Useful information for PDF Applicants

1.   Candidates applying to more than one School need to submit separate application along with requisite fees for each such application.

2.   Applications are received throughout the year. The Institute reserves the right to conduct selection any time.

3.   Candidate will be informed by Email and post about the selection date, venue etc.

4.   Candidate is required to fill all the fields in the application form with specific and valid data.

5.   **Please ensure that information provided is accurate as no change is allowed post submission of application.**

6.   The enclosures to be uploaded as part of the application processes are:

   o   Photo in **JPG** format with a maximum size of **600×600 pixels**.
   o   PDF of mark/grade sheets, certificates and documents starting from Matriculation till highest degree attained.
   o   Candidates awaiting award of Ph.D. Degree should upload PDF of provisional Ph.D. completion certificate.
   o   Please upload any other relevant documents & certificates related to educational and professional experience.
   o   PDF of two best journal papers.
   o   One-page summary of Ph.D. work

   o   Proposed research Plan (not to exceed Two A4 pages with font size 10 or above)

   o   One-set of copies of publication in SCI-Journals (please upload PDF)

   o   Relief certificate from the present employer (If currently employed)
   o   Updated Curriculum Vitae.

7.   The documents/certificates must be uploaded in **PDF** format (No other formats is accepted).

8.   The maximum size per uploaded file cannot exceed **1.0 MB**. If required split larger document into multiple parts and clearly name the documents such as CV_part1of3.pdf, CV_part2of3, CV_part3of3.

9. After submission of your application at this portal you can use your registered Email ID and Password to login at the IIT Bhubaneswar PDF Application Portal at http://www.iitbbs.ac.in/pdf-application/

10. The portal will enable you to print the application form and view status of the application.

11. After successful submission of your application, your application number will be displayed. Please make a note of the same and include this number in all future communications. The number will also be available in your User Page.

12. If you are currently employed by Government Organizations or Public Sector Undertakings, the hard-copy of your application needs to be forwarded by the employer.

13. After online submission, print a hard-copy of the completed application form (the online portal will allow you to print after successful electronic submission of your application). Attach all relevant enclosures and forward the application packet to:

Assistant Registrar (Academic Affairs)
Indian Institute of Technology Bhubaneswar
Argul,Khordha - PIN-752050,ODISHA

14. **Please check the status of your application in regular intervals for update.**

15 The hardcopy of application form with necessary enclosures should be signed and submitted to above mentioned address along with a **non-refundable** Demand Draft of Rs. 500/- for General/OBC, Rs. 250/- for favour of **"IIT Bhubaneswar"** on any nationalized bank payable at Bhubaneswar in A4 size envelop only by post or in person.

16. Women candidates are exempted from the payment of application fees.

17. Please super-scribe '**Application for Post Doctoral Position in the School of _____**' on the top of the envelope.

18. The Institute reserves the right to call a limited number of candidates for written test or/ and interview.

19. **Incomplete applications/application without relevant supporting documents/ application without prescribed Demand Draft/applications not on prescribed form will be out rightly rejected and no correspondence in this regard shall be entertained.**

20. The Institute will not be responsible for any postal delay.

21. For further information please contact to *Assistant Registrar (Academic Affairs), Contact No – 0674-7134578,   E-mail id – ar.acad@iitbbs.ac.in*