



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

User Manual for
“Faculty Recruitment Portal”

Version 1.0

About Faculty Recruitment Portal

The portal provides an online platform to fill application in a secure and authenticated environment. To apply for a position and fill the application it is necessary to first register yourself on the portal and then login into the portal.

The application form is divided into multiple sections - Personal details, Educational details, Professional Experience, Academic & Research Profile, Referee Details and Mandatory Annexures. Some information requested in the application form is mandatory, while some are non-mandatory. Mandatory fields are marked with ‘*’ in the online application form.

It is not necessary to fill the complete application form in one go. You can save the data & then leave/close the portal at any point while filling the application and later continue working on the same incomplete application from the same point, without losing the previous filled data.

You can also toggle between different sections of the application form and also edit the previously filled data (if required), until the form is finally submitted.

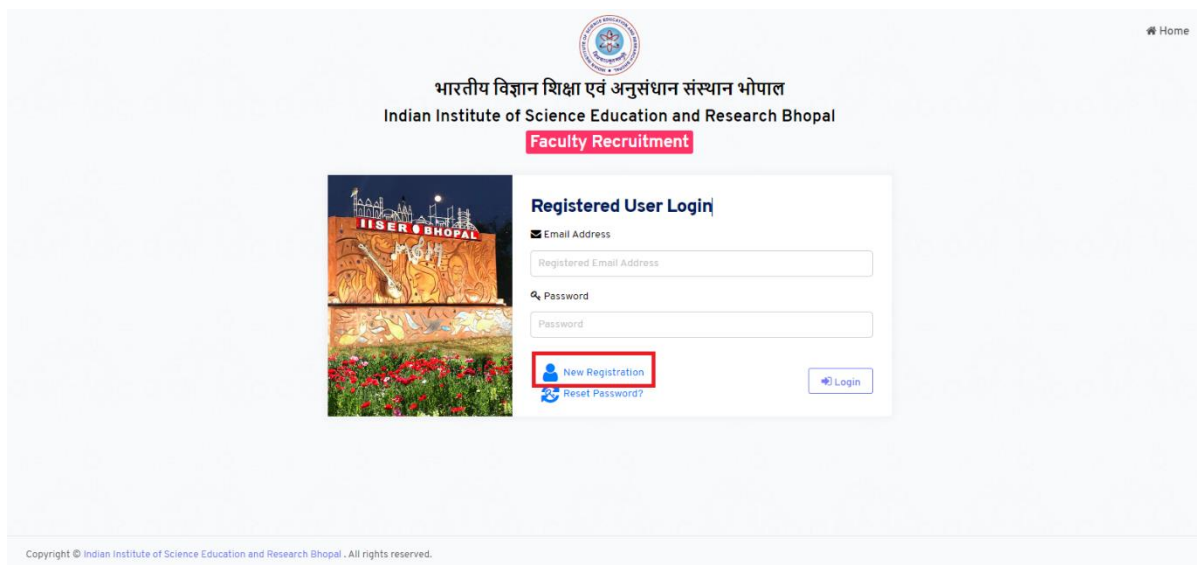
Once the form is completely filled, you will be shown preview of the application. If you desire to make any changes, you can go back and edit the data. If you are satisfied with the filled application, you can choose to finally submit the application. Please note that once the application is submitted, a unique application number is generated for it and now this application cannot be edited. A PDF copy of the application (along with the annexures) will also be emailed to you and to the concerned at IISER Bhopal.

For any technical help in filling up the online application form, please write us on email-id cas@iiserb.ac.in with a copy to office_dofa@iiserb.ac.in

Registration and Login to Faculty Recruitment Portal

Registration and login are essential steps to access the portal. Once you have registered, you can log in to the portal using your login credentials to apply for various positions. The registration process in portal is easy.

To register on Portal, please follow the steps below:



The screenshot shows the homepage of the Indian Institute of Science Education and Research Bhopal Faculty Recruitment portal. The header includes the institute's name in Hindi and English, and a 'Home' link. The main content area features a 'Registered User Login' form with fields for 'Email Address' and 'Password'. Below these fields are links for 'New Registration' (highlighted with a red box), 'Reset Password?', and a 'Login' button. A small image of the institute's building is visible on the left side of the form.

