Frequently Asked Questions Online Applications

How do I log in?
To log in, click the 'Log-in' tab at the bottom of the page. Enter your email address and password and click the 'Log-in' button. If you have not registered before, you will need to do so by clicking on the 'Sign Up' tab. This will take you to the Sign Up page. On this page you must enter your email address, a password, and then re-enter your password.

Your password must:

- More than 8 characters

Choosing a secure password ensures that your personal information is held securely and is only accessible to you.
Once you have created an account, you will be able to log in using your email address and password and apply for your chosen vacancy/vacancies.

Why do I need to register an account to apply for a job?
Creating a user account gives you access to a number of useful features in our system. These include the option to:
- Save your application form when you have only partially completed it and you wish to return to it at a later stage
- Re-use certain details that you have submitted on a previous application form when you apply for a new position

What do I do if I have forgotten my password?
Go to the 'Apply' link on the top of the page of your screen. There is Lost Password tab at the bottom of the page just beside Sign Up. Enter the email address you used to register for an account and click on the 'Request Reset Password' button. An email containing a link to reset your password will be sent to your registered email address. When you have received the email, you should click on the link provided. You will then be prompted to set a new password to use when accessing your account in future.

How do I apply online for a job?
Vacancies inviting online applications will include an apply button in the advert posted on the University's careers page. Clicking on that button will take you to the Web Recruitment System log-in page. Here you must register (if you have not done so before) and then log in to access the online application form.

You will be routed to the 'Application form for the Assistant Professor' page. If you save your application and log back in on another occasion, you can

return to your application by selecting the vacancy under the 'Position Applied for' tab at the top left of the screen. When you have found the relevant vacancy, click on the 'Edit Application' button. You should fill all the mandatory fields of application form and then click on "Review Submit" button.

Please note: you will not be able to change your application once you have submitted it. If you are expecting any details in your application to change before the closing date of a vacancy, you may wish to submit your application once this change has taken place.

What information will I need to fill out the application form?

It may be useful to have the following information available to assist with the completion of your application form:

- Details of your qualifications and training, including awarding bodies, dates of awards, and results
- Details of your employment history
- Details of GATE/NET JRF/NET Lectureship SLET/SET (if applicable)
- Details of journal publications/seminars/conferences/workshops and training programs (if applicable)

However, you can start your application without having this information to hand. You can save and return to it later.

What is the size and type of photograph and signature?

- To be uploaded during the submission of online application form

  Photograph of Candidate JPEG format, 50 KB file size, and 3.5cm x 4.5cm dimension

  Signature of Candidate JPEG format, 30 KB file size, and 3.5cm x 1.5cm dimension

Am I able to save an application and return to it at a later stage?

You can save your application and return and complete it at a later stage. Click on the 'Save application' button at the bottom of the page that you are currently completing. Your application will then be saved and can be modified at any time up to the closing date for the vacancy. When you are ready to continue with your application, log back in. The applications you have started will be shown under the 'My Applications' tab. Navigate to the relevant vacancy and click on the 'Edit Application' button at the far bottom of the screen.

How do I print a copy of my application form?

To view a printable version of a saved application form, click the 'Save Applications form' tab. You will be redirected to 'Existing Applications 'page which contains 'Print' button at bottom right of the page when you click on this it will routed to a summary of all your current applications. You can now print this page in the same way as you would normally print a web.

How do I amend my application after it has been submitted?

You will not be able to amend an application after it has been submitted. If there is still time before the deadline, and you wish to add extra information to your application then please do not submit your application until you have all the necessary information to hand. This will allow you time to enter the correct information and submit your application in time to meet the deadline.

Who can I contact if I'm having technical difficulties?

If you encounter technical difficulties when using the online application form, please contact our helpdesk at: **techsupport@rgukt.ac.in**
Please provide the following details in your email: your name, the vacancy you are applying for, and a brief outline of your problem. Please note that this email address is only monitored during working hours, and is unattended in the evenings and holidays.
Please note: if your question is not about a technical issue, this helpdesk will be unable to respond to your query.