

General Instructions to Candidates (7 pages)

1. How to fill the application?

1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.

1.2 Incomplete/invalid application: If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.

1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.

Column No.	Description	Instructions
--	Photo.	Affix a recent passport size photograph. Only the candidate should attest the photograph.
--	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
01.	Application fee.	Persons with Disabilities (PWD) with minimum 40% disability, SC, or ST candidates are exempt from application fee, as per instructions of Government of India. These candidates may write 'Exempt' in this column. All other candidates should tender application fee of Rs.100/- (Rupees one hundred). Application fee payment through State Bank Collect at following link: <u>https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=372897</u> Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form will not render the Application invalid but also the application fee stands forfeited.
02.	Name in full	As stated in SSLC/10 th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail.
03.	Father's/husband's name	Married female candidates may, at their option, state their husband's name.
04.	Date of birth	As mentioned in SSLC/10 th standard certificate.
05.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the Institute will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned persons/authorities for redirecting/receiving the communication to your new address.
06.	Permanent address	Please write complete address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal address'.
07.	Religion	Please state the religion.
08.	Nationality	Please strike out the incorrect choice.
09.	Gender	Please strike out the incorrect choice.

10.	Category	<p>Please strike out the incorrect choice. Do not write anything in this column.</p> <p>For OBC: IITH follows Central List of OBC. If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. A copy of the format of OBC certificate is attached with this document. OBC certificate should have been issued on a date within 2 (two) years of the last date for receipt of application as stated in the advertisement. If you select OBC – Yes / No and attach BC/MBC or any other certificate other than a valid OBC certificate, your application will be summarily rejected.</p> <p>Please note that if you select 'Yes' answer as SC, ST, or OBC category and do not attach self-attested copy of the valid certificate, your application will be summarily rejected.</p>
11.	Ex-servicemen / Person with Disability	<p>Strike out the incorrect answer.</p> <p>Ex-servicemen should attach self-attested copy of certificate indicating that they are ex-servicemen.</p> <p>Person with Disability should attach copy of self-attested medical certificate showing percentage of disability of not less than 40%.</p>
12.	Have you ever been convicted by a Court of Law or is there any criminal/disciplinary/vigilance case pending against you?	<p>Please strike out the incorrect answer.</p>
13.	Educational, professional, and technical qualifications.	<p>Essential qualification: Please note that holding the essential qualification is a must.</p> <p>The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications. For example: The essential qualification prescribed for the post is graduate degree. If any candidate possesses post graduate degree or even further higher qualification but not a graduate degree, the applicant will be treated as not having essential qualification.</p> <p>Enclosing mark sheets: Please note that enclosing of mark sheets is compulsory only for posts where the essential qualification prescribes possessing a certain percentage of marks. For example: If the essential qualification is post graduate degree with minimum 55% marks, enclosing mark sheets is compulsory, failing which, the application will be summarily rejected.</p>
14.	Details of knowledge, employment, and training.	<p>If the advertisement prescribes possession of knowledge, training or experience, details should be furnished in this column.</p> <p>Please provide complete information and attach self-attested copies of certificates. The application will be summarily rejected if – a) certificates are attached, but column is not filled; or b) the column is filled but certificates are not attached.</p> <p>Letter of Appointment, Pay Slip, Office Memorandum, Office Order, Joining Report, or any such document(s) will not be accepted as document in support of knowledge or experience.</p> <p>Certificate in support of knowledge and experience should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specify period of work; clearly state nature of work; salary drawn with pay scale and grade pay, if any; name and designation of the issuing authority along with signature.</p>

15.	Pay in the Pay Level / Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held.	Please furnish complete information. If not employed state 'Not applicable'. If not employed in a pay level, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
16.	Referees	This column is compulsory.
17.	Membership of professional body.	Please state complete information. If you are not a member of any professional body, state 'Not applicable' in this column.
18.	Details of enclosure.	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.

