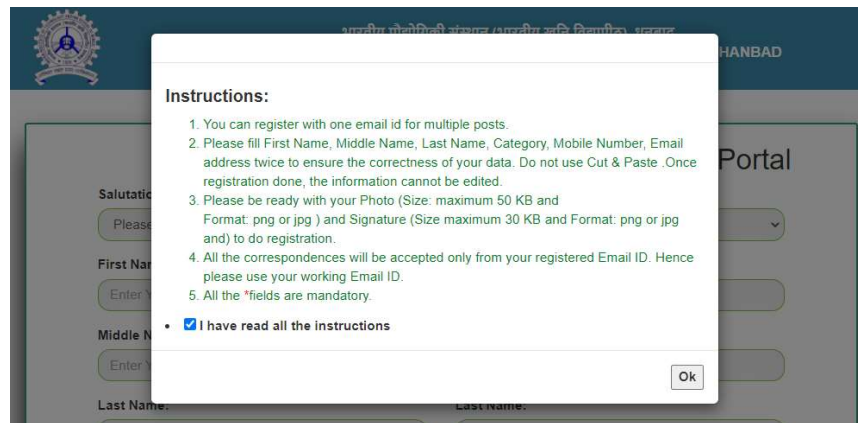
☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Submit

[Register here?](#)

2. Read all the instructions carefully and click on check box and ok button.

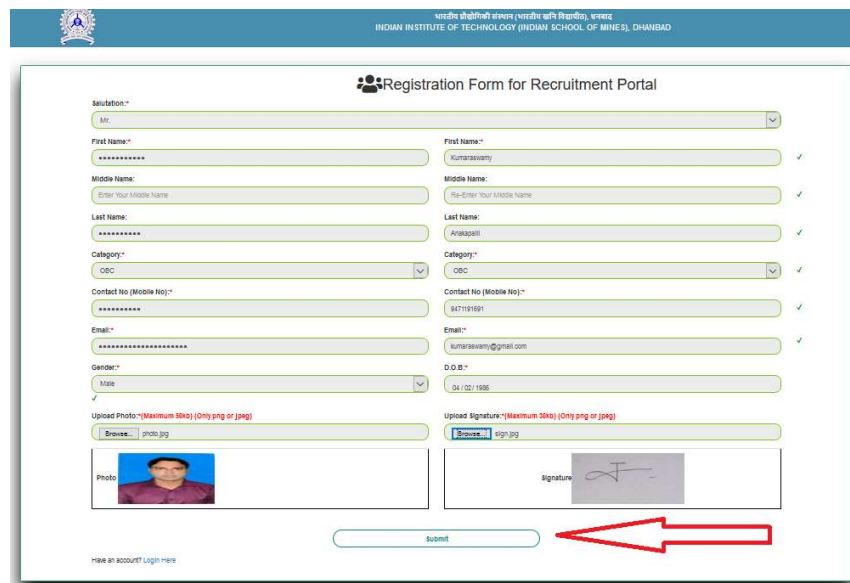


The image shows a registration portal for the Indian Institute of Technology (Indian School of Mines), Dhanbad. A white pop-up box titled "Instructions:" is overlaid on the form. The instructions are as follows:

1. You can register with one email id for multiple posts.
2. Please fill First Name, Middle Name, Last Name, Category, Mobile Number, Email address twice to ensure the correctness of your data. Do not use Cut & Paste .Once registration done, the information cannot be edited.
3. Please be ready with your Photo (Size: maximum 50 KB and Format: png or jpg) and Signature (Size maximum 30 KB and Format: png or jpg and) to do registration.
4. All the correspondences will be accepted only from your registered Email ID. Hence please use your working Email ID.
5. All the *fields are mandatory.

Below the instructions, there is a checkbox labeled "I have read all the instructions" which is checked. An "Ok" button is located at the bottom right of the pop-up box.

3. Fill all the details and submit for registration.

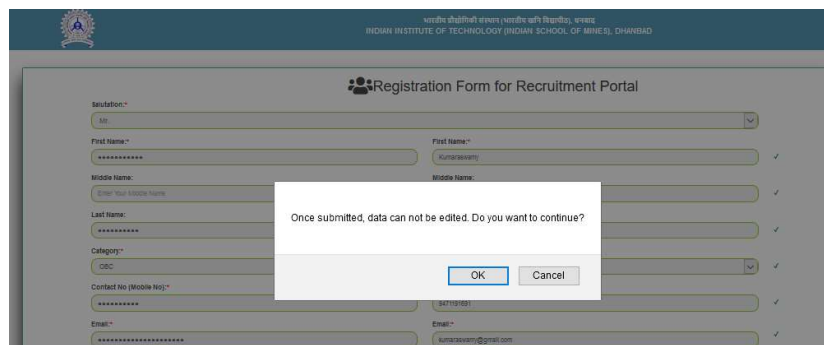


The image shows the "Registration Form for Recruitment Portal" for the Indian Institute of Technology (Indian School of Mines), Dhanbad. The form is divided into two columns and contains the following fields:

