



Indian Institute of Technology (Indian School of Mines), Dhanbad

[Instruction for filling online application on IIT \(ISM\) Portal](#)

If you want to apply for more than one post please register with different email id.

For any type of communication to resolve your technical issues please use your registered email ID ONLY.

Please fill the form carefully you may not get chance to edit after submission of form. Keep application form number and mention it in your communication.

All candidates must upload all necessary academic certificates with their application form (class X – onwards). (All original certificates are required at the time of the interview) (Maximum Size 1024 KB) Type PDF.

SC/ST/OBC/EWS candidates must upload relevant certificates from a competent authority (If applicable). (Maximum Size 1024 KB) Type PDF..

PWD candidates must upload Disability Certificate from a competent medical authority (If applicable).
(Maximum Size 1024 KB) Type PDF.

Handwritten document one page. (Maximum Size 1024 KB) Type JPG

Passport photo (Maximum Size 100 KB) Type JPG

Scanned signature (Maximum Size 100 KB) Type JPG

Payment receipt (Maximum Size 100 KB) (.pdf), if exempted from paying fees please upload a self- signed certificate in this regard, but you have to upload some document, it is mandatory

Please follow following step shown below:-

Step 1. Registration, please visit <https://nfr.iitism.ac.in/index.php/empreg/registration/register>

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD

Note- All red marked feilds are mendatory

REGISTRATION

SALUTATION* --Select Title--
FIRST NAME* First Name
MIDDLE NAME Middle Name
LAST NAME Last Name
GENDER* --Select Gender--
CONTACT NO.*
EMAIL*(your login id for future visit)*
PASSWORD*
RETYPE PASSWORD*
Captcha: Enter Answer :*
Enter the answer
REGISTER HERE

Step 2.After registration, you will receive verification link on your email id. Click on the link to verify .

Please copy the link given below and open it in a browser to verify your email.

https://nfr.iitism.ac.in/index.php/empreg/Registration/verify_email?email=QZIRIVlbKNXTxolWXpmROZFMwFXVulFaSZIWMJFbkZIVyg3VaZFavZFbaRjUUp0VSJDde1ZIRaNYXVUP&code=VZIWzV1aoFmYHpkdjZkVaV2R5ckXvg2diZISWJFbkNFZwoVdWtGav1UbSB3VIRHVipHbyZFbkdlUsB3MXZIVUZ1aaVUW6JkSIZIWU9EVKZFZFpINWdFclZIRVpnWgp1VWBJV0ZFbkNnVsFUP

login your email id and click on this link

Step 3.Please visit login link https://nfr.iitism.ac.in/index.php/empreg/Registration/login_page



SIGN IN

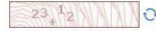
[New Register Here](#)

USERNAME *

Email

PASSWORD *

Password



Enter the answer

SIGN IN

Enter your email id provided during registration.

Enter the sum result of captcha

Enter your password provided during registration

click on sign in

Step 4. After login you will be redirected to the dashboard. Please read all the details and instructions carefully.

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Welcome to IIT(ISM) Online Application Portal. Hello, PANKAJ

Home
Instruction
Fill Detail
View & Detail
Apply
Print
Logout

- Dear Candidate, duly signed hard copy of the online filled in application form should be send to: Office of Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad-826004 (Jharkhand), India.
- For any clarification, please contact at the following email ID: dr_estt@iitism.ac.in
- For any technical problem, like data is not getting submitted, files are not getting uploaded etc. please contact at the following email ID with screen shot of your problem: rec-technical-problem@iitism.ac.in

For any problem please contact at dr_estt@iitism.ac.in with snapshot of your screen

Step 5. After reading instructions click on “fill details” and fill all details properly. (Please fill the details carefully, you will not get chance to edit the information afterwards)



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 INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Basic Details | Employment | Upload Documents | Upload Photo and Signature

[Home](#) | [Logout](#)

Note -Fill all the details properly

Personal Information

Salutation

First Name *
 Middle Name
 Last Name

Father's Name *
 Mother's Name *

Date of Birth *
 Gender *
 Marital Status *
 Category *
 Nationality*
 Are you differently able

click on checkbox if both address are same.

