



Staff Recruitment – Portal User Manual

Reach the portal using the link: recruitment.iittp.ac.in/staff

Recruitment Section
IIT Tirupati

recruitment@iittp.ac.in

0877-250 3505



User login

Username *

Password *

[Create new account](#)

[Request new password](#)

Math question *

9 + 3 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Log in

Welcome

Fee payment status will be updated after 3 work

Note: We observe that, a few candidates are adding only their highest qualification e.g., only M.Tech/M.Sc details were present without any B.E./B.Tech/B.Sc qualifications. We request everyone to kindly make sure that you add **ALL** your qualifications starting from 10th std onwards till your highest qualification by clicking on **Add Qualification** as many number of times required.

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

Advertisement No.IITP/Staff RMT-01/2020 dated 30-12-2020

Indian Institute of Technology Tirupati invites online applications for Various posts mentioned below.

S.No	Name of the post	Vacancies					Pay Details(7th Pay level)
		UR	SC	ST	OBC	Total	
1	Executive Engineer (Civil)	01	-	-	-	01	Level 11
2	Assistant Executive Engineer (Civil)	01	-	-	-	01	Level 10
3	Assistant Executive Engineer (Electrical)	01	-	-	-	01	Level 10
4	Technical Officer (Systems)	01	-	-	-	01	Level 10
5	Technical Officer(Mechanical)	01	-	-	-	01	Level 10
6	Technical Officer(Electrical)	-	-	-	01	01	Level 10
7	Medical Officer	01	-	-	-	01	Level 10
8	Deputy Librarian	01	-	-	-	01	Academic Level 12(UGC Scale)
9	Horticulture Officer	01	-	-	-	01	Level 10
10	Junior Technical Superintendent (Physical/Mechanical/Chemical)	01	-	01	01	03	Level 6
	Junior Technician						

Reach the portal using the link:
recruitment.iittp.ac.in/staff

Step: 1

Click on **Create New account**

Step: 2

Enter : 'Username'
'E-mail address'
'Captcha'

Click on **Create new account**



Home » User account

User account

[Create new account](#)

[Log in](#)

[Request new password](#)

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.