Users need to fill the registration form with Email address and Password details.



The screenshot shows the 'New Registration' form on the Indian Institute of Science Education and Research Bhopal Faculty Recruitment portal. The form includes fields for 'Email Address' (with a note that verification details will be sent to this address), 'Password' (with a minimum 5 characters requirement), and 'Confirm Password'. There is also a captcha code field and a 'Register' button. Links for 'Login' and 'Reset Password?' are provided at the bottom of the form.

Please ensure to enter a correct and valid email address, as this email address will be used for all future communications. Choose a strong password and enter the captcha to verify. Click on the Register button to confirm your registration. After successful registration, E-mail address verification details will be sent to the applicant through an E-mail intimation. Login through email address and password and verify the email address by entering the pin received through email and login again.


भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal
Faculty Recruitment



Registered User Login
✉ Email Address

Registered Email Address
🔑 Password

Password
[New Registration](#)
[Reset Password?](#)

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Indian Institute of Science Education and Research Bhopal
Recruitment

Verify Email Address
Please enter the pin to verify your email address
Details has been sent to
🔑 Pin

You can regenerate PIN after 60 minutes

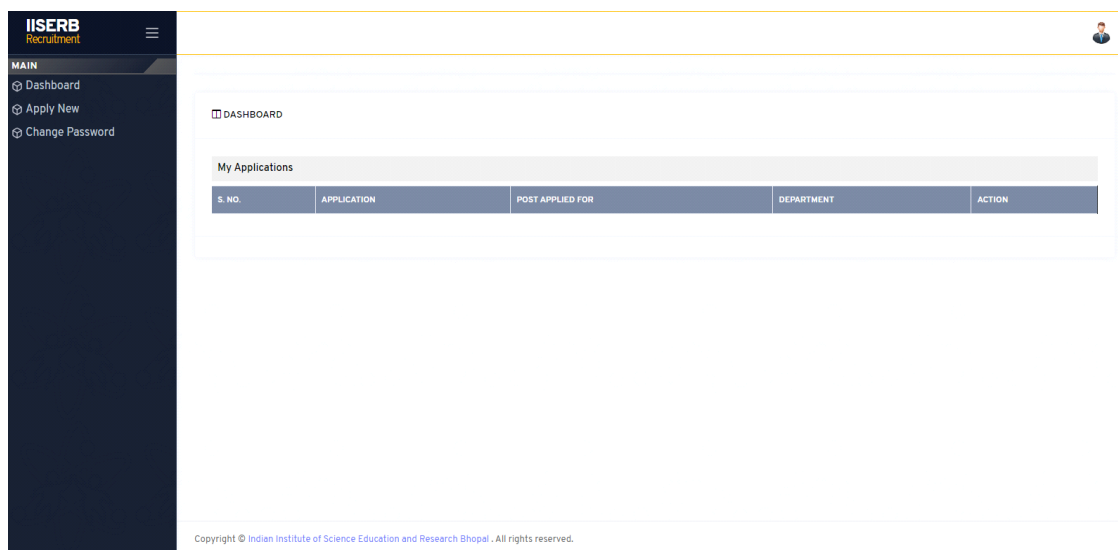
You will receive a confirmation message on your registered Email id

Note: If the user has not received any confirmation mail, the user can click on 'Resend Confirmation Email'.

Once you have successfully registered on the portal, you can use the registered email address and password to login into the portal.

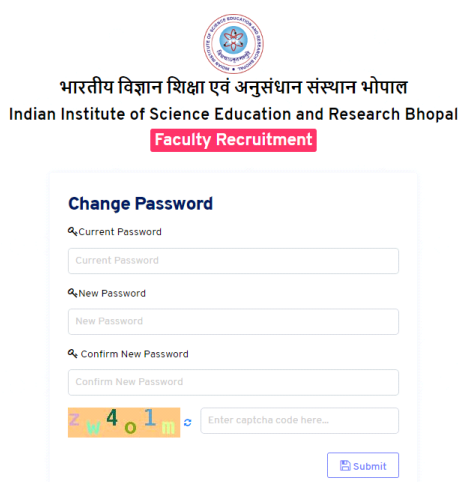
Dashboard: Dashboard will list the application filled by you.