2. **Deficiencies that will render the application incomplete/invalid. No deficiency will be ignored or relaxed. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Answers like – (dash), No, etc. will be treated as column being not filled.**

Table of deficiencies

Sl.	Deficiency
01	Application not in the prescribed format.
02	Applying for more than one post in one single application.
03	Photo not affixed.
04	Photo not attested by the candidate.
05	Not clearly writing the name of the post applied for or writing a different name than what is specified in the advertisement.
06	<p>6.1. If application fee is payable: 6.1.1. Not filling Reference number 6.1.2. Not filling date of remittance. 6.1.3. Not filling amount. 6.1.7. Enclosing application fee in any other form than specified 6.1.8. If application fee is not payable: Not writing 'Exempted' in this column.</p>
07	7.1. Not filling column 2. 7.2. Not filling column 3. 7.3. Not filling column 4. 7.4. Not filling column 5. 7.5. Not filling column 6. 7.6. Not filling column 7.
08	8.1. Not answering with Yes/No in column 8. 8.2. Not answering with Yes/No in column 9. 8.3. Not answering with Yes/No in column 10. 8.4. Not answering with Yes/No in column 11. 8.5. Not answering with Yes/No in column 12. The only acceptable form of answer to Columns 8 to 12 is striking out inapplicable answer as shown below: If the answer is Yes – Yes / No. If the answer is No – Yes / No. Answering Columns 8 to 12 with answers in the form of circling, underlining, tick mark, etc. will be treated as the column being not filled.

09	9.1. Not furnishing complete information in Column 13. 9.2. Not attaching self-attested copies of certificates and mark sheets in support of the examination passed stated in column 13.
10	10.1. Not furnishing complete information in Column 14. 10.2. Not attaching self-attested copies of certificates in support of information furnished in Column 14. 10.3. Attaching unacceptable documents in support of information furnished in Column
11	11.1. Not furnishing complete information in Column 15. 11.2. Not writing 'Not applicable' if not currently employed. 11.3. Not writing pay, pay scale or pay range, etc. or consolidated pay if not employed in a pay band.
12	Not furnishing information in Column 16.
13	Not furnishing information in Column 17.
14	Not furnishing information in Column 18.
15	Not mentioning place and/or date in the declaration.
16	Not signing the declaration.

3. Enclosing self-attested certificates in support of date of birth, qualifications, knowledge, training, and experience is COMPULSORY.

4. Other instructions:

01	Persons with Disabilities: PWD means a person with a minimum of 40% of any disability as certified by a medical authority. For appointments, preference will be given to Persons With Disabilities (PWD), even where the reservation is not marked and suitable PWD candidates are available.
02	Applying for more than one post: Candidates applying for more than one post must use separate Application Form for each post (separate fee reference number) and send them in separate envelopes super-scribed with the name of the post applied.
03	Short listing of candidates: The Institute reserves right to place a reasonable limit on the number of candidates to be called for test and/or interview. Where applications received are more than 10 times the number of posts advertised, the Screening Committee may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.
04	Selection process: 1. By interview: Selection solely based on performance in interview. Written test and/or skill test, and/or any other form of test may be conducted to short list candidates for interview. Marks scored in such test(s) will not carry any weightage in selection.
05	TA/DA: No TA will be paid for appearing for Written Test. However, the candidates called for interview will be paid TA.
06	General relaxation: The Institute reserves the right to relax age. Higher initial basic pay may be considered in meritorious cases.
07	Mere fulfillment of qualifications and experience per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part without assigning any reason and the decision of the Institute in this regard shall be final.
08	Forwarding application through proper channel/Producing NOC for interview: Persons serving in Government/Semi-Government/Autonomous Bodies/PSU should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They may send an advance copy along with fee details.

07	No interim correspondence: No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test/interview and reasons for not being called for test/interview. Interim correspondence will not be entertained and replied to.
08	Canvassing: Canvassing in any form will be a disqualification.
09	Application form: Prescribed application form can be downloaded, free of cost , from the Institute's website: http://www.iith.ac.in/nf7
10	Last date for receipt of applications: As stated in the Advertisement. Institute will not be responsible for any postal delay.

