Harcourt Butler Technical University, Kanpur

INSTRUCTIONS TO FILL ONLINE FORM

1) Please visit HBTU Kanpur's website www.hbtu.ac.in and click on the "Recruitment" link which will direct you to the login page at erp.hbtu.ac.in/recruitment.

2) As a fresh applicant you need to register by going to the "New Registration". After Registration please login again. This will take you to the "Recruitment" homepage.

3) Please select the School, Department, post applied and enter your AADHAR Number to proceed to the Application Form.

4) Read the Instructions given in the detailed advertisement carefully. The educational qualifications, experience, Screening and Shortlisting criteria, Recruitment Rules for various faculty positions, last dates etc. are available on the University website.

5) Before starting the filling of online recruitment form, please go through the Assessment Methodology given in Table B (for Assistant Professor) and Table C (for Associate Professor and Professor) of the **"Screening and Selection Criteria for Various Teaching Positions"** available on the university website under the "Recruitment link".

6) Upload your passport-size photo and signature (5-200 kb size, each) in jpg/jpeg/png format. Make sure your photograph and signature are clearly visible.

7) Fill the "research score/API" for academic and research" carefully.

8) Keep saving your information before clicking on the next section.

9) Preview the form and see that all details entered by you are correct.

10) While making payment, please make sure that you are doing the correct transaction as per the advertisement. (**Rs. 2000/- for UR / EWS / OBC and Rs. 1500/- for SC/ST**) through 'Online Transaction'.

11) No changes will be permitted after final submission.

12) Please fill the checklist given at the end of the Application form (in online mode only). Make sure that all the Annexures are numbered and page numbers are entered in the checklist. The Candidates need to upload all relevant documents in support of their claim as a single pdf file along with the application form.

13) The last date for submitting the complete application with all documents in online mode is 29.01.2024, (Monday) till 12.00 (midnight).

14) In case of any query/trouble in the submission of the online form, email at
recruitment2024@hbtu.ac.in.