- You can view the pending applications and select any to complete that application.
- You can view and print the submitted applications.



The screenshot shows the IISERB Recruitment Dashboard. On the left is a dark sidebar with the IISERB logo and a menu with options: Dashboard, Apply New, and Change Password. The main content area is titled 'DASHBOARD' and contains a section 'My Applications' with a table. The table has five columns: S. NO., APPLICATION, POST APPLIED FOR, DEPARTMENT, and ACTION. The table is currently empty. At the bottom of the page, there is a copyright notice: 'Copyright © Indian Institute of Science Education and Research Bhopal. All rights reserved.'

Change Password: In case you have forgotten the password, you can reset your password by using the 'Reset Password' option.



The screenshot shows the 'Change Password' form on the IISERB Recruitment portal. At the top, there is the IISERB logo and the text 'भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल' and 'Indian Institute of Science Education and Research Bhopal'. Below this is a red button labeled 'Faculty Recruitment'. The form itself has the title 'Change Password' and three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is a captcha image showing the numbers 2, 4, 0, 1 and a 'Submit' button.

To change password, fill all the respective details and click on '**Submit**' button.

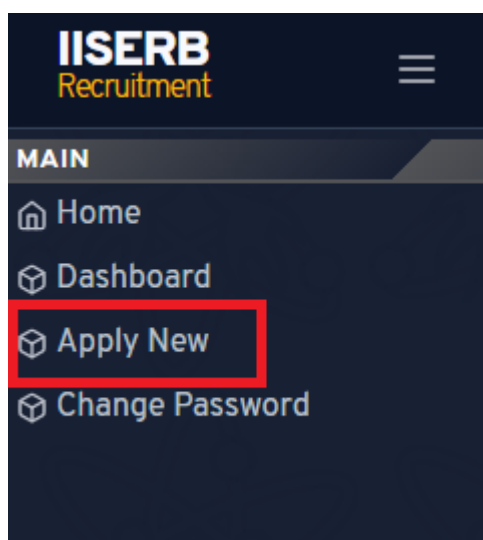
Apply for New Position Through Faculty Recruitment Portal

The application form is divided into multiple sections - Personal details, Educational details, Professional Experience, Academic & Research Profile, Referee Details and Mandatory Annexures.

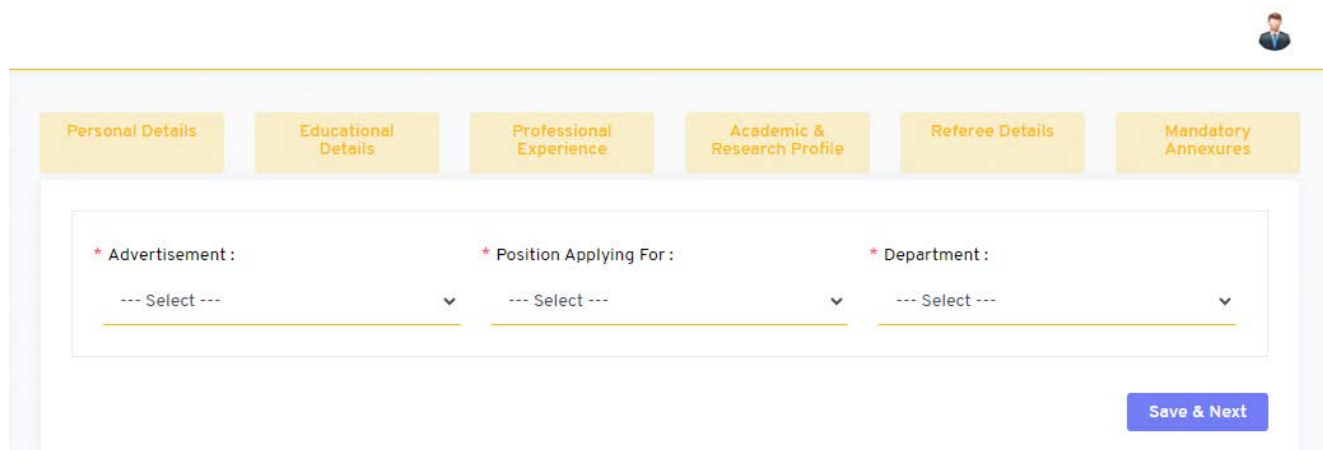
It is not necessary to fill the complete application form in one go. You can leave/close the portal at any point while filling the application and later continue working on the same incomplete application from the same point, without losing the previous filled data.