Permanent Address

Add Line-1 *
 Add Line-2 *
 City *
 State *
 Pin *

Current Address (*Same As Permanent)

Add Line-1 *
 Add Line-2 *
 City *
 State *
 Pin *

Contact Detail

Email
 Alternate Email
 Mobile number/Phone
 Office

Academic Records (Please upload self attested scan copies of Degree Certificate)

Education detail

S.N.	Examination	Branch/Subject	College/ University/Institute	Year	Percentage/ Grade	Class/ Division
1.	<input type="text" value="SSC"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select --"/>

Click on this button for add more edutaion detail

Special Awards/Honours(received, if any)

Click on this button for add any special award /honours received detail.

Name and Address of References

S.N	Name	Position	Address	E-Mail	Phone No.
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields marked with * are mandatory

Click on this button if all the detail are filled correctly

Step 6. Next step will be “employment details” ,“Payment detail”, “Present employment” and click on click to next and save and next.

(Please enter all your experiences carefully, you will have to show the proof of employment at any stage of recruitment). Start filling the details from your first job and finish it with your last job. Pl fill your present job, if you are still working pl fill the respective entries carefully. **Pl do**

not keep any field blank, if data is not available either use 0 for number or use NA for text)
Please make necessary payment online first and then start filling the form. Keep one copy of payment receipt with you.

Following are the guidelines for candidates to pay recruitment fee:

1. Payment of requisite fee may be made by clicking the following link:

<https://www.onlinesbi.com/sbicollect/collecthome.htm?corpID=272342>

2. Click check box to proceed for payment.
3. Select Category "**RECRUITMENT FEE**" from Drop Down Menu
4. Fill the details, viz. Advt. No., Post of Application, Name etc. and select application fee (1000/500) as applicable as per detailed Advt.
5. Submit and Proceed for payment through Net Banking/ Credit Card/ Any SBI Branch etc.
6. After payment print Payment Receipt for further processing.

The screenshot shows the 'Experience (Particular of your past positions)' form on the Indian Institute of Technology (Indian School of Mines) website. The form is divided into two main sections: 'Present Employment' and 'Payment Detail'. Red annotations highlight specific fields and buttons:

- A red circle highlights the 'Click to Add' button, with an arrow pointing to it and the text 'Click on this button for add experience'.
- A red box highlights the 'Present Employment' section, with an arrow pointing to it and the text 'Present employment details'. This section includes fields for Designation, Organization, Date of joining, Scale of Pay (Rs.), Basic Pay (Rs.), Total Emoluments (Per month)(Rs.), Total years of experiences, and a dropdown menu for 'Have you ever been discharged/suspended during your earlier employment?' with 'No' selected.
- A red box highlights the 'Payment Detail' section, with an arrow pointing to it and the text 'Payment details'. This section includes fields for Paid Amount, Advertisement No, Post name, Payment Type (with a note '(Please select None if Amount is Zero)'), Bank Name, Payment Date, and Transaction Id. A red circle highlights the 'Payment Type' dropdown menu, with an arrow pointing to it and the text 'Please select none from drop down menu if paid ammount is zero'.
- A red circle highlights the 'Click To Next' button at the bottom of the form.

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Basic Details > Employment > Upload Documents > Upload Photo and Signature

Home Logout

Experience (Particular of your past position(s))

S.N	Employer	Position held	Date of Joining	Date of Leaving	Pay Scale	Basic Pay	Total Salary
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on this button ,you can fill your past work detail

Click to Add

Present Employment

Designation

Organization

Date of joining

Scale of Pay (Rs.)

Basic Pay (Rs.)

Total Emoluments (Per month)(Rs.)

Total years of experiences(if fresher fill 0)

Have you ever been discharged/suspended during your earlier employment?

Post and Payment Detail

(Please select Advertisement No and Post Name.
If fees exempted then please select paid amount zero/0.)

Paid Amount

Advertisement No

Post Name

Payment Type

(Please select None if Amount is Zero)

Bank Name

Payment Date

Transaction Id

Click To Next

Step 7. Please read the instructions for uploading the documents, the file size and type must be same as given in instruction.

Basic Details > Employment > Upload Documents > Upload Photo and Signature

Home Logout

Please read this carefully before uploading document

File Uploaded Successfully !

