

## **INSTRUCTIONS TO SUBMIT THE HARDCOPY OF THE APPLICATION**

1. After the final submission through online, take the printout of the filled application sign.
2. Take the printout of the “Credit Point Summary” sheet given in Annexure-III and complete.
3. Arrange the Print out of Application form, Credit point Summary sheet and self-attested photo-copy of the certificates/documents/publications/etc. in order as given in Table below:

1	Print out of the Application Form
2	Check list given in Annexure-IV
3	Completed Credit Point Summary
4	Aadhar card (preferable) or any other identity proof issued by Govt. of India
5	Certificate for age proof
6	10 <sup>th</sup> mark sheet, 12 <sup>th</sup> mark sheet/Diploma mark sheet and Diploma certificate
7	UG degree certificate and UG degree mark sheets (Consolidated mark sheets)
8	PG degree certificate and PG degree mark sheets (Consolidated mark sheets)
9	Ph.D. Degree certificate and Ph.D. viva voce notice or any other document for the proof of date of viva voce
10	Experience certificate(s) (Teaching), if any, in chronological order from latest *
11	Experience certificate (Industry), if any, in chronological order from latest *
12	Proof for Sponsored Projects, patents and consultancy projects
13	Proof for Ph.D. guided details (starting from latest)
14	First page of Journal Publications (SCI/SCIE) starting from latest
15	First page of Journal Publications (SCOPUS) starting from latest
16	First page of Conference proceedings since last appointment (starting from latest)
17	Proof for institute level and department level administrative activities (since the last appointments)
18	Proof for Workshop/FDP/Short-Term courses organized (minimum 5-days) since the last appointment
19	Proof for organization of National level program like GIAN as coordinator ( 2-weeks/1-week) since the last appointment
20	Proof for Length of service over and above the relevant minimum teaching experience required for a given cadre
21	Proof for establishment of New Lab(s) (since the last appointment)
22	Proof for Theory Teaching of over and above 6 credit hour course
23	Proof for publication of Books- international publishers (since the last appointment)
24	Proof for publication of Books (national publishers) and book chapters (since the last appointment)
25	Proof for Outreach activities
26	Proof, if any, for Fellow IEEE, FNA, FNAE, FNASc
27	Proof for placement percentage (only for the placement officers or faculty incharge of placement) (since the last appointment)
28	Any other relevant documents

\* The candidate should also attach supporting documents in support to the experience rendered such as self-attested copies of offer of appointment/ appointment letters, experience certificates, and salary slips/ certificate at each level of experience/ Office order of pay-fixation etc.

4. Give the page numbers continuously. For example, AADHAR Page no.1, 10<sup>th</sup> Mark sheet Page no.2, ... etc. and fill the page number in the credit point summary sheet.

5. **Applications which are not in the prescribed format, without relevant supporting documents and without fee payment receipt shall be summarily rejected.** No correspondence shall be entertained in this regard.
6. The printout (hard copy) of the online application along with all requisite documents (arranged as mentioned in sl. No.3) must reach to the following address **on or before 11.07.2023 (5:00 p.m.)**  
**The Registrar,**  
**National Institute of Technology Tiruchirappalli,**  
**Tiruchirappalli-620015,**  
**Tamil Nadu.**
7. The envelope containing the application be super scribed as “APPLICATION FOR THE POST OF ..... IN THE DEPARTMENT OF.....”.

**Registrar (i/c)**