You can also toggle between various sections in the form and also edit the previously filled data (if required), until the form is finally submitted.

Click on the "**Apply New**" option on the left-hand side menu



The user will see the main apply post page with sections like Personal details, Educational details, Professional Experience, Academic & Research Profile, Referee Details and Mandatory Annexures.

The image displays the 'Apply New' form in the IISERB Recruitment portal. At the top right, there is a small user profile icon. Below it, a horizontal row of six yellow tabs is shown: 'Personal Details', 'Educational Details', 'Professional Experience', 'Academic & Research Profile', 'Referee Details', and 'Mandatory Annexures'. The 'Personal Details' tab is currently selected. Below these tabs, the form contains three dropdown menus, each preceded by an asterisk: '* Advertisement :', '* Position Applying For :', and '* Department :'. Each dropdown menu shows '--- Select ---' as the current selection. A blue button labeled 'Save & Next' is positioned at the bottom right of the form area.

To begin with, first select 'Advertisement' then 'Post Applying For' and 'Department' and click on '**Save & Next**' button. Thereafter, 'Personal Details' form will open.

Personal Details: Fill the form with the respective details



Personal Details Educational Details Professional Experience Academic & Research Profile Referee Details Mandatory Annexures

Personal Profile

* First Name :
--Sele First Name

Middle Name :
Middle Name

* Last Name :
Last Name

* Date of Birth :
Date of Birth

* Gender :
--- Select ---

* Nationality :
Indian

* Category :
--- Select ---

* PWD Eligibility :
--Select--

Contact Details

* Country Code :
Country Code

Area Code :
Area Code

Office Phone Number :
Office Phone Number

Residence Phone Number :
Resident Phone Number

* Mobile Number :
Mobile Number

* Email :
jatav.gyansingh@gmail.com

Alternate Email :
Alternate Email

Correspondence Address

* Address Line 1 :

* Country Name :
--- Select ---

* City/Village/Town :
City/Village/Town

* Pin code :
Pincode

Permanent Address

☐ Same as Correspondence Address

* Address Line 1 :

* Country Name :
--- Select ---

* City/Village/Town :
City/Village/Town

* Pin code :
Pincode

* Photograph :

Drag and drop a file here or click
.jpg, .png | max size : 200 KB

* Signature :

Drag and drop a file here or click
.jpg, .png | max size : 200 KB

* Category Certificate :

.pdf | max size : 1 MB

NOTE:

- Allowed Photo Size ~ 3.5 cm x 4.5 cm
- Size of file should be between 25kb-200 kb
- Ensure that the size of the scanned image is not more than 200KB. If the size of the file is more than 200KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

NOTE: Please upload recent (not more than 6 months old) colored passport size photo only.

Save Draft Save & Next

- You need to upload your latest Photograph size photograph and Signature. The image files for the photograph or signature should be in jpg or png format; and the size should be less than 200 KB.
- Depending on the details filled in the form, you may also be required to upload the Category Certificate and/or PWD certificate. The file to be uploaded should be in PDF format and size should be less than 1 MB.
- Click 'Save draft' button if you want to save the details partially.

- Click '**Save & Next**' button if you want to save the details and proceed to next section/step.
- Thereafter, 'Educational Details' form will open.

Educational Details: Fill the form with the respective details

Personal Details
Educational Details
Professional Experience
Academic & Research Profile
Referee Details
Mandatory Annexures

Details of PhD

* PhD Advisor/s :

PhD Advisor/s

Title of the Thesis :

Title of the Thesis

* University/Institute/Board :

University/Institute/Board

* Date of PhD Defense :

Date of PhD Defense

Date of Award of Degree :

Date of Award of Degree

* Mode of Study :

--- Select ---

* Area of Specialization :

Area of Specialization

* Exam Name :

Masters

☐ Not Applicable

* Course/Exam Passed :

Course passed

* University/Institute/Board :

Name of University/Institute/Board

* Institute/College/School :

Name of Institute/College/School

* Mode of Study :

