Annexure – A
Details of Academic Qualifications

Sr. No.	Copy of certificates	PDF*
1.	PhD Degree Certificate	Single
2.	PG Degree Certificate	Single
3.	PG Transcript or all semester Grade Cards	
4.	UG Degree Certificate	Single
5.	UG Transcript or all semester Grade Cards	

*: Refer to naming conventions in Instructions to candidates.

Note: i) Please keep the above certificate/documents scanned and stored in pdf before commencing the online filling of application.
ii) Online filling may be saved and later resumed.

Annexure – B
Details of Academic Experience

The Experience Certificate in each Institute be scanned and kept ready following the naming conventions, before commencing the filling up of application.

Annexure – C
Details of Industry Experience

The Experience Certificate in each Industry be scanned and kept ready following the naming conventions, before commencing the filling up of application.

ANNEXURE – D

(SC/ST Certificate)

1. This is to certify that Shri/ Shri mati/ Kumari* _____ son/daughter*
    of_____ of Village/Town *_____
    District/Division* _____ of State/Union Territory* _____ belongs to
    the _____ Scheduled Caste / Scheduled Tribe* under :-

    *The Constitution (Scheduled Castes) Order, 1950
    *The Constitution (Scheduled Tribes) Order, 1950
    The Constitution (Scheduled Castes) (Union Territories) Order, 1951
    *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

    [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Ac t, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

    * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
    * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
    * **The Constitution (Dadara and Nagar Haveli) Schedule Castes Order, 1962;**
    * The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
    * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
    * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
    * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
    * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
    * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
    * The Constitution (Sikkim) Scheduled Castes Order, 1978;
    * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
    * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
    * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
    * The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
    * The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*
    _____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town*
    _____ in District/Division* _____ of the State State/Union Territory*
    _____ who belong to the Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe*
    in the State / Union Territory* _____ issued by the _____ dated _____.

3. Shri/ Shrimati/ Kumari *_____ and / or* his / her* family ordinarily reside(s)** in Village/Town*
    _____ of _____ District/Division* of the State Union Territory* of _____

    <div align="right">

    Signature: _____

    Designation: _____
    (with seal of the Office)

    </div>

    Place: _____   State/Union Territory* _____
    Date: _____

* Please delete the word(s) which are not applicable.
# Applicable in the case of SC/ST Persons who have migrated from another State/UT. IMPORTANT NOTES

The term **"ordinarily reside(s)**"** used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family norm ally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected

Annexure - E
OBC/NCL Certificate
To be issued on or after 01, January 2021

This is to certify that Shri/Smt./Kum*_____Son/Daughter* of Shri/Smt.* _____ of Village/ Town _____District/Division* _____ in the State/Union Territory _____ belongs to the _____ community that is recognized as a backward class under Government of India**, Ministry of Social Justice and Empowerment's Resolution No. _____ _____ dated _____***.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the_____State/Union Territory. This is also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /

Deputy Commissioner /

Any other Competent Authority

Dated:

Seal _____

* **Please delete the word(s) which are not applicable.**

** **As listed in the Annexure (for FORM-OBC-NCL)**

*** **The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

NOTE:
a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
b) The authorities competent to issue Caste Certificates are indicated below:
  (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  (iii) Revenue Officer not below the rank of Tehsildar' and
  (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No. 12011/68/93-BCC(C)	13.09.1993
2	No. 12011/9/94-BCC	19.10.1994
3	No. 12011/7/95-BCC	24.05.1995
4	No. 12011/96/94-BCC	09.03.1996
5	No. 12011/44/96-BCC	11.12.1996
6	No. 12011/13/97-BCC	03.12.1997
7	No. 12011/99/94-BCC	11.12.1997
8	No. 12011/68/98-BCC	27.10.1999
9	No. 12011/88/98-BCC	06.12.1999
10	No. 12011/36/99-BCC	04.04.2000
11	No. 12011/44/99-BCC	21.09.2000
12	No. 12015/9/2000-BCC	06.09.2001
13	No. 12011/1/2001-BCC	19.06.2003
14	No. 12011/4/2002-BCC	13.01.2004
15	No. 12011/9/2004-BCC	16.01.2006
16	No. 12011/14/2004-BCC	12.03.2007
17	No. 12011/16/2007-BCC	12.10.2007
18	No. 12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No. 12015/15/2008-BCC	16.06.2011
21	No. 12015/13/2010-BC-II	08.12.2011
22	No. 12015/5/2011-BC-II	17.02.2014

Declaration / undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2021.

Place: **Signature of the Candidate***

Date:

*Note: *Declaration/undertaking not signed by Candidate will be rejected*
The declaration has to be scanned in pdf and merged with the scanned copy of Annexure-E and kept ready for uploading.

Annexure – F

Government of …………………
(Name & address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY

ECONOMICALLY WEAKER SECTIONS

Certificate No. _____   Date: _____

Valid for the Year _____

1. This is to certify that Shri./Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/ Street _____Post Office _____District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/ her family does not own or possess any of the following assets***.
   I.   5 acres of agricultural land and above.
   II.   Residential flat of 1000 sq. ft. and above.
   III.   Residential plot of 100 sq. yards and above in notified municipalities.
   IV.   Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri./Smt./ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office	: _____
Name	: _____
Designation	: _____

Recent PP Size Attested Photograph (Showing face only) of the person with disability

_____

* Note 1:   Income covered all sources, i.e., salary, agriculture, business, profession, etc.

** Note 2:   The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure – G
(Disability Certificate)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____ Date:_____

This is to Certify that I have carefully examined Shri./Smt./Kum. _____ son/ wife/ daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____

Registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____,

whose photograph is affixed above, and am satisfied that he/she is a case of disability.

1. His/her extent of percentage of physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

    @ - e.g. Left/Right/both arms/legs

    # - e.g. Single eye/both eyes

    £ - e.g. Left/Right/both ears

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:
   a. not necessary

                                                    Or
   b. is recommended/after_____years_____months, and therefore this certificate shall be valid till
      (DD/MM/YY)

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/ thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

Annexure-H

CERTIFICATE FROM THE PRESENT EMPLOYER, IF APPLICABLE

The application for the post of Assistant Professor Grade-II at