- Salutation: * (Dropdown menu)
- First Name: * (Text field)
- Middle Name: * (Text field)
- Last Name: * (Text field)
- Category: * (Dropdown menu)
- Contact No (Mobile No): * (Text field)
- Email: * (Text field)
- Gender: * (Dropdown menu)
- Upload Photo: * (Maximum 50kb) (Only png or jpg) (Browse button)
- Photo: (Image of a person)
- First Name: * (Text field)
- Middle Name: * (Text field)
- Last Name: * (Text field)
- Category: * (Dropdown menu)
- Contact No (Mobile No): * (Text field)
- Email: * (Text field)
- D.O.B: * (Text field)
- Upload Signature: * (Maximum 30kb) (Only png or jpg) (Browse button)
- Signature: (Image of a signature)

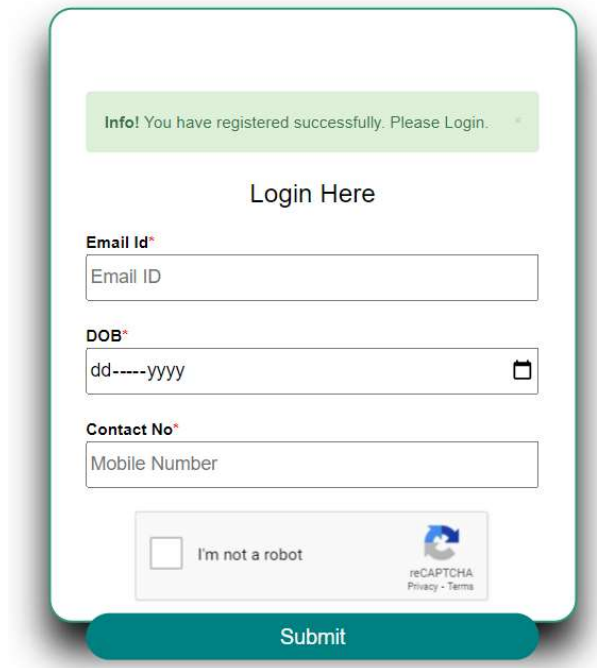
A red arrow points to the "Submit" button at the bottom center of the form.

4. Once submit, you will be prompted for confirmation like below screen:



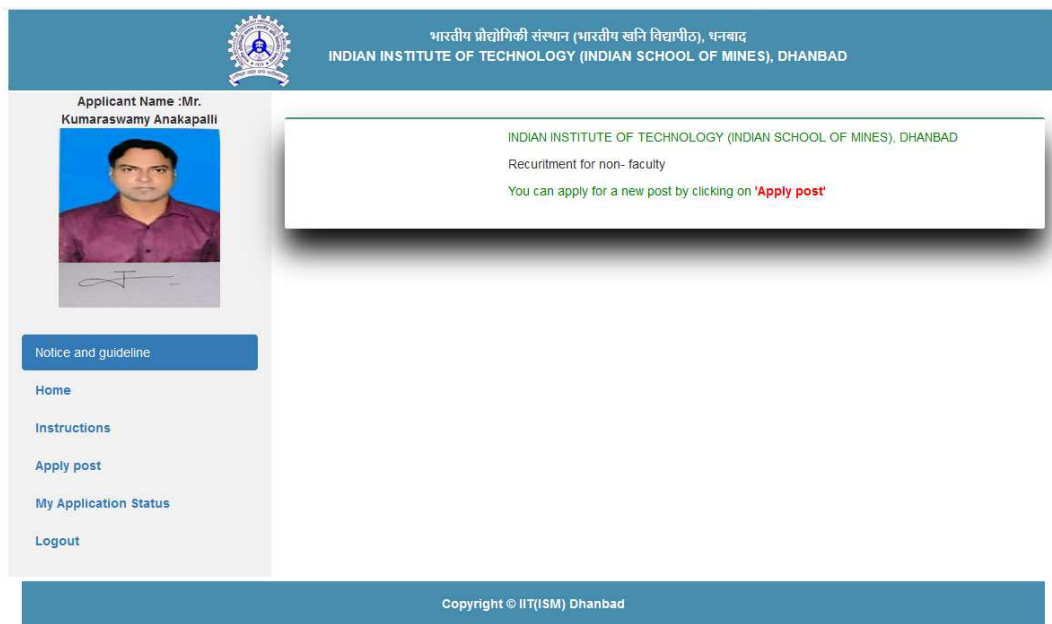
The image shows the same registration form as before, but with a confirmation dialog box overlaid. The dialog box contains the text: "Once submitted, data can not be edited. Do you want to continue?". There are two buttons: "OK" and "Cancel".