Regular

* Graduation Date :

Graduation Date

* % / Grade :

% / Grade

* CPI/GPA (eg. 3.7/4, 9/10) :

CPI/GPA

* Specialization/Stream :

Specialization/Stream

* Exam Name :

Bachelors / Integrated Bachelors-Masters

* Course/Exam Passed :

Course passed

* University/Institute/Board :

Name of University/Institute/Board

* Institute/College/School :

Name of Institute/College/School

* Mode of Study :

Regular

* Graduation Date :

Graduation Date

* % / Grade :

% / Grade

* CPI/GPA (eg. 3.7/4, 9/10) :

CPI/GPA

* Specialization/Stream :

Specialization/Stream

* Exam Name :

Class XII

* Course/Exam Passed :

Course passed

* University/Institute/Board :

Name of University/Institute/Board

* Institute/College/School :

Name of Institute/College/School

* Mode of Study :

Regular

* Passing Date :

Passing Date

* % / Grade :

% / Grade

* CPI/GPA (eg. 3.7/4, 9/10) :

CPI/GPA

* Subject :

Subject

* Exam Name :

Class X

* Course/Exam Passed :

Course passed

* University/Institute/Board :

Name of University/Institute/Board

* Institute/College/School :

Name of Institute/College/School

* Mode of Study :

Regular

* Passing Date :

Passing Date

* % / Grade :

% / Grade

* CPI/GPA (eg. 3.7/4, 9/10) :

CPI/GPA

* Subject :

Subject

Add More

Save Draft
Save & Next

- First, fill the PhD details. Then fill the respective details related to Masters degree, Bachelors/Integrated Bachelors-Masters degree, Class XII or equivalent and Class X or equivalent.
- In case you don't have Masters degree or in case you have an Integrated Bachelors-Masters degree, then click on the 'Not Applicable' checkbox in the 'Masters' box and do not fill in the details related to Masters degree.
- Click '**Add More**' button, if you want to add more educational details.
- Click 'Delete'  icon if you want to remove any detail.

- Click '[Save draft](#)' button if you want to save the details partially.
- Click '[Save & Next](#)' button if you want to save the details and proceed to next section/step.
- Thereafter, 'Professional Experience Details' form will open.

Professional Experience Details: Fill the form with details about Research Interests, Post Doctoral Fellowships, Teaching/Industrial/Other experience, Academic Administrative Experience and about your Grants/Research Projects (Sponsored & Consultancy).

The screenshot shows the 'Professional Experience' tab selected in a navigation bar. Below it, the 'Research Interests' section is visible, featuring a text area with a placeholder '(Maximum 50 words) :'. The text area is empty, and there is a horizontal line at the bottom of the section.

Fill the details about Post Doctoral Fellowships (as shown below). Click '[Add More](#)' button if you want to add details about multiple fellowships.

The screenshot shows the 'Post Doctoral Fellowship(s), if any (in reverse chronology)' section. It contains a form for entry #1 with the following fields:

- Organization Name :** Name of the Organization
- Position :** Name of the Position
- Date :** From dd-mm-yyyy To dd-mm-yyyy
- Duration (Y.M.D) :** No. of Years
- Supervisor/Advisor :** Supervisor/Advisor
- Area of Specialization :** Area of Specialization
- Fellowship :** Fellowship
- Currency :** RUPEES (dropdown menu)

 An 'Add More' button is located at the bottom left of the form.

Fill the details about Teaching/Industrial/Other experiences (as shown below). Click '[Add More](#)' button, if you want to add details about multiple experiences. If case of private employment, please enter the value of 'Pay Level/ Grade Pay' as 'o' (zero)

The screenshot shows the 'Teaching / Industrial / Other (in reverse chronology)' section. It contains a form for entry #1 with the following fields:

- Organization Name :** Name of the Organization
- Position :** Name of the Position
- Type of Employment :** Contractual (dropdown menu)
- Date :** From dd-mm-yyyy To dd-mm-yyyy
- Duration (Y.M.D) :** No. of Years
- Pay Level/Grade Pay (Type 0 in case of private employment) :** Pay Level/Grade Value
- Basic Pay/Salary (In case of private employment) :** Basic Pay/Salary
- Currency :** RUPEES (dropdown menu)

 An 'Add More' button is located at the bottom left of the form.

