

Non-Teaching Recruitment Portal Instructions

Important Note: Candidates should use latest version of Google chrome/Firefox browsers to fill online application.

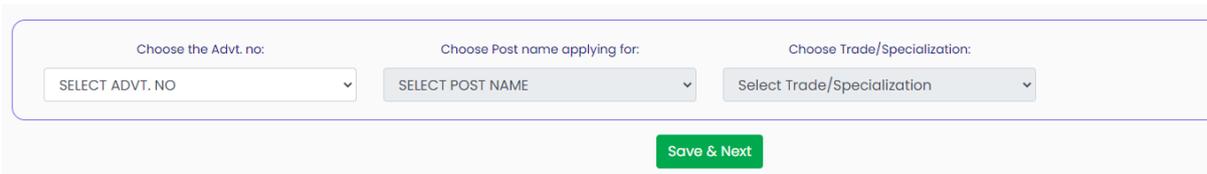
Step 1: Eligible candidates should visit <https://recruitment.nitk.ac.in> and register by clicking

[Click here to register for new users](#)

Step 2: After successful registration, you will receive an email to your registered email with all the details and account credentials to login.

If you haven't received the email check in Spam/All mails folders. If you still have not received the email click on [forgot password](#) button and submit your details to get the account details to your email.

Step 3: After successful login, you will be redirected to the user dashboard page.



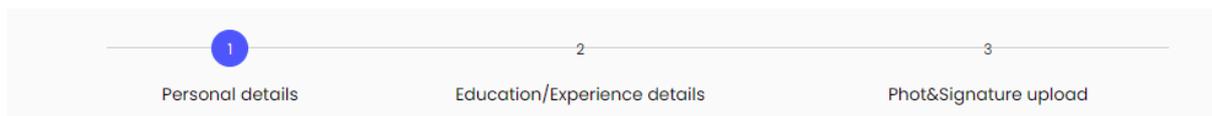
The screenshot shows a registration form with three dropdown menus and a 'Save & Next' button. The first dropdown is labeled 'Choose the Advt. no:' with the placeholder text 'SELECT ADVT. NO'. The second dropdown is labeled 'Choose Post name applying for:' with the placeholder text 'SELECT POST NAME'. The third dropdown is labeled 'Choose Trade/Specialization:' with the placeholder text 'Select Trade/Specialization'. A green 'Save & Next' button is located below the dropdowns.

Step 4: Select the required fields and click on save & next button to generate your unique application Id and to pay the prescribed application fee (if applicable).

Step 5: For payment of application fee, you will be redirected to Bill desk payment gateway to complete payment process else you will be redirected to fill the application details page (if exempted).

Step 6: After successful payment of the application fee, the payment receipt shall be mailed to the candidates registered email ID (the same needs to be attached with your hard copy of application while sending to NITK, Surathkal).

Step 7: Fill all your details in all the 3 steps ([Personal details](#), [Education/Experience details](#), [Photo and Signature upload](#)) and save.



- i. Please note that, Photo should be in jpg/jpeg or png format and size should be in between **20-50kb**.
- ii. Sign should be in jpg/jpeg or png format and size should be in between **10-20kb**.

Note: Before submission, make sure all fields are filled (Step 1, Step 2 and Step 3). Fill NA for not applicable fields.

Step 8: After filling all your details, you can preview your online application from your dashboard before final submission. However, the option for final submission of application shall be available in the [dashboard](#) only.

Step 9: After final submission of the application and you are required to take the printout and send it to NITK along with all the self-attested documents.

Note: Once the application has been submitted, there will be no option to edit/update the same.

Step 10. Logout from the portal.



Please visit <https://www.nitk.ac.in/non-teaching-positions> and check [Detailed Advertisement](#) document for more details before applying.