IIT Bombay

E-Recruitment System

for

Job Applicants
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E-Recruitment applicant’s Manual

All Job applicants can access the employment opportunities as Unregistered and Fresh applicants.

Unregistered applicants will be able to view/search all the employment opportunities published by IIT Bombay. To proceed further in applying for jobs, registration is necessary. Once registration is completed successfully, email verification will be sent to the applicant and then applicant is allowed to log on to the Applicant Cockpit.

E-Recruitment Applicant Cockpit is an integrated application which provides an access to the candidate’s applications such as Candidate Profile, Job Search and Applications.

Fresh Applicants will be able to view/search all the employment opportunities and apply. They will be able to do further activities such as search for jobs, update the profile and check the status of applications by logging into the Applicant Cockpit.

Prerequisites to Start

Please note that once you have registered, you will use the created username to access this site in future.

The following browsers are recommended by IITB-ERP for use with the e-Recruiting system:

- Chrome
- Firefox
- Microsoft Internet Explorer

If you use any other different browser and are not able to access the system, please switch to any of the above recommended browser.

For personal security and to prevent illegal access to your profile, please always remember to click “Log off” link before leaving the system, especially if you are using a public computer.

Most screens are opened and displayed in new windows. If you have suppressed the display of additional windows with a popup blocker, you must deactivate this for this application.
How to Apply for Jobs online

Ways to access the Employment opportunities at IIT Bombay

There are two ways to access the employment opportunities at IIT Bombay

1. Access for Employment opportunities as an ‘Unregistered applicants’
2. Access the E-Recruitment Applicant Cockpit as ‘Fresh applicants’

Unregistered Applicant – Job Search

Access for Employment opportunities as an unregistered applicants:

To apply online, search for employment opportunities at IIT Bombay and then Register to apply for the desired Position/job.

Search for Employment Opportunities:
Navigation: http://www.iitb.ac.in/

➢ When you click on job search link you will be able to view the job search page.
➢ Click on Start button and check all the jobs published by IIT Bombay.
➢ As soon as you click on Start button you will be able to view all the jobs categorized in 3 types as follows.

Categories of Jobs:

1. Job Vacancies for Staff (For Institute Staff of Group A, B &C)
2. Faculty Recruitment (All teaching staff)
3. R&D Jobs (All the Jobs related to Industrial Research Consultation Centre)
Specify some search keywords in ‘Keyword’ if you wish to search for a particular job and then click Start button.

You can also use * before and after the search keyword and click on Start in case if you don’t want to use complete keyword. Example: *Tech* and click on start and then you will get all the jobs which has the word tech such as Technical assistant, Lab Technician, Jr. Technician etc.

If you want to check all the jobs available just click on Strat button.

Once you click on Start button and then all the jobs will be displayed as shown in the below screen.

Please click on ‘User Help’ link which will guide you to create and submit application.

Click on the Job posting as showing in the above screen and check the job details
Job Details will be displayed as shown in below screen.
Review the details of the Job and click on Apply if you wish to proceed further.
Also, you can apply for job after review by closing the detailed Job
Once you close the detailed job PDF, select the job for which you wish to apply, then click on apply button as shown in the below screen.

Registration Process

Once click on Apply you will get the registration page to proceed further
Fill in all the details and click on ‘Register and Apply’ button as shown in below screen
Once you click on 'Register and Apply' button, you will get the message as follows.

An email will be sent to the registered email ID you have entered during registration page.

Check the mail and the attachment. Open the attachment and click on link which is available to confirm your email ID as shown in the below screen.
Dear [ Amber Shopping ],

Greetings from IIT Bombay, an Institute of national importance, adjudged as an Institute of eminence!

Thank you for showing interest in employment opportunity at IIT Bombay.

At this point, you have NOT yet filled your job application. Kindly note the following before you initiate the application process:

1. An activation link (mentioned at the latter part of this email) is to be clicked in order to complete the registration process. Please note that the link is valid for the next 24 hours only.

2. Successful registration shall automatically take you to the job application portal where you need to click 'Personal Career Pages' and proceed further.

3. You are expected to login using already registered credentials. On logging in, you can directly click 'Job Search' link and start filling the online application form OR click 'My Profile' link to create your profile.