Fill the details about Academic Administrative Experience (as shown below). Click 'Add More' button if you want to add details about multiple experiences.

Academic Administrative Experience (in reverse chronology)

(such as HoD, Dean, DPGC Convenor etc.)

#1				
* Organization Name :	* Position :	* Date :		* Duration (Y.M.D) :
Name of the Organization	Name of the Position	From dd-mm-yyyy	To dd-mm-yyyy	No. of Years
* Brief of job responsibilities :				
Brief of job responsibilities				
Add More				

Fill the details about Grants/Research Projects where you were PI or Co-PI (as shown below). Click 'Add More' button if you want to add details about multiple grants/projects.

Grants / Research Projects (Sponsored & Consultancy) (in reverse chronology)

(Where the candidate is PI / Co-PI)

#1				
* Organization Name :	* Title of Project :	* Date :		* Duration in Months :
Organization Name	Title of Project	From mm-yyyy	To mm-yyyy	Duration in Months
* Role :	* Funding Agency :	* Status?	* Value of the project :	* Currency :
PI	Funding Agency	Ongoing	Value of the project	RUPEES
Add More				

- Click 'Add More' button If add more related details.
- Click 'Delete'  icon if you want to remove any detail.
- Click 'Save draft' button if you want to save the details partially.
- Click 'Save & Next' button if you want to save the details and proceed to next section/step.
- Thereafter, 'Academics & Research Profile' form will open.

Academic & Research Profile: Fill the form with the respective details.

Personal Details

Educational Details

Professional Experience

Academic & Research Profile

Referee Details

Mandatory Annexures

Academic & Research Profile

Publications (Numbers)

No. of Journal Publications :
(Peer Reviewed)

No. of Journal Publications (Peer Reviewed)

No. of Book Chapters :

No. of Book Chapters

No. of Indian Patents Granted :

No. of Indian Patents

No. of Papers in Conference Proceedings :
(Peer Reviewed)

No. of Papers in Conference Proceedings

No. of Books :

No. of Books

No. of International Patents Filed :

No. of International Patents

No. of Papers Presented in Conference but not published :

No. of Papers Presented in Conference but not published

No. of Indian Patents Filed :

No. of Indian Patents

No. of International Patents Granted :

No. of International Patents

List of the best 5 Papers (in your opinion)

#1

Author/s :

Author/s

Title :

Title

Journal/Conference :

Journal/Conference

Year :

Year

Digital Object Identifier (DOI) :

Digital Object Identifier (DOI)

#2

Author/s :

Author/s

Title :

Title

Journal/Conference :

Journal/Conference

Year :

Year

Digital Object Identifier (DOI) :

Digital Object Identifier (DOI)

#3

Author/s :

Author/s

Title :

Title

Journal/Conference :

Journal/Conference

Year :

Year

Digital Object Identifier (DOI) :

Digital Object Identifier (DOI)

#4

Author/s :

Author/s

Title :

Title

Journal/Conference :

Journal/Conference

Year :

Year

Digital Object Identifier (DOI) :

Digital Object Identifier (DOI)

#5

Author/s :

Author/s

Title :

Title

Journal/Conference :

Journal/Conference

Year :

Year

Digital Object Identifier (DOI) :

Digital Object Identifier (DOI)

Mentorship/Students Supervised (Numbers)

Ongoing (Numbers)

No. of BS-MS Students :

No. of BS-MS Students

No. of Master's Students :

No. of Master's Students

No. of Project Technical/Field Assistant :

No. of Project Technical/Field Assistant

No. of Bachelor's Students :

No. of Bachelor's Students

No. of PDFs :

No. of PDFs

No. of Project Research Associates :

No. of Project Research Associates

No. of PhDs :

No. of PhDs

No. of JRF/SRF :

No. of JRF/SRF

Other :

Other

Completed (Numbers)

No. of BS-MS Students :

No. of BS-MS Students

No. of Master's Students :

No. of Master's Students

No. of Project Technical/Field Assistant :

No. of Project Technical/Field Assistant

No. of Bachelor's Students :

No. of Bachelor's Students

No. of PDFs :

