



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](mailto:facrecrt@iitp.ac.in) and [facrecrtiitp@gmail.com](mailto: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”).

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