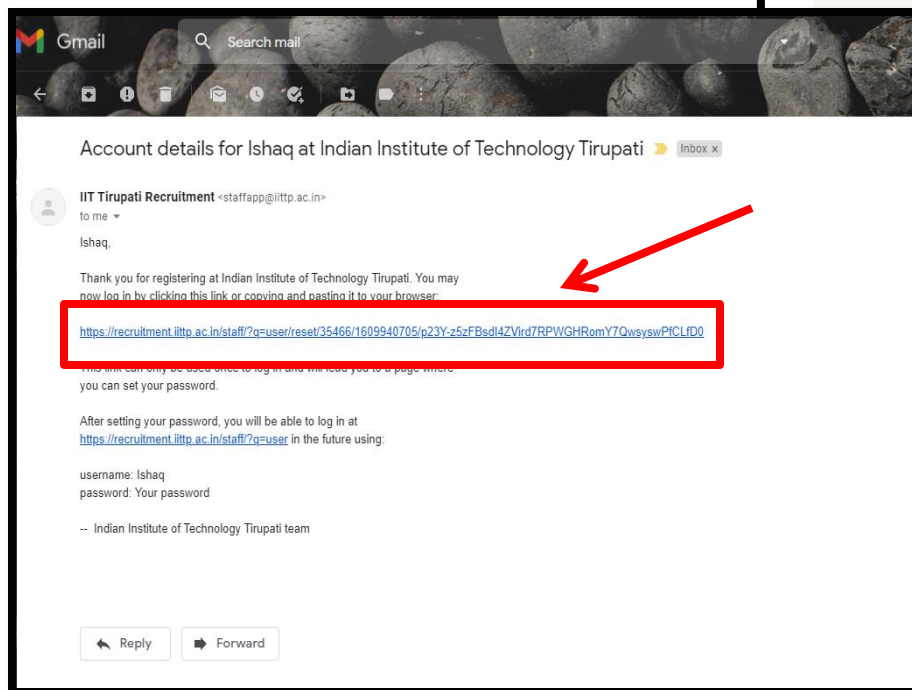
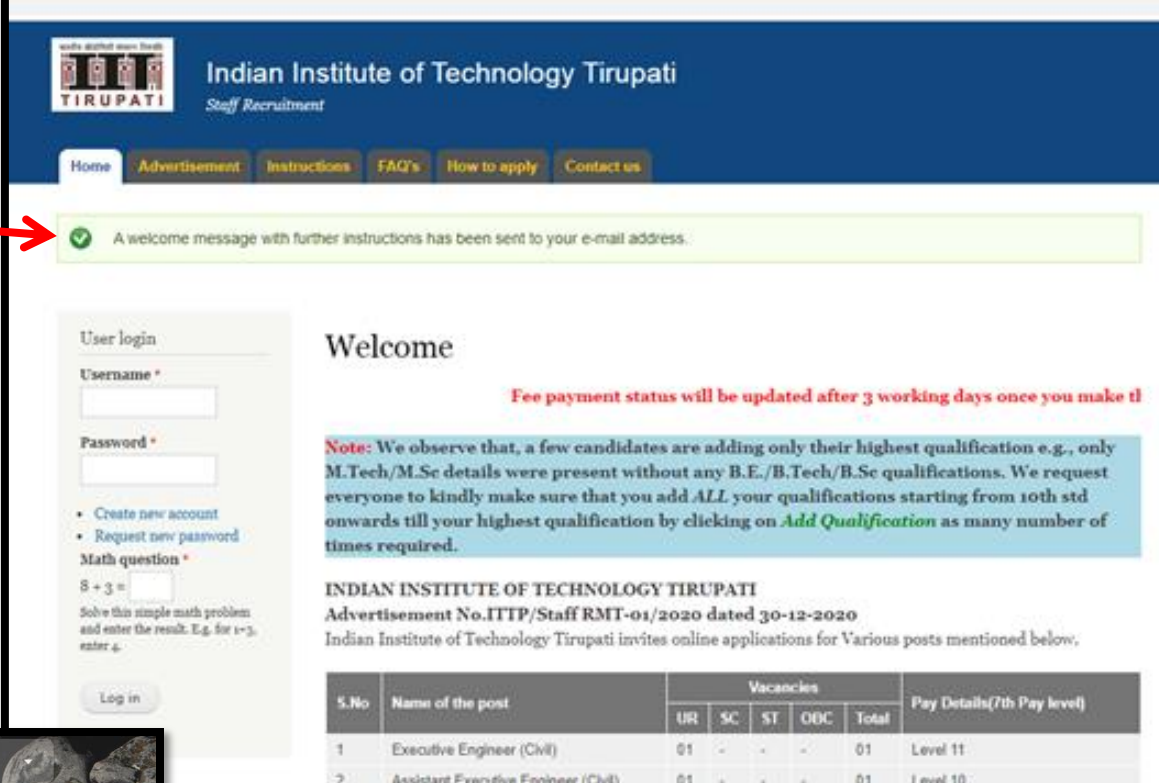
What code is in the image? *

Enter the characters shown in the image

[Create new account](#)

Step: 3

You will see a message saying that 'A welcome message with further instructions has been sent to your e-mail address'



Step: 4

Open Your E-mail account and click on the link(or copy-paste)

For setting the password.

An another link is also given for future purpose of logging-in into the portal.

Indian Institute of Technology Tirupati
Staff Recruitment

Home Advertisement Instructions FAQ's How to apply Contact us

Basic Profile details registered already!!!!

Home

Navigation

- My Profile
- Basic Profile Edit
- Add Experience
- Add Certification
- Apply to Post
- Application Print / Payment Status

Basic Profile Edit

Personal Details:

1) Name in Full (As in 10th Std / SSLC Certificate) *
MOHAMMAD ISHAQ ALIKHAN
Enter your full name here.

2) Name of Father/Husband *
MOHAMMAD
Enter Father/Husband Name.

3) Date of Birth *
10-10-1993
E.g., 07-01-2021

4) Gender *
Male
Select the gender.

5) Nationality *
Indian
Select the nationality.

6) Citizenship Status *
by Birth
Select the category of your nationality.