No. of PDFs

No. of Project Research Associates :

No. of Project Research Associates

No. of PhDs :

No. of PhDs

No. of JRF/SRF :

No. of JRF/SRF

Other :

Other

Social outreach related activities as a Scientist/Academician :
(Maximum 100 Words)

Any other information that may represent your leadership qualities :
(Maximum 100 Words)

Awards & Distinctions

Award #1

Name of the Award/Distinction :

Name of the Award/Distinction

Awards Given By (Organization) :

Awards Given By (Organization)

Year :

Year

Add More

Fellowships of the National/International Academies :

Fellowship #1

Name of the Fellowship :

Name of the Fellowship

Fellowship Type :

Name of Type

Name of Academy :

Name of Academy

Selection Year :

Selection Year

Add More

Save Draft

Save & Next

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- You can add details about one or more 'Awards & Distinctions' by clicking 'Add More' button. Similarly, you can also add details about one or more 'Fellowships of the National/International Academies'.
- Click 'Delete'  icon if you want to remove any detail.
- Click 'Save draft' button if you want to save the details partially.
- Click 'Save & Next' button if you want to save the details and proceed to next section/step.
- Thereafter, 'Referee Details' form will open.

Referee Details: Fill the form with details of at least six referees. The referees should be as per the instructions mentioned in the form.

Personal Details	Educational Details	Professional Experience	Academic & Research Profile	Referee Details	Mandatory Annexures
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References

List of at least six referees (who are at the level of Associate Professor or Professor and PhD & Post-doctoral Advisors)

Referee: (1)

* Name :	* Designation :
Mr.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Referee: (2)

* Name :	* Designation :
Dr.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Referee: (3)

* Name :	* Designation :
Dr.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Referee: (4)

* Name :	* Designation :
Prof.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Referee: (5)

* Name :	* Designation :
Prof.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Referee: (6)

* Name :	* Designation :
Prof.	
* Department :	* Institution Name and Address :
Country Code :	Contact No :
+	
	* Email Id :

Add More

Save Draft Save & Next

- Click '[Add More](#)' button if you want to add details of additional referees. Click 'Delete'  icon if you want to remove detail of any referee.
- Click '[Save draft](#)' button if you want to save the details partially.
- Click '[Save & Next](#)' button if you want to save the details and proceed to next section/step.
- Thereafter, 'Mandatory Annexures' form will open.

Mandatory Annexures: Attach/upload the various annexures in PDF file as required in the form. The size of file should not exceed 1 MB. Fill other relevant information in the form.

The screenshot shows the 'Mandatory Annexures' section of an application form. At the top, there is a navigation bar with six tabs: 'Personal Details', 'Educational Details', 'Professional Experience', 'Academic & Research Profile', 'Referee Details', and 'Mandatory Annexures' (which is highlighted). Below the navigation bar, a teal banner reads 'Please provide PDF file of following in support of the application.' The main area is titled 'Annexures' and contains five upload boxes. Each box has a title, a 'Drag and drop a file here or click' instruction, and a '.pdf | max size : 1 MB' label. The titles are: '* Curriculum Vitae :', '* List of Publications :', '* Proposed Research Plan including the start-up financial grant requirement (Not more than 5 pages) :', '* Statement on Teaching philosophy and courses you can offer (two pages) :', and 'Any other relevant information :'. At the bottom of the form, there is a 'Declaration' section with two questions and radio button options for 'Yes' and 'No'. The first question is 'Have you ever been convicted by a court of law for any offence ?' and the second is 'Is there any case pending against you in any court of law at the time of filling up this application ?'. Below these is a checkbox for a statement of truth: 'All the entries in this form as well as the information provided in the attached documents are true to the best of my knowledge and belief and nothing has been concealed.' A 'Save & Next' button is located at the bottom right of the form.

Click '**Save & Next**' button if you want to save the details and proceed to next section/step.

Once the form is completely filled you will be shown preview of the application. If you desire to make any changes, you can go back and edit the data. If you are satisfied with the filled application, you can choose to finally submit the data. Please note that once the application is submitted, a unique application number is generated for it and now this application cannot be edited.

Upon successfully submission of application, an acknowledgement along with a copy of the application and attachments as uploaded, will be sent to the registered email-id.