Your user id: TEST_3006

Activation Link:
http://empliny.iitb.ac.in:8000/sap/bc/eri/ru/ing/verifcation?param=Y2FtZGlkYXRlX2hvb2JsZWN0PTA=5TkEwMDAxNTEwOCZjMzExMjF9ajgKPTAwMEM5OUY1OTFDNHFRK5NDlGRDY2MEVDRDwNZE=&sap-client=200&sap-language=EN

Please note: This is a system generated email which should not be replied to.

Best Regards,

Recruitment Unit,

IIT Bombay

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- Once you click on this highlighted link you will get a confirmation message as shown below.

**Confirmation of Your E-Mail Address**

You have confirmed your e-mail address.

You can log on to your personal career pages here:

[Personal Career Pages](#) ![Click here to log on to career pages]

- Click on the link available to log on to the career pages, and then the log on page will be opened as shown below.
Enter the User name and password you have created during the registration process. Click on Log On button and then you will be taken to the Applicant Cockpit/career page as shown below.  
Now continue to navigate to Job Search and complete the application submission.  
Click on Job Search to check all Employment Opportunities advertised by IIT Bombay.

Once click on the Job Search you will be taken to the Job Search page as shown below.
Specify some search keywords in ‘Keyword’ if you wish to search for a particular job and then click Start button.

You can also use * before and after the search keyword and click on Start in case if you don’t want to use complete keyword. Example: *Tech* and click on start and then you will get all the jobs which has the word tech such as Technical assistant, Lab Technician, Jr. Technician etc.

If you want to check all the jobs available just click on Start button and then check out all the jobs available.

Click on the Job posting as shown in the above screen and check the job details

Job Details will be displayed as shown in below screen.

Review the details of the Job and click on Apply if you wish to proceed further.

Click on apply button and then you will get the application wizard as shown in the below screen.
Application Wizard

- Fill all the required data of Personal, Academic, Work Experience, Attachments (Documents upload), and Cover letter.

**Personal Data:**

- Fill all highlighted and mandatory fields
Important Notes:

- Maintain Gender as it will be considered for Application Fee payment. In case of Gender is Female, she is exempted for payment of application fee.
- In case of Birth Category is SC or ST, and Special Category PwD also applicant will be exempted for application fee payment.
- At least maintain any one of the identification number (Aadhaar or Passport or PAN).
- Special Category: In case if the applicants is ex-servicemen check the check box.
In case of PwD (Person with Disability): Specify the type of disability
In case of PwD is OH: Please specify the type of OH and percentage

Click on Save and Continue.

**Academic Qualifications:**

Important Notes:

- Click on Add button to add academic qualifications as shown in following screen.
- Specify the Institute Name, Start Date and End date of the course
- Date of Results Declaration / Date of Defence: This is the date on which the results or certificate have been issued.
- While entering the Final grade, in case if applicants is still pursuing the course, then maintain ‘PURS’.
- Once all the details entered successfully, click on OK button
NET & GATE Score and Statement of Objectives:

- Check the check box of NET or GATE if qualified and specify the score accordingly.
- Write the Statement of Objective in case of Job application for Group A job or Faculty job.
- Specify the Objective and click Save button.

Click on Save and Continue.


**Work Experience:**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Location</th>
<th>Pay Scale</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2014</td>
<td>Mumbai</td>
<td>60,000.00</td>
<td>$0,000.00</td>
</tr>
</tbody>
</table>

**Important Notes:**

- Click on Add button to add all the employer details
- Enter the employer name, start and end date of employment if you have already left the organization.
- In case if you are still working, check the checkbox of Currently Employed with so that End date will be hidden as it is not required.
- Specify the Pay scale/levels and Total Emoluments per month (Mandatory)
- Specify your Job profile and click on OK.

**Add Work Experience**

- Employer:
- Currently employed with (Check if Yes):
- Start Date:
- End Date:
- Country:
- Location:
- Industry:
- Designation:
- Pay scale with Grade Pay/Levels:
- Total Emoluments (per month):
- Job Profile:

Click on Save and Continue
Attachments:
- Add all the attachments of required documents.
- Read all the instructions and attach all the documents.

