

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 **“Faculty Recruitment” link**. Two separate links for **“Registration”** would be available here for **Teaching and non-teaching posts**. Click on the appropriate link, as applicable and complete the registration.
- 2) Before registering/applying online, the candidates should ensure that they have valid e mail ID which should remain valid till the time the recruitment process is completed. They should also have their photograph, and signature in image form
- 3) Read the Instructions given in the detailed advertisement (available on the recruitment tab on the university website) carefully.
- 4) 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”. For **non-teaching posts**, please go through the Assessment Methodology given in Table 1 of the **“Screening and Selection Criteria for Various Non- Teaching Positions”**
- 5) Upload your passport-size photo and signature (20-100 kb size, each) in jpg/jpeg/png format. Make sure your photograph and signature are clearly visible.
- 6) Keep uploading the relevant proofs in support of your claim about qualifications, publications, experience, projects, research guidance etc at appropriate place in the online application form.
- 7) Keep saving your information before clicking on the next section.
- 8) After completing all the entries, Preview the form and see that all details entered by you are correct.
- 9) 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’.
- 10) No changes will be permitted after the final submission.
- 11) The Online application portal will be active from 10:00 am on 07.12.2024 to 21.01.2025, 5.30 pm.
- 12) Candidate can printout of their submitted form for their records using the print option.
- 13) In case of any query/trouble in the submission of the online form, email at recruitment2024@hbtu.ac.in

**Registrar
HBTU Kanpur**