Document Uploads

Instructions

- Please upload all the documents like Educational Qualification Certificate, Caste Certificate, Aadhar Card, Driving License, Research related documents etc.
- Also mention the name of the uploaded certificate/document in the given column
- Only pdf files are allowed
- File size cannot exceed more than 1024KB
- Do not use Special Character in document name.

Please dont use any special character like "Dot" .Use only Alphabet in Document name

List of Uploaded/Not Uploaded Document =Not-Uploaded , =Uploaded



Basic Details + Employment + Upload Documents + Upload Photo and Signature

Home Logout

Document Uploads

Instructions

- Please upload all the documents like Educational Qualification Certificate, Caste Certificate, Aadhar Card, Driving License, Research related documents etc.
- Also mention the name of the uploaded certificate/document in the given column
- Only pdf files are allowed
- File size cannot exceed more than 1024KB
- Do not use Special Character in document name.

List of Uploaded/Not Uploaded Document (X=Not-Uploaded, ✓=Uploaded)

~~MATRIC~~ ~~HSC~~ ~~B.TECH~~ ~~Payment Details~~ ~~Curriculum Vitae (CV)~~

Click To Add Documents to be uploaded

Click To Next

Click on this button for upload documents



File Uploaded Successfully!

Document Uploads

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- Please upload all the documents like Educational Qualification Certificate, Caste Certificate, Aadhar Card, Driving License, Research related documents etc.
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- Only pdf files are allowed
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List of Uploaded/Not Uploaded Document (☒=Not-Uploaded, ☑=Uploaded)

MATRIC HSC B.TECH Payment Details Curriculum Vitae (CV)

S.N	Document Type	Document Name	Select Document	
1.	--Select Document Type--	Please Enter document name like-	Choose File No file chosen	Upload

choose your file

Click on upload for upload document

Select document type

Document name here ,Dont use "Dot" .



File Uploaded Successfully !

Document Uploads

Instructions

- Please upload all the documents like Educational Qualification Certificate, Caste Certificate, Aadhar Card, Driving License, Research related documents etc.
- Also mention the name of the uploaded certificate/document in the given column
- Only pdf files are allowed
- File size cannot exceed more than 1024KB
- Do not use Special Character in document name.

List of Uploaded/Not Uploaded Document (X=Not-Uploaded, ✓=Uploaded)

✓MATIC ✗HSC ✗B.TECH ✗Payment Details ✗Curriculum Vitae (CV)

S.N	Document Type	Document Name	Select Document	
1	MATIC	MATIC	Already Uploaded	✓Uploaded

Click to Add Documents to be uploaded

Again click on this button for upload more document

Click to Next



File Uploaded Successfully !

Document Uploads

Instructions

- Please upload all the documents like Educational Qualification Certificate, Caste Certificate, Aadhar Card, Driving License, Research related documents etc.
- Also mention the name of the uploaded certificate/document in the given column
- Only pdf files are allowed
- File size cannot exceed more than 1024KB
- Do not use Special Character in document name.

List of Uploaded/Not Uploaded Document (X=Not-Uploaded, ✓=Uploaded)

✓MATIC ✓HSC ✓B.TECH ✓PAYMENT DETAILS ✓CURRICULUM VITAE (CV)

S.N	Document Type	Document Name	Select Document	
1	MATIC	MATIC	Already Uploaded	✓Uploaded
2	HSC	HSC	Already Uploaded	✓Uploaded
3	B.TECH	B.TECH	Already Uploaded	✓Uploaded
4	PAYMENT DETAILS	PAYMENT	Already Uploaded	✓Uploaded
5	CURRICULUM VITAE (CV)	CV	Already Uploaded	✓Uploaded

Click to Add Documents to be uploaded

Click to Next

Then Click here for proceed

After uploading all document ,colour change red to green

Step 8. In this step you must upload recent photo graph and clear signature and hand written statement.

The screenshot displays the 'Upload Photo and Signature' step of an application process. At the top, the header identifies the institution as the Indian Institute of Technology (Indian School of Mines), Dhanbad. The navigation menu includes 'Basic Details', 'Employment', 'Upload Documents', and the active 'Upload Photo and Signature' tab. A 'Please read' instruction points to a box containing the following instructions:

- 1. Only "jpg/jpeg/png" file are allowed.
- 2. Maximum size of each file should be less than 100kb.