5. Please ensure your data for registration. Once submitted, data cannot be edited later like prompted in the above screen.
6. Once registered, you will be navigated to below screen to login.



The login form is displayed on a white background with a teal border. At the top, a green info box states: "Info! You have registered successfully. Please Login." Below this, the heading "Login Here" is centered. The form contains three input fields: "Email Id*" with a placeholder "Email ID", "DOB*" with a placeholder "dd-----yyyy" and a calendar icon, and "Contact No*" with a placeholder "Mobile Number". Below the fields is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. A large teal "Submit" button is at the bottom.

7. After logged in, you will be navigated to the following screen:



The dashboard features a blue header with the IIT(ISM) Dhanbad logo and name in Hindi and English. The user's name, "Applicant Name :Mr. Kumaraswamy Anapalli", is displayed above a profile picture. A central white box contains the text: "INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD", "Recruitment for non- faculty", and "You can apply for a new post by clicking on 'Apply post'". A left sidebar lists navigation options: "Notice and guideline", "Home", "Instructions", "Apply post", "My Application Status", and "Logout". The footer shows "Copyright © IIT(ISM) Dhanbad".

Instructions for filling online Application Form

1. Before proceeding further, please have a look at following screens.


Home Page

The screenshot shows the Home Page of the application portal. At the top, there is a header with the institute's logo and name in Hindi and English: "भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद" and "INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD". Below the header, the applicant's name "Mr. Kumaraswamy Anapalli" is displayed next to a photo and a signature. A red arrow points to the "Home" link in the left sidebar menu. The main content area displays the institute's name, the recruitment type "Recruitment for non- faculty", and a message: "You can apply for a new post by clicking on 'Apply post'". The footer contains the copyright notice "Copyright © IIT (ISM) Dhanbad".

Instructions Page


The screenshot shows the Instructions Page of the application portal. The layout is similar to the Home Page, with the applicant's name and photo on the left. A red arrow points to the "Instructions" link in the left sidebar menu. The main content area displays the institute's name, the recruitment type "Recruitment for non- faculty", and a message: "You can apply for a new post by clicking on 'Apply post'". A text annotation next to the arrow states: "It will open a seperate window, where you can find instructions on how to fill the application form." The footer contains the copyright notice "Copyright © IIT (ISM) Dhanbad".

Apply Post



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Applicant Name :Mr. Kumaraswamy Anakapalli



Advertisement No*

Please select Advertisement

Select Post*

--Please select Post--

save

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My Application Status



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Applicant Name :Mr. Kumaraswamy Anakapalli



My application(s) status

Sl.NO	Application No	Advertisement No	Post Name	Payment Status	Application Status	Action
You have not yet applied any post(s)						

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2. If you want to apply for a new post, please click on “Apply Post” button like shown in below screen and select Advertisement No. and Post.

The screenshot shows the application portal interface. On the left, there is a sidebar with a navigation menu: "Notice and guideline", "Home", "Instructions", "Apply post", "My Application Status", and "Logout". The main content area displays the applicant's name "Mr. Kumaraswamy Anakapalli" and a profile picture. To the right, there is a form with two dropdown menus: "Advertisement No*" (set to 411002/1/2020-Estt) and "Select Post*" (set to Technical Superintendent). A red oval highlights these two dropdowns. Below the dropdowns is a "SAVE" button. The footer of the page reads "Copyright © IIT(ISM) Dhanbad".

3. After selecting the Advertisement No. and Post for which you wish to apply, you will be navigated to the following page to fill up your basic details. And also you can notice on left side of the page, your Application No., Advertisement No. and Post, which you have chosen.
- Note: Once submitted the Advertisement No. and Post, you cannot edit it later.**