7) Category of Reservation *
UR-Unreserved

8) Are you a person with benchmark disability? *
No
Select 'Yes, if you are paid.

9) Are you a Regular/permanent Employee of Any IIT *
No

10) Are you working in Central/State /Semi-Govt./PSU/Autonomous bodies of the Government *
Yes

11) Are you exservicemen? *
No

12) Mobile number *
09182472351

13) Alternative Mobile number *
09182472351

Step: 5

After setting up the password, click on **Basic Profile Edit**.

Enter all desired details and click on **Save & Next**.

It will re-direct you to next page: **File Upload**

Step: 6

Upload files as per the instructions and

Click **Submit All Files**

Indian Institute of Technology Tirupati
Staff Recruitment

Home Advertisement Instructions FAQ's How to apply Contact us

Basic Profile details registered already!!!!
Application details updated

Home

Navigation

- My Profile
- Basic Profile Edit
- Add Qualification
- Add Experience
- Add Certification
- Apply to Post
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File Upload

Ref Email : ishaq@iittp.ac.in

Please make all files ready with following format and size before going to file upload:

1. Passport size Photo (Dimension 3.5cm X 5cm) (jpg, jpeg), Size <=1024 KB)
2. Signature (Dimension 5cm x 1.5cm) (format jpg, jpeg) each size <= 1024 KB)
3. Community Certificate if applicable (PDF) each size <= 1024 KB)
4. PWD Certificate if applicable (PDF) each size <= 1024 KB)
6. Ex-Servicemen Discharge Certificate if applicable (PDF) each size <= 1024 KB)
6. NOC/Undertaking if applicable (PDF) each size <= 1024 KB)

Upload your Passport size photo *

Passport size photo.jpg Remove

Allowed extensions: jpg, jpeg, gif (Size < 1024kb)

Upload your Signature image *

Scan.jpg Remove

Allowed extensions: jpg, jpeg, gif (Size < 1024kb)

Upload No Objection Certificate(NOC) issued by current Employer

10th-MarksList (1).pdf Remove

Allowed extensions:PDF(Size <= 24kb)

Submit All Files Previous

Step: 7

Click on **Add Qualification**

Enter 10th /SSC details and Click **Add More**

Enter 12th/Intermediate details and Click **Add More**

Enter Degree details and click **Add More**

Add Qualification

You can add all your educational qualifications / degrees for each degree. **ITI, Diploma, UG, PG and PhD Degree**

Note: We observe that, a few candidates are adding only their highest qualification e.g., only M.Tech details were present without any B.E./B.Tech qualifications. We request everyone to kindly make sure that you add **ALL** your qualifications starting from 10th std onwards till your highest qualification by clicking on **Add Qualification** as many number of times required.

Select Degree/Diploma *
- Select -
Select your Degree/Diploma

Select Specialization *
- Select -
Select your Specialization

University/Institute *
JNTU Anantapur
Enter the name of the University / Institute.

Class/Division obtained *
- Select -
Year of Passing *
E.g., 01-2021

Scores as : *
☒ Percentage
☐ CGPA
Enter CGPA here

Aggregate % of marks *
Percentage of Marks
CGPA Out of
Out of

Upload your Certificate and Consolidated marks sheet in single file *
Choose file No file chosen
Allowed extensions: pdf (Size <1MB)

☐ I have added all my qualifications viz: SSC, 12th, Graduation, etc. (if not, click on "Add More" before submitting to enter other qualifications that you have) *

Submit Add More

Add Qualification

You can add all your educational qualifications / degrees for each degree. **ITI, Diploma, UG, PG and PhD Degree**

Note: We observe that, a few candidates are adding only their highest qualification e.g., only M.Tech details were present without any B.E./B.Tech qualifications. We request everyone to kindly make sure that you add **ALL** your qualifications starting from 10th std onwards till your highest qualification by clicking on **Add Qualification** as many number of times required.

Select Degree/Diploma *
- Select -
Select your Degree/Diploma

Select Specialization *
- Select -
Select your Specialization

University/Institute *
Enter the name of the University / Institute.