The 'Upload Image and Signature' section contains three upload fields:

- Upload Photo:** A 'Choose File' button with 'No file chosen' text next to it. A red arrow points to this button with the label 'Upload passport photo.'
- Upload Signature:** A 'Choose File' button with 'No file chosen' text next to it. A red arrow points to this button with the label 'Upload signature'.

Below these fields is a section for the 'Please Upload Statement of Objectives (to be filled up in Candidate's own hand writing), maximum size: 1024kb'. It contains two questions:

- Please indicate as to why you wish to join IIT (ISM), Dhanbad
- How in your opinion do you meet the job requirements as advertised?

The 'Upload Handwritten' section features a 'Choose File' button with 'No file chosen' text next to it. A red arrow points to this button with the label 'Upload hand written statement'.

At the bottom of the form is a large text area labeled 'Any other information you would like to provide'. A 'Click To Next' button is located at the very bottom of the page.



Basic Details » Employment » Upload Documents » **Upload Photo and Signature**

[Home](#) [Logout](#)

Instructions

1. Only ".jpg/.jpeg/.png" file are allowed.
2. Maximum size of each file should be less than 100kb.

Upload Image and Signature

Upload Photo : download.jpg



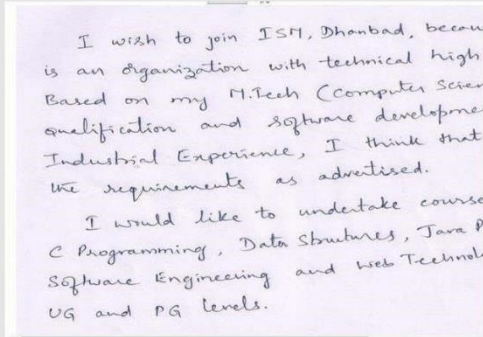
Upload Signature : dummy-signature.png

Signature

Please Upload Statement of Objectives (to be filled up in Candidate's own hand writing), maximum size 1024kb

- a) Please indicate as to why you wish to join IIT (ISM), Dhanbad
- b) How in your opinion do you meet the job requirements as advertised?

Upload Handwritten handwritten.jpg



Any other information you would like to provide

anything

Example for hand written notes

I wish to join ISM, Dhanbad, because it is an organization with technical high. Based on my M.Tech (Computer Science) qualification and software development industrial experience, I think that I meet the requirements as advertised.

I would like to undertake courses in C Programming, Data Structures, Java, PHP, Software Engineering and Web Technologies at UG and PG levels.

Passport size photograph and signature must be in proper visible format.





Please Verify the details you have filled before applying.

Photo	Signature

Personal Information

Salutation :
 Name In Full :
 Father Name :
 Mother Name :
 Date Of Birth :
 Gender :
 Marital Status :
 Category :
 Nationality :
 Are you physically challenged :
 Address Permanent :
 Address Present :
 Contact :
 Email Id :

Academic Records (Please upload self attested scan copies of deg

Examination	Branch/Specialization	College/University/Institute	Year	Percentage/Grade	Class/Division
MATRIC	MATHS/SCIENCE/ENGLISH/HINDI	JAC RANCHI	2008	71.80	FIRST
HSC	SCIENCE	CBSE DELHI	2010	59.80	FIRST
B.TECH	COMPUTER SCIENCE AND ENGINEERING	AKUPATNA	2015	72.42	FIRST

Special Awards/Honours/medals, if any)

S.N	Year	Name of Award/Honour	Name of Organisation

Names and addresses of three References

S.N	Name	Occupation or position	Address	Fax	E-Mail	Phone No.

Experience (Particular of your past position(s))

S.N	Employer	Position held	Date of Joining	Date of Leaving	Pay Scale	Basic Pay	Total Salary
1							
1							

Other Details

Total years of the experiences after attaining essential qualification : 4

Uploaded Documents

S.N	Document Name	Document
1	MATRIC	click to view
2	HSC	click to view
3	B.TECH	click to view
4	PWYMLNT	click to view
5	CV	click to view

Handwritten Uploads

I wish to join ISM, Dhanbad, because is an organization with technical high Based on my M.Tech (Computer Science) qualification and software development Industrial Experience, I think that the requirements as advertised.