The screenshot shows the "Basic details" form in the application portal. The left sidebar is the same as in the previous screenshot. The main content area displays the applicant's name "Mr. Kumaraswamy Anakapalli" and a profile picture. Below this, there is a section titled "Current posted post" which contains the following information: "Application No: NFR20201781", "Advertisement No: 411002/1/2020-Estt", and "Applied Post: Technical Superintendent". This section is highlighted with a red oval. The "Basic details" form itself is divided into two columns. The left column contains fields for: "Name of the Applicant*" (Mr. Kumaraswamy Anakapalli), "Father's Name*" (Nana), "Category*" (General), "D.O.B*" (1986-02-04), "Religion*" (Christian), "Email ID*" (kumaraswamy@gmail.com), "Whether belong to PwD with disability 40% more*" (No), "Whether belong to Ex-serviceman*" (No), and "Permanent Address*" (Line 1: Q No 130, Block-9, Line 2: New Type IV Quarters, Line 3: IIT (ISM), Dhanbad, City: Dhanbad, State: Jharkhand, Pincode: 826004, Country: India). The right column contains fields for: "Mother's Name*" (Amma), "Nationality*" (Indian), "Gender*" (Male), "Marital Status*" (Married), "Adhar No" (322222222222), "Contact No*" (9471191591), "Present Address*" (Line 1: Q No 130, Block-9, Line 2: New Type IV Quarters, Line 3: IIT (ISM), Dhanbad, City: Dhanbad, State: Jharkhand, Pincode: 826004, Country: India), and a "Submit" button. The footer of the page reads "Copyright © IIT(ISM) Dhanbad".

4. Once you submit your basic details, you will be prompted a message (Circle No. 1) and navigated to Education & Exp. page to fill up your education and experience details like shown below:

Note1: Please have a look at Circle No. 2, which refers the last date of advertisement (which is non editable). Based on this date, experience for your current employment will be calculated.

Note2: Please have a look at Circle No. 3, which will help you to add more experience details.

Note3: Please have a look at Circle No. 4, which will help you to go back to edit your basic details.

Applicant Name : Mr. Kumaraswamy Annapalli

Info! Your basic details have been submitted successfully. If you want to modify it, please click on back button.

Basic details Education&Exp Upload document Payment

Essential Qualification Required for the post:- Technical Superintendent
Three years' Diploma in Engineering or B.sc with Minimum 66% marks from a recognized institution in a branch/stream Relevant to the Academic Departments/Centers of the Institute and having 3 year relevant Experience in the revised pay Level-6 (Pre-revised pay Band-2 with Grade Pay of Rs.4200/-) or equivalent in a Govt. Dept./Autonomous Bodies/ Private Sector Organization of repute.

Fill Qualification possessed by the Applicant

Name of the examination passed*	Specialization*	University/board*
-Select-		

Year Of Passing*	Percentage*	Division/less*	Age as per the last date of Advertisement
		-Select-	35 Y, 00 M, 24 D

Note: in case of OGRA, please mention equivalent percentage as per conversion rules of your institution. A proof would be required to be submitted as and when asked for.

Experience Required for the post:- Technical Superintendent
Should have experience of working in M-Office and other computer software relevant to the area of Work/Specialization.

Fill Experience possessed by the Applicant

Note: Start filling your experience details from current employment onwards.
Note: Current Employment "to date" is the last date of advertisement. Experience for current employment will be calculated based on last date of the advertisement.

To*	Post held*	Total experience
28-Feb-2024		

Add More

Desirable Qualification Required for post:- Technical Superintendent
Experience in handling sophisticated laboratory equipment in reputed Educational Institutions or Research Laboratories.

Desirable Qualification possessed by the applicant

back Submit

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5. Once you submit the above details, you will be navigated to upload document page, where you can upload all essential documents as mentioned in the advertisement.


Note1: Once submit here, please remember that your basic details, Education Details & Experience details cannot be edited later. So please be careful before submitting Education & Exp. Details.

Note2: Your document(s) size should be maximum 1MB except Experience Document (2MB) and in pdf format only.

Note3: Once uploaded, you can preview your uploaded document on right side.


Note4: Please make a single pdf file for all your experience certificates.

Note5: Once submitted you cannot edit your uploaded documents.



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Applicant Name :Mr.
Kumaraswamy Anakapalli



Current applied post

Application No:NFR20201TS1

Advertisement No:411002/1/2020-Estt

Applied Post:Technical Superintendent

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Info! Your education and experience details have been submitted successfully. Please upload your documents

Basic details

Education&Exp

Upload document

Payment

Upload D.O.B Certificate

Choose File IIPM56.pdf

Uploaded file IIPM56.pdf can be viewed using Preview button

Upload

Preview

Remove

Upload Essential qualification Certificate

Choose File 938_2019_15602285451397412392.pdf

Uploaded file 938_2019_15602285451397412392.pdf can be viewed using "Preview" button

Upload

Preview

Remove

Upload PWD Document

Choose File Notice for recruitm...ts for CMU posts.pdf

Uploaded file Notice for recruitment tests for CMU posts.pdf can be viewed using Preview button

Upload

Preview

Remove

Upload Experience Certificate

Choose File Indian Institute of T...rsity, Jharkhand.pdf

Uploaded file Indian Institute of Technology (Indian School of Mines), Dhanbad Mail - Permission for going to Central University, Jharkhand.pdf can be viewed using Preview button

Upload

Preview

Remove

*Your documents should be in pdf format and size should be maximum 1 MB

*Load single experience file for multiple experiences with maximum size 2 MB.