Class/Division obtained *
- Select -
Year of Passing *
E.g., 01-2021

Scores as : *
☐ Percentage
☐ CGPA
Enter CGPA here

Aggregate % of marks *
Percentage of Marks
CGPA Out of
Out of

Upload your Certificate and Consolidated marks sheet in single file *
Choose file No file chosen
Allowed extensions: pdf (Size <1MB)

☐ I have added all my qualifications viz: SSC, 12th, Graduation, etc. (if not, click on "Add More" before submitting to enter other qualifications that you have) *

Submit Add More

Likewise, Enter all your qualifications and tick the checkbox and Click **'Submit'**

Home

Navigation

- My Profile
- Basic Profile Edit
- Add Experience**
- Add Qualification
- Apply to Post
- Application Print / Payment Status

Add Experience

You can add your Experience for each organisation/Company.

Name of the Organisation *

Enter the brief name of your employer

Designation *

Enter your Designation

From Date *

To Date *

E.g., 07-01-2021
Starting date of your experience.
For Current Experience ,You can select 29-01-2021 as a "To Date"

Brief nature of work *

Content limited to 150 characters, remaining: 150
Enter the Nature of Work in brief.

Monthly Pay Drawn *

Enter your Monthly pay in Rs.Please enter only a number here.
Eg., instead of Rs. 3,00,000/- enter only 300000

Upload Experience and Salary Certificate in a Single PDF *

Choose file | No file chosen | Upload

Allowed extensions:pdf (Size <1MB)

AddMore Submit

Step: 8

Click on **Add Experience**

Enter Experience and Click **Add More**

Enter Experience and Click **Add More** and enter all your experiences

Enter Current Experience, if any, and click on **'Submit'**

For current experience, enter last date as 29.01.2020 using the virtual calendar.

Home

Navigation

- My Profile
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- Add Experience**
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Add Experience

You can add your Experience for each organisation/Company.

Name of the Organisation *

Indian Institute of technology

Enter the brief name of your employer

Designation *

Junior Assistant

Enter your Designation

From Date *

To Date *

E.g., 07-01-2021
Starting date of your experience.

Brief nature of work *

Content limited to 150 characters, remaining: 150
Enter the Nature of Work in brief.

Monthly Pay Drawn *

Enter your Monthly pay in Rs.Please enter only a number here.
Eg., instead of Rs. 3,00,000/- enter only 300000

Upload Experience and Salary Certificate in a Single PDF *

Choose file | No file chosen | Upload

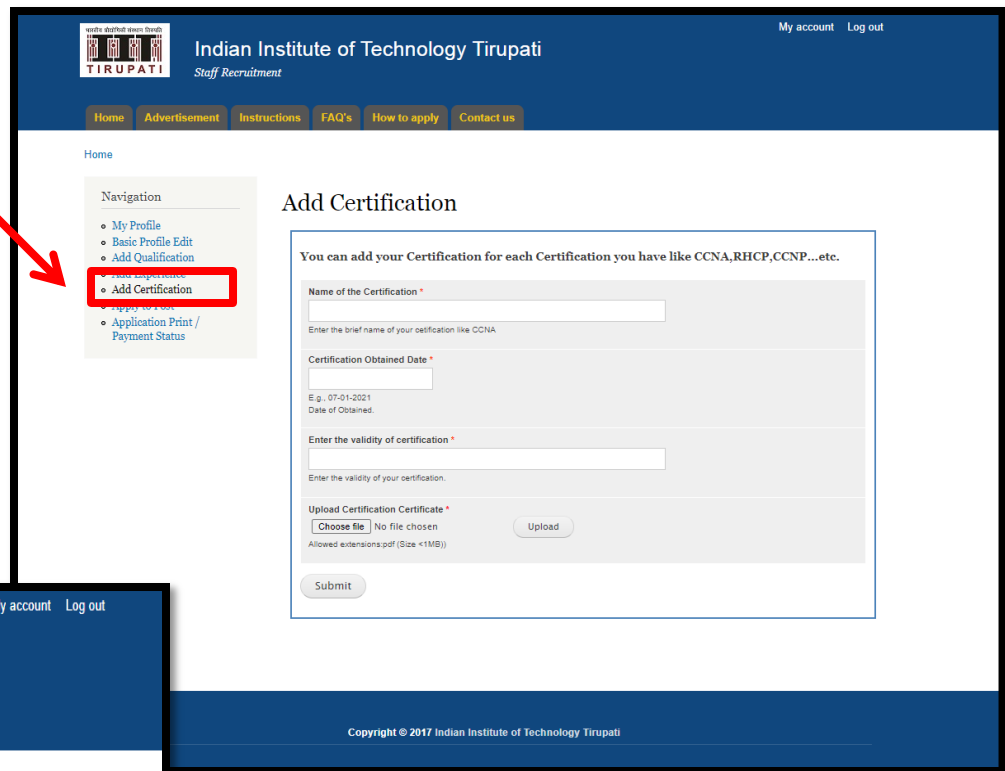
Allowed extensions:pdf (Size <1MB)