I would like to undertake course C Programming, Data Structures, Java & Software Engineering and web Technology UG and PG levels.

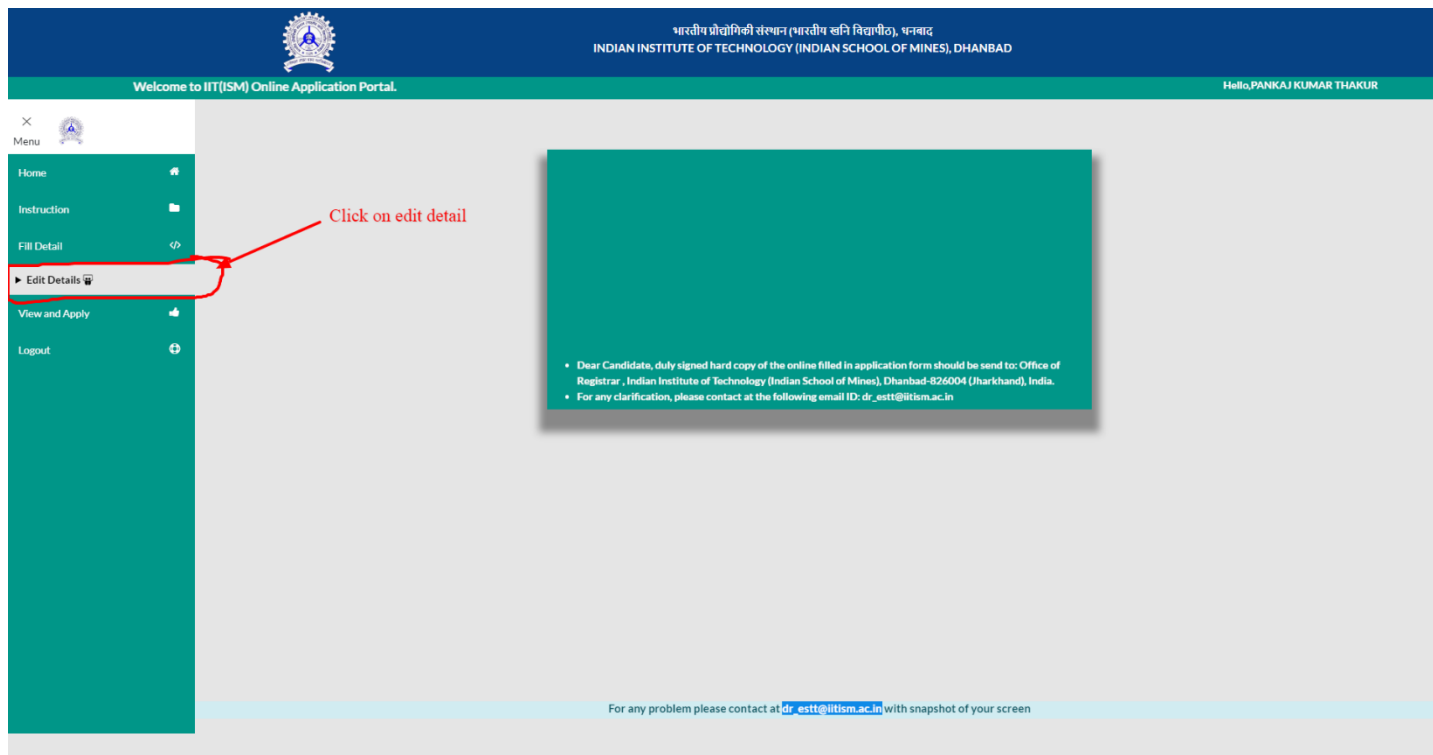
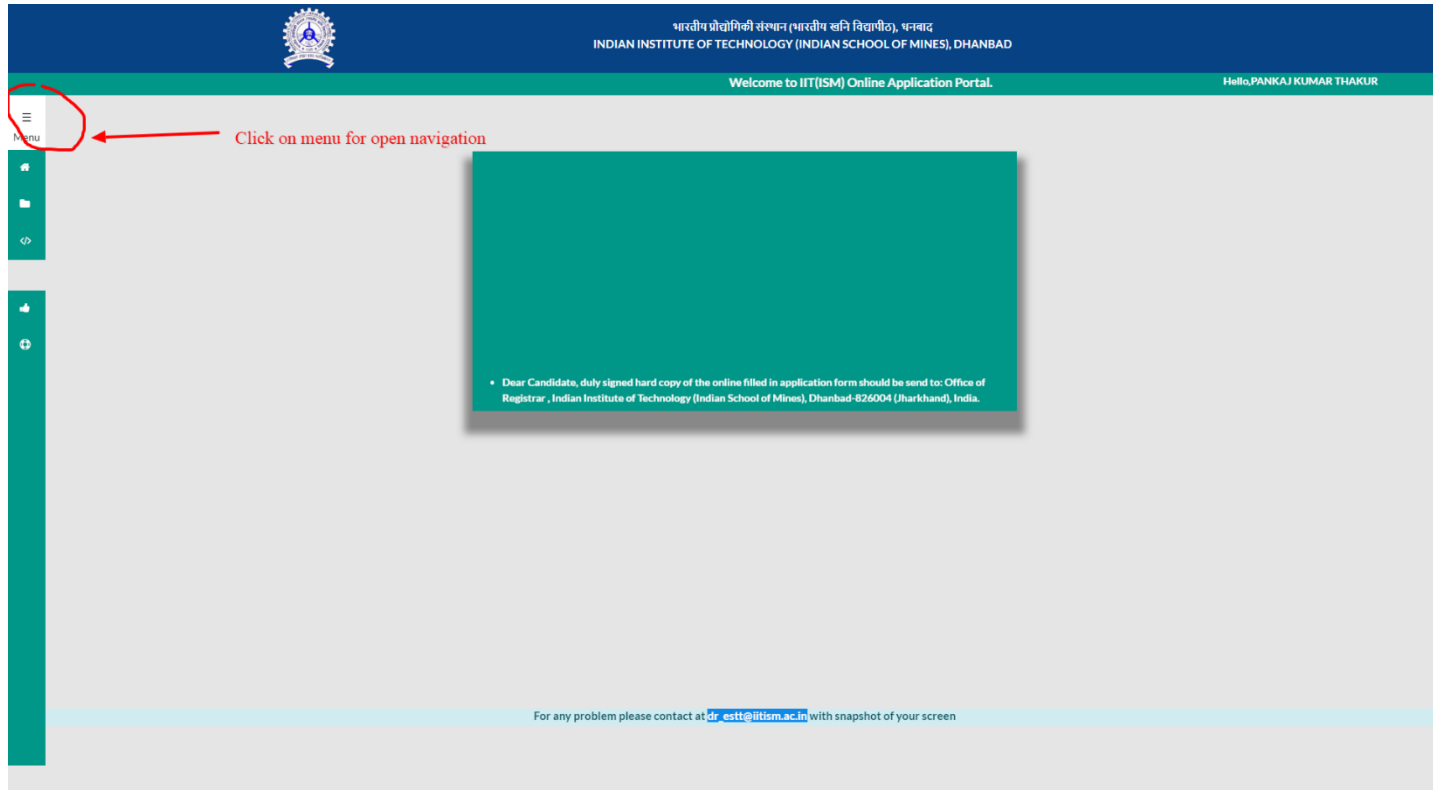
Any other information you would like to provide:

FGHGFHGFHGFH

[Click here for continue](#)



On dashboard you can check details Edit your detail before apply .





Menu

- Home
- Instruction
- Fill Detail
- ▼ Edit Details
 - Edit Payment and Post Detail
 - Edit Present Employment Detail
 - Edit Few other Details
 - Edit Past Employment Detail
 - Edit Academic Records
 - Add Academic Details
- View and Apply
- Logout

Edit your detail

- Dear Candidate, duly signed hard copy of the online filled in application form should be send to: Office of Registrar ,Indian Institute of Technology (Indian School of Mines), Dhanbad-826004 (Jharkhand), India.
- For any clarification, please contact at the following email ID: dr_estt@iitism.ac.in
- For any technical problem, like data is not getting submitted, files are not getting uploaded etc. please contact at the following email ID with screen shot of your problem: rec-technical-problem@iitism.ac.in

For any problem please contact at dr_estt@iitism.ac.in with snapshot of your screen



Menu

- Home
- Instruction
- Fill Detail
- View & Detail
- Apply
- Print
- Logout

You can check details on dashboard

- Dear Candidate, duly signed hard copy of the online filled in application form should be send to: Office of Registrar ,Indian Institute of Technology (Indian School of Mines), Dhanbad-826004 (Jharkhand), India.
- For any clarification, please contact at the following email ID: dr_estt@iitism.ac.in
- For any technical problem, like data is not getting submitted, files are not getting uploaded etc. please contact at the following email ID with screen shot of your problem: rec-technical-problem@iitism.ac.in

For any problem please contact at dr_estt@iitism.ac.in with snapshot of your screen

Step 9. Apply for the post. Now you are ready to submit your application. Pl recheck all the data, uploaded files, photo etc before applying as you will not be able to change it any more.

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Home
Logout

Apply For the Post of

Advertisement No. *: 411002/3/2019-ESTT

Post Applied for *: JUNIOR TECHNICAL SUPERINTE!

Department: Administration

Click To Save

before apply please view and check advertisement number and post if any thing wrong please click on home page and click on edit detail and change as per your need

Step 10. Print Application:

Please print application and keep it for future use in the recruitment process.



Success! You have successfully applied for the post of "SOFTWARE ENGINEER" against the advertisement no "124362" and your application number is "NF190005". Please keep it for future reference.

Print Application

Click here for Print Application

Step 11. Post the downloaded application, all self attested certificates you have uploaded, payment receipt or undertaking if you are exempted for paying fees before the last date , **by speed post or registered post to**

Registrar,
IIT (ISM),Dhanbad
826004
Jharkhand

Note: MUST keep a copy of application and all documents with you.

Some frequently asked questions

1. I am an SC/ST candidate my fees is not required what should I upload (Same questions from all who has nothing to pay)?

Ans:

- a. Pl select 0 in payment figure and fill accordingly
- b. Upload a self-signed certificate stating why the fees is exempted
(Most important is you have to select 0 and upload a file both are mandatory)

2. I have to upload two or more files for same point like hand written document etc?

Ans:

- a. You can upload only one file, two ways to upload multiple file:
 - i. In upload section you can upload under “Others” but this you have to plan before uploading the data.
 - ii. Merge both handwritten jpg file in one file and then upload a single file.
(In any case under handwritten part two files cannot be uploaded)

3. I am trying to upload again and again but the personal detail page is giving error in SSC?

Ans:

- a. Please enter all the data carefully, SSC part has to be re-written, pl do not confuse with default value, this is only for marking the start point, if you want to continue SSC itself, overwrite SSC or enter Matric or 10th etc. Pl do not put any space or any special character here, like somebody is entering “Matric Certificate” this is not allowed as there is a space between Matric and Certificate. So be careful. Similar steps has to be taken in all such places.

4. I have filled the form but not yet submitted but I have done some mistake how can I edit?

Ans:

- a. You can edit some information on your own but not all. First finish all steps your edit will be active and you can edit.
- b. You cannot edit all information so please fill the form carefully.

5. I have filled and submitted the form, but sorry I have made some mistake how can I edit?

Ans:

- a. Sorry, you cannot edit now.
- b. Register with new email id and apply again.
- c. Pl View your form before submitting and recheck, if any data is missing or not visible pl edit it again till you are satisfied. Then submit your application.

6. I have filled the form but in apply nothing is appearing?

Ans:

- a. Check your payment details and edit it, here you have to select the post you want to apply for.

7. I have no experience neither I am working any where still the form is asking what should I do?

Ans:

- a. These entries are optional and is not to be used by people like you, do not worry just continue.
8. I have no experience but it is showing date field in my present employment part what should I do?

Ans:

- a. Do not worry by mistake date filed is clicked just continue leave the date as it is, however you can edit it make it blank, but if it is still showing any date, just continue.

In case of any technical issues we are providing a separate email id please send all your technical issues with proper screen-shot and wait for response. Our technical team will consider each and every technical issues. Do not send any non technical query. The email id is rec-technical-problem@iitism.ac.in

In case of any type of query please contact DR (Estt) dr_estt@iitism.ac.in

All are requested to deposit requisite fees , prepare all certificates, passport size digital photo, scan copy of signature etc. and start filling form now. [Click Here for Login](#)