Click on Add button to attach documents
Once you click on Add button you will be able to attach/upload documents as shown in below screen.

Important Notes:
Select the Attachment Type for example, Education, Experience or other legal documents such as Bachelor certificate, Masters Certificate, Documents related to publications, Experience certificate, Caste certificate, Photo, signature and ID cards etc,
Once you select the attachment type, click on Browse to add the file/document, and click on Attach button.

Check the attachment overview (Document Title and Attachment Type) to view the documents which are attached successfully as shown in the below screen.

Please note that attachment of Photo and Signature are mandatory.

Click on Save and Continue.

**Questionnaire:**

Questionnaire is the set of questions assigned to the job application which needs to be answered by the applicants. This questionnaire may have technical, non-technical or informative questions.

**Important Notes:**

- Check the questions and answer them accordingly.
- The following questionnaire has got two types of questions. One is with Yes or No options from a dropdown and another one is with multiple choices.
- Select Yes or No for first question. Select multiple check boxes for second question.
Click on Save and Continue.

**Cover Letter:**

Cover Letter is used to specify the Application Source, Application Category, References (if required) and also can specify the reason why are you applying of this job (If any reason is available and it is optional).
Important Notes:

Application Source Type & Application Source:

- There are different types of application sources such as Employee Referral, friends, Newspaper and Website.
- Select any one of the application source type through which you came to know about this employment opportunities.
- In case if you select the Newspaper as specified in the screen, then select the Newspaper name in the application source.
- Other Information: You can also specify additional information if you wish to do.
- In case of employee referral, specify the employee’s code/personnel number.

Application Category:

- Applicants have to select the Application category as applicable.
- If the Job has been advertised only for OBC, only OBC applicants should apply for this job.
- In case of applicant’s birth category is SC/ST/UR, they should not apply for this Job by selecting OBC.
- In case if the Job is advertised for OBC and UR categories, if applicant’s birth category is SC/ST/UR and then he/she is eligible to apply for this Job by only selecting UR (SC/ST/OBC applicants can apply for such jobs as UR applicants only and there will not be any age relaxation in this case for those applicants).
- Any applicant (SC/ST/OBC/UR) can apply for jobs which are advertised with category UR.
- Applicants can also be able select the category PwD and Ex-Servicemen if applicable.
- PwD & Ex-Servicemen will be only enabled for selection in case if the applicant has specified/selected these fields from Personal Data.

Reference:
applicants can provide 3 professional references in case if they are applying for Group A and Faculty Jobs.

- Click on Add button, enter all the required information as highlighted in the Add References popup window and then click on OK.

- Once enter the reference details and click on OK button, can view the overview of the references in the following screen.

**Why are you applying for this employment opportunity?**

- Here applicants can specify the reason why are they applying for the job and it is optional.
Click on Save and Continue to view the Complete Overview of the candidate profile in PDF.

**Candidate Profile Overview:**

applicants can view the overview of all the Personal, Academic, Work Experience and Attachments related data in PDF.

**Important Notes:**

**Make Application Fee Payment:**
In case if the birth category of applicant’s is OBC or UR and the Gender is Male, they will have to pay the application fee before they submit the application.

**Note:** All SC, ST, Woman, PwD applicants are exempted from Application Fee Payment.

**Application submission with Application Fee Payment:**

- applicants will be able to view the overview of the profile in PDF.
- applicants will be able to pay the application fee if applicable by clicking the Make Payment button.
- Once click on Make Payment button, applicant will be taken to the payment gateway where they will be able to select the bank to proceed with payment process.

**Application submission after fee payment:**

- On successful fee payment, applicants will be redirected to the application wizard. Now applicants will be able to navigate to ‘complete application’ step to submit the application as shown in the following screen.

**Application submission after fee payment:**

- Make sure you read the declaration information and the highlighted check box should be checked before submit the application.
For SC/ST/PwD and Woman applicants will submit the application without fee payment.

Once click on 'Send Application Now' button and you will get the following message on successful submission of application.

Application submission is successfully completed.