AddMore Submit

Step: 9

Click **Add Certification** and enter your certifications and upload certificates, if any, and click on **Submit**

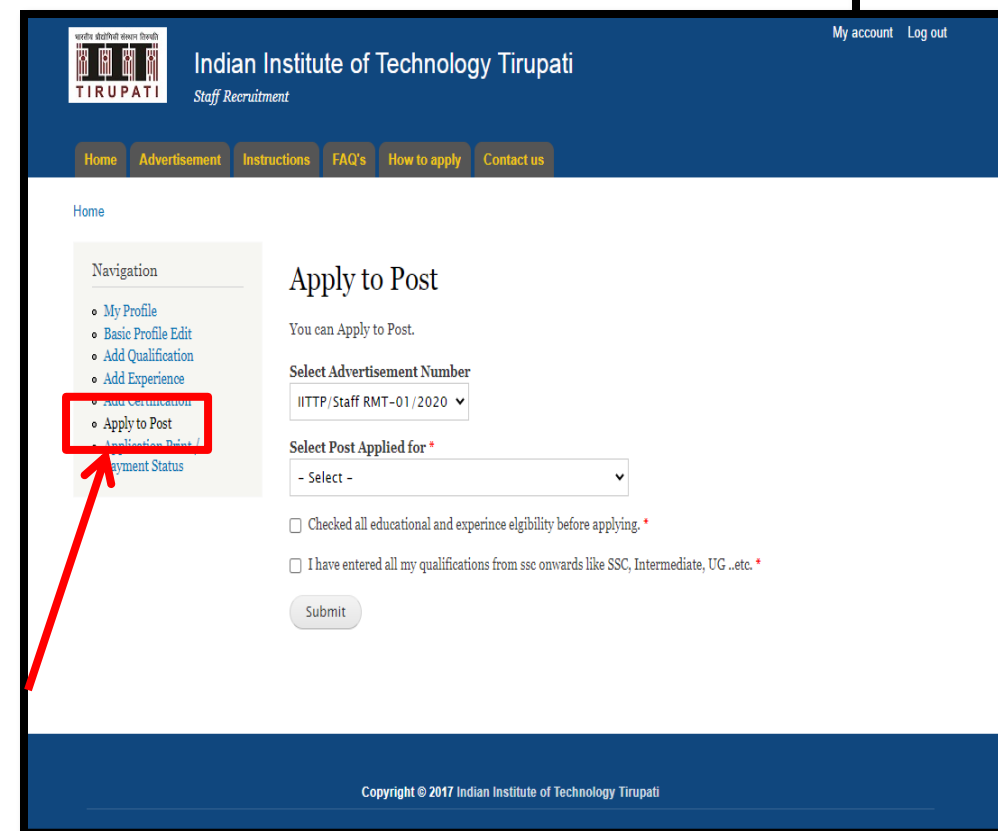
For current experience, enter last date as 29.01.2020 using the virtual calendar.



The screenshot shows the 'Add Certification' form on the Indian Institute of Technology Tirupati Staff Recruitment portal. The navigation menu on the left has 'Add Certification' highlighted with a red box and a red arrow pointing to it. The form itself is titled 'Add Certification' and contains the following fields:

- Name of the Certification ***: A text input field.
- Enter the brief name of your certification like CCNA**: A text input field.
- Certification Obtained Date ***: A date input field with a dropdown arrow.
- Enter the validity of certification ***: A date input field with a dropdown arrow.
- Enter the validity of your certification**: A text input field.
- Upload Certification Certificate ***: A section with a 'Choose file' button, 'No file chosen', and 'Allowed extensions: pdf (Size <1MB)'.
- Submit**: A button at the bottom of the form.

