



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Kanpa Road, Bihta, Patna - 801103, Bihar, India

Frequently Asked Questions

(Related to submission of applications for faculty recruitment in the online portal against the Advertisement No.: IITP/FACREC/2024/R0018, Dated: 16-October-2024)

Candidates filling the online form are requested to read the “General Instructions for Applying Online” provided on the homepage (<https://facrecrt.iitp.ac.in/>) thoroughly before proceeding to register and fill the online form. Also, ensure that you have read the title of each fields in the online application properly before filling the appropriate details.

1. I am currently outside India. Is it mandatory to send the hard copy of the application?

Response: It is desirable to print the generated PDF version of your application and send the hard copy of the application along with all supporting documents.

2. I get “invalid OTP” message when I try to register on the portal.

Response: It seems you are entering the OTP wrongly. Avoid entering spaces before or after the numbers. Or it is better to manually type the OTP in the specified field rather than copying and pasting the OTP from your email. In case of any difficulty, try using an alternate email id to make a new registration. If the issue still persists, please write to facrecrt@iitp.ac.in and facrecrtiitp@gmail.com (please ensure to add both the email id’s while communicating to us).

3. In step 3, I have mistakenly entered “NA” in the first cell of a row by which the entire row has got disabled.

Response: The instruction clearly says, “Please enter “NA” (Capital “N” followed by capital “A” only and no full stop or gap between “N” and “A”) in the “Examination/ Degree/ Diploma passed column”, in case you have no information to enter. As soon as you enter “NA” the corresponding row will get automatically and permanently deactivated. Please note that once a row becomes deactivated, subsequently you will not be able to again activate the same row for entering your information”

In case, if you face this issue, you are requested to submit a fresh application with a new email id for registering on the online portal. While, you can use



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Kanpa Road, Bihta, Patna – 801103, Bihar, India

your preferable email id to fill the field in the step 1 of the online portal (shown below for your reference):

“Email ID to which the correspondence needs to be made. Please be informed that all the future correspondence regarding your application will be made to this particular Email ID only”

4. I want to apply for more than one department/post.

Response: Applicants applying for multiple positions/departments should use separate email addresses (i.e., to register and create new online account) for each application.

5. I am unable to “Save & Proceed” to next page.

Response: All fields are mandatory. In case a field is not applicable to you, please type “Not Applicable” or “NA”. Please note that if you do not have any contents/file to upload against a particular mandatory field—for example, in case you do not have contents/file to upload the details of the published conference papers, you have to write “Published Conference Papers -Not Applicable” in a blank PDF page and subsequently upload the corresponding PDF document. You cannot afford to keep a mandatory field empty. Keeping a mandatory field empty will create errors and you will face problems while previewing and submitting your final application. On the other hand, if you do not have any contents/file to upload against a particular non-mandatory field, then you may choose not to upload any file. In addition, there may be a case where you have uploaded a wrong file against a particular field and you wish to delete it and replace it- you are requested to again upload the right file against the same field, which in turn will automatically replace the previously uploaded file (wrong file).

6. I have received multiple confirmation emails after I clicked the submit button while completing my application.

Response: Clicking the submit button multiple times can cause issues. It's best to click it just once and wait patiently for the online form to automatically direct you to the final confirmation page.



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Kanpa Road, Bihta, Patna – 801103, Bihar, India

7. In the “Awards and honours” field (step 5): After I make entries in this field and while previewing the final pdf file of my application, I noticed that the sentences are overlapping &/or clipped at the bottom.

Response: Page limit has been allotted for Awards and Honours in the final pdf of your application. Therefore, you are requested to make entries of your most notable awards and honours, separated by commas. Also, please try to use abbreviated terms of your Awards and Honours, if necessary (for example please write “INSA Award” instead of “Indian National Science Academy Award”).

8. I have filled all the steps correctly including ticking the declaration statements, still I am unable to preview my application by clicking on the preview button.

Response: Please ensure that you are able to view all uploaded PDFs and image files individually by clicking on the "VIEW" button. In addition, you may also try using a different computer system (preferably a Windows-based device), different browser and connect to a different network (internet provider) to see if the problem still persists. Before submitting your application (while making your final submission - by clicking the SUBMIT button in the last page of the online portal), please ensure that you can preview your application correctly by clicking the "PREVIEW" button in the last page of the online portal. In case, if the issue still persists, please contact us using the email addresses provided in the advertisement for further assistance.

9. I have filled all the steps correctly including ticking the declaration statements, but when I click the preview button, I get the following error:

In case your preview does not get generated, you are requested to ensure/check that all the mandatory fields are filled correctly, the PDF files are uploaded properly and the checkboxes are ticked (checked) before previewing/submitting your application.

Response: Such issues are generally noticed when the candidate uses mobile scanner apps to scan the documents and then subsequently he/she convert these scanned documents into PDFs for uploading in the online portal. We recommend using an alternative method, such as taking a screenshot of the scanned document and converting the image file into a PDF using standard



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Kanpa Road, Bihta, Patna – 801103, Bihar, India

software. Before submitting your application (while making your final submission - by clicking the SUBMIT button in the last page of the online portal), please ensure that you can preview your application correctly by clicking the "PREVIEW" button in the last page of the online portal. In case, if the issue still persists, please contact us using the email addresses provided in the advertisement for further assistance.

10. I have clicked the submit button (in the last page of the online portal) without previewing my application (I did not preview my application by clicking on the "Preview" button in the last page of the online portal) and now I am unable to view/download the final pdf version of my application.

Response: Since you did not preview your application before making the final submission, the PDF version of your final application was not generated. Therefore, we will also not receive the PDF version of your application. This is a clear situation that we cannot process your application any further. At such instance, you are urged to contact us immediately using the email addresses provided in the advertisement for further assistance.

For any further information/queries, please write to facrect@iitp.ac.in and facrectiitp@gmail.com. (please ensure to add both the email id's while communicating to us).