Mobile: 9471018801

Present Address: Kumaraswamy Anakapalli, G.No.131, Block-6, New Type IV Quarters, 87 (SM), Dhanbad-826004, Jharkhand

Permanent Address: Sri Anakapalli, Apna, Door No. 20-07, Kunalad Bazar, P.O.Pala (PO), Chikmagalur (SD), Holarupuram-571326, Karnataka

Religion: Hindu

Nationality: Indian

Gender: Male

Marital: Married

Language Known: English, Hindi, Telugu

Category: GEN-SC

Post: na

Coat: na

Do you Belongs to Ex-Serviceman: na

Typing Speed: na

Short Hand Typing Speed: na

CV : Uploaded

Any other Achievements : Uploaded

Have you joined any Workshop : na

Workshop Certificate : Uploaded

☒ "I, hereby declare that all the documents uploaded by me alongwith the application form are correct, true and valid. If the same are not correct, my candidature is liable to be rejected."

Submit

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6. Once upload your documents, you will be navigated to Payment page, where you should fill SB Collect Reference Number, Date of Payment and Amount Paid. Before filling this page, please ensure about your payment details as mentioned in the advertisement.

Note1: Please pay your fee thorough SB Collect (<https://www.onlinesbi.sbi/sbcollect/icollecthome.htm>) as mentioned in the advertisement.

Note2: Please be alert while filling your SB Collect Reference no.

Note3: Once IIT (ISM) receives your money, your status of payment will be updated after 3 working days automatically.

The screenshot shows the IIT (ISM) Dhanbad portal. The applicant's name is Mr. Kumaraswamy Anakapalli. The current applied post is Superintendent. The application number is NFR20201T51. The advertisement number is 411002/1/2020-Estt. The payment page is active, and a modal titled "e-Receipt for State Bank Collect Payment" is displayed. The modal shows the SB Collect Reference Number as 5B443357, which is marked as "Valid". The Bank Reference Number is 5B443357, which is marked as "Not Valid". The modal also shows the Amount to be paid as 800, the Date of payment as 05-11-2020, and the Amount paid as 0. The modal has a "Final Submit" button.


7. If you are exempted from paying fee, your screen for payment will appear like below:

The screenshot shows the IIT (ISM) Dhanbad portal. The applicant's name is Mr. Kumaraswamy Anakapalli. The current applied post is Superintendent. The application number is NFR20201T51. The advertisement number is 411002/1/2020-Estt. The payment page is active, and a message box is displayed stating "You are exempted for fee payment." with a "Final Submit" button.

8. **Once payment done, you can never edit your details and** you will be navigated to the following page where you can preview your filled application and also you can download your application and uploaded documents.

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Applicant Name :Mr.
Kumaraswamy Anapalli



Info! Your form has been submitted successfully. Thank you...

Thank you ! Your form has been successfully submitted

Application No.	NFR20201TS1
Advertisement No.	411002/1/2020-Estt
Post Applied for	Technical Superintendent
Payment Status	Pending

[Preview](#)

Current applied post

Application No:NFR20201TS1

Advertisement No:411002/1/2020-
Estt

Applied Post:Technical
Superintendent

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[My Application Status](#)

[Logout](#)

9. Preview Application


[illegible]

10. View all your application(s) status



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Applicant Name :Mr.
Kumaraswamy Anakapalli



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My application(s) status

Sl.NO	Application No	Advertisement No	Post Name	Payment Status	Application Status	Action
1	NFR20201JA1	411002/1/2020-Estt	Junior Assistant	Exempted	Transit	Preview Download
2	NFR20201JTS1	411002/1/2020-Estt	Junior Technical Superintendent	Success	Transit	Preview Download
3	NFR20201TS1	411002/1/2020-Estt	Technical Superintendent	Pending	Transit	Preview Download
4	NFR20202JTS1	411002/2/2020-Estt	Junior Technical Superintendent	Not Completed	Not Completed Click here	---

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11. For any query, please write to recruitment_nonfaculty@iitism.ac.in

No need to send hardcopy of application to IIT (ISM), Dhanbad

Thank You