The footer of the page reads 'Copyright © 2017 Indian Institute of Technology Tirupati'.



The screenshot shows the 'Apply to Post' form on the Indian Institute of Technology Tirupati Staff Recruitment portal. The navigation menu on the left has 'Apply to Post' highlighted with a red box and a red arrow pointing to it. The form itself is titled 'Apply to Post' and contains the following fields:

- You can Apply to Post.**
- Select Advertisement Number**: A dropdown menu with 'IITTP/Staff RMT-01/2020' selected.
- Select Post Applied for ***: A dropdown menu with '- Select -' selected.
- ☐ Checked all educational and experience eligibility before applying. *
- ☐ I have entered all my qualifications from ssc onwards like SSC, Intermediate, UG ...etc. *
- Submit**: A button at the bottom of the form.

The footer of the page reads 'Copyright © 2017 Indian Institute of Technology Tirupati'.

Step: 10

Click **Apply to Post** and Select the post you are applying for.

Tick the check box and click on **Submit**

You can select multiple posts, if eligible.

✓ You have Applied for the post of Horticulture Officer.
Your online application for the post of Horticulture Officer has been successfully submitted.

[Home](#)

Navigation

- [My Profile](#)
- [Basic Profile Edit](#)
- [Add Qualification](#)
- [Add Experience](#)
- [Add Certification](#)
- [Apply to Post](#)
- [Application Print / Payment Status](#)

Application Print / Payment Status

Staff Recruitment
Indian Institute of Technology Tirupati

Application(s) Status

Application(s) Details Application Fee Payment updation will take approximately two working days.

Post Name	Print/Download Application	Application Fee Payment Status	Application Fee Payment Details
Deputy Librarian	R120DL0042	Fee Not Paid	Fee not yet paid/received
Junior Assistant	R120JA1307	Fee Not Paid	Fee not yet paid/received
Deputy Registrar	R120DR0079	Fee Not Paid	Fee not yet paid/received
Junior Technician (Chemistry)	R120JT-CY0085	Fee Not Paid	Fee not yet paid/received
Horticulture Officer	R120HO0024	Fee Not Paid	Fee not yet paid/received

[Click Here to pay application fee](#)

Note:

No need to send any hard copy of application or any other certificates at this stage. Later during the time of written test/trade test/interview, printed application along with all relevant certificates including education, experience, category, NOC should be produced. Please save a copy of the application for future reference.

Step: 10

Click **Application Print/Payment Status**.

Check Your Application Numbers and

Click on **Click Here to pay fee**.

It will re-direct you to SBI payment portal

Step: 11

Tick the Checkbox and Click on **Proceed**

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A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

Terms Used

- > Corporate Customer: Firm/Company/Institution (FICI) collecting payment from their beneficiaries.
- > User: The beneficiary making a payment to FICI for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

☒ I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

[Proceed](#)

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SBI

State Bank Collect


State Bank Collect ▾State Bank Mops

State Bank Collect / State Bank Collect

Exit

State Bank Collect07-Jan-2021 [01:36 PM IST]

भारतीय प्रौद्योगिकी संस्थान तिरुपति

INDIAN INSTITUTE OF TECHNOLOGY, TIRUPATI
RENIGUNTA ROAD, SETTIPALLI POST . . TIRUPATI-517506

Provide details of payment

Select Payment Category *

Staff Recruitment IITT/Staff-

Name of the post applied *

--Select Name of the post applie

Application Number *

Name of the applicant *

Gender *

--Select Gender--

Category *

--Select Category--


PwD Status *

--Select PwD Status--

Registered Email id *

Registered Mobile number *

Date of Birth *



Application Fee *

Fixed:Rs.200

Remarks

Wrong application number payments may not be considered, please enter application number carefully and take a copy of payment receipt for future reference.

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.
This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Step: 12

Make the payment and download the receipt and it will re-direct you to the portal.

You can print your application anytime in the portal by logging in and clicking on ***My Profile***.

THANK YOU