The address for forwarding application is:

**The Registrar
Indian Institute of Technology Hyderabad
KANDI 502 285, Sangareddy District, Telangana.**

**Only REGISTERED/SPEED POST LETTERS sent through India Post Service reach the above address.
Courier Service is NOT available at KANDI.**

**Check List for guidance of the candidates
(Keep this with you and DO NOT send this)**

Have you complied with the following?

Column No.	Details to be filled	Whether filled?
--	Photograph: Have you affixed photograph? Have you attested the photograph?	Yes / No Yes / No
--	Have you filled 'Name of the post'? Is name of the post as given in advertisement?	Yes/No Yes/No
--	If the 'Area' applicable to the post applied for? If 'Area' is applicable, have you filled correct area?	Yes/No Yes/No
01	Application fee: If SC/ST/PWD – have you stated 'Exempt'? Have you attached self-attested copy of SC/ST/PWD certificate? If not SC/ST/PWD: Have you mentioned Transaction Reference No: Amount in Rs: Have you mentioned Date of payment:	Yes / No Yes / No Yes / No Yes / No
02	Name in full in capital letters	Yes / No
03	Father's/Husband's name	Yes / No
04	Date of birth (date – month – year)	Yes / No
05	Postal address for communication	Yes / No
06	Permanent address	Yes / No
07	Religion	Yes / No
08	Nationality	Yes / No
09	Gender	Yes / No
10	Category: Have you answered the category? IF SC/ST/OBC – have you self-attached attested copy of the certificate?	Yes / No Yes / No
11	Ex-servicemen/Physically Handicapped Have you answered the column? If yes, have you attached attested copy of the certificate?	 Yes / No Yes / No
12	Have you answered the column? If yes, have you furnished details?	Yes / No Yes / No
13	Have you filled all the details? Have you attached attested copies of all the certificates? If there is no specialization – have you written 'N/A'?	Yes / No Yes / No Yes / No

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14	<p>Have you filled all the details? Have you attached self-attested copies of all the certificates? If you are continuing in a post, have you written 'N/A', 'Till date', 'To date', or Continuing in 'To' column under 'Period of Employment'. If there is no 'Scale of Pay' – have you written 'N/A' in this column?</p>	<p>Yes / No Yes / No Yes / No Yes / No</p>
15	<p>If there is no Pay Band and Grade Pay / Pay in Pay Scale, have you stated total monthly salary last drawn? If not presently employed have you stated 'NA'?</p>	<p>Yes / No Yes / No</p>
16	<p>Have you applied for a post carrying Grade Pay of Rs.5400 or more? If yes, have you furnished the names and details of the referees?</p>	<p>Yes / No Yes / No</p>
17	<p>Have you furnished details if you are a member of one or more professional societies? If no, have you stated 'Not applicable'?</p>	<p>Yes / No Yes / No</p>
18	<p>Have you enclosed:</p> <ol style="list-style-type: none"> 1. Attested copy of SC/ST/PWD certificate if exempt from application fee? 2. DD in original towards application fee if not exempt from application fee? 3. Attested copy in support of date of birth? 4. If OBC (Non creamy layer) – have you attached attested copy of OBC certificate in Government of India format? 5. If ex-serviceman or PWD with minimum 40% disability – have you attached attested copy of certificate? 6. If convicted by a Court of Law or if any criminal case/disciplinary case is pending against you: Have you answered the column? If yes, have you attached details? 7. Have you attached attested copies of certificates for all the educational/ professional and technical qualifications stated in column 13? 8. Have you attached attested copies of certificates in support of all the knowledge, employment and training stated in column 14? 	<p>Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No</p>

IMPORTANT: If there is a single 'No' as answer, the application will be treated as incomplete and will get automatically rejected.
