

**Frequently Asked Questions (FAQ) for filling and submitting applications form
for the post advertised vide Advt.no. 86/2017**

1. *What is the process for applying post advertised?*

The applicant will be required to visit the link given in advt. <http://www.iitrpr.ac.in/staff-positions>, here he can find the detailed advertisement to check his/her eligibility for advertised posts, "how to apply" which will guide him/her about the procedure to apply, and apply online link to apply for the post.

2. *Is hard copy of the application form filled online is compulsory to be sent to IIT Ropar?*

Yes, After completing the online application, the candidates should take a print of the application form and the same be submitted alongwith requisite application fee, if any and the self attested copies of educational qualification and experience to The Joint Registrar (Establishment), Recruitment Cell, Room No.125, Indian Institute of Technology Ropar, Nangal Road, Rupnagar- 140001(Punjab).

3. *How much is the fee for different posts and procedure to pay the fee for the post applied?*

Candidates should send the Demand Draft of Rs.100/- for the posts from Sr.No.1 to 5 and Rs.50/- for the posts from Sr. No. 6 to 8 as application fee in favour of the Registrar, IIT Ropar, payable at Ropar, Punjab. No fee is required for SC/ST/PWD and women candidates.

4. *Can I apply just by sending my CV and other documents through e-mail to IIT Ropar.*

No, Applications received through E-mail / incomplete / not on prescribed format / without application fee / without self attested copies of relevant documents (Both Qualification & Experience) will not be entertained/accepted. Applicant need to apply following proper procedure, for details please visit the link given in advertisement i.e. <http://www.iitrpr.ac.in/staff-positions>.

5. *I am female candidate, but the column of application fee is mandatory to fill in application form without which form is not submitting?*
Any column mandatory to fill but not concerned with applicant can be filled as Not Applicable "NA".
6. *What are the last dates for application submission?*
The last date for online submission of application form is 28.04.2017 upto 5:00 pm and last date of submission of hard copy of the online submitted form along with self attested documents related to educational qualification, experience, category certificate, application fee etc. is 05.05.2017 upto 5:00 pm.
7. *I am working in Government / Semi-Government Organizations / Public Sector Undertakings / Autonomous Bodies, do I need to apply through proper channel.*
- **Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings / Autonomous Bodies must send their applications "Through Proper Channel". The applications received other wise will not be considered. However, an advance copy of application may be sent followed by the original application "through proper channel".**
 - **In case of contract employees, candidate can send the application after informing his/her present employer.**
8. *I have registered at the link provided but didn't received the link for filling up the application form on my mentioned email id.*
Applicant are requested to check their spam folder of e mail for the link.