Fresh Applicant

Access the E-Recruitment Applicant Cockpit as Fresh Applicant

Navigation: http://www.iitb.ac.in/

Once registered, you will get the access to the personal career pages. To do so, open the IIT Bombay’s careers website by either clicking on the “Apply Online” link on the home page http://www.iitb.ac.in/.
Enter the User name and password you have created during the registration process. Click on Log On button and then you will be taken to the Applicant Cockpit/career page as shown below.

**Applicant Cockpit**

Applicant Cockpit provides an overview of all the services available for a Fresh applicant.

The following are the services available for a Fresh applicant.

**Candidate Profile:**
My Profile

**Employment Opportunities:**
Job Search
Application via reference code
My Applications
My Profile:

- Please click on ‘User Help’ link which will guide you to create Profile, Search Jobs and submit application.
- Check all the three highlighted areas, click any one of them to navigate to Candidate profile which contains the Personal Data, Academic Qualifications, Work Experience and Attachments components. Please refer the below screen for the same.

You can update the data if required and release it.
Until you release the profile the changes will not be available for Recruiter at IIT Bombay. Before releasing the profile know the difference between candidate profile and application wizard.

**Difference between Candidate Profile and Application Wizard:**

Candidate Profile consists of Personal Data, Academic Qualifications, Work Experiences and Attachments of the Personal, Academic, and other legal documents.

Application Wizard consists of same Candidate Profile components such as Personal Data, Academic Qualifications, Work Experiences and Attachments of the Personal, Academic, and other legal documents. Along with these components, Questionnaire and Cover Letter components will be added while applying for the job.

**Release the Profile:**

applicants will be able to make changes to all the profile data (Personal Data, Academic Qualifications, Work Experiences and Attachments). But those changes will be visible to the recruiter only when profile is released successfully by the applicants.

Please refer the following screen.

- Once the data is updated, then navigate to Overview and Release component as shown in the above screen.
- Check all the details reflecting in PDF overview and then select the check box of declaration as shown in above screen.
- Once you check box is selected, click on ‘Complete’ button to release the profile.
- Once you click on ‘Complete’ button, profile will be released successfully and confirmation message will be displayed as shown in below screen.
- After releasing the profile, these changes will be visible to the recruiter.
Employment Opportunities

**Job Search:**
You can search for employment opportunities at IIT Bombay as Fresh applicant using Job Search.

- Click on Employment Opportunities and Job Search where highlighted.
- Click on Strat or use keywords to search for particular jobs of your choice.

**Application via Reference Code:**
You can search for employment opportunities at IIT Bombay using Reference Code of advertisement as Fresh applicant from this service.

- Click on Employment Opportunities and Application via Reference Code.
- Enter the Advertisement reference code in reference code
- Click on Strat Search and see the resulted job which has been advertised
- Select the job as shown in the below screen and click on Apply.
Tell a Friend:
Tell a Friend is used to send this job advertisement to a friend via email.
Click on Tell a Friend button and see the pop up window which has a hyper link of the Job advertised.
You will have two options to send this job to your friend. Read the instruction mentioned and send it.

My Applications:

You can check the applications and statuses as Fresh applicant from this service.

Click on Employment Opportunities and My Application.
Check all the applications and the statuses as shown in the following screen.

Change Password

applicants can change their passwords by click on change password link as shown in the below screen.

Enter User name and current password and click on Change Password to change the password.
Enter user name, current password, new password and confirm new password. Then click on change button as shown in below screen.

Once click on Change button you will get the confirmation message as shown below and then click on Continue button to logon.
Forgot Password

If applicant forgot the password, they can click on the below highlighted link.

- Once applicant clicks on the above link, he/she will get the below screen. Enter User Name in the IITB-ERP User Id and CAPTCHA as shown in the below screen.
- Then click on Submit button to get the new password generated by system.

- Once applicant clicks on Submit Button, confirmation message will be displayed as shown above.
- Click on Refresh button to get new CATCHA code.
Once you click on submit, check your registered Email Id for new password.

The below screen displays the email with newly requested Password as shown in the below screen.

Dear User,

Your password has been reset successfully.
Your new password is: TK$H#C1

Thank you!

Regards,
IITB Support Team.

Copy the password, go to login screen and login with this new password generated by system.
When applicant log on to the career portal, enter user name, paste the current password which has received from mail, then set a new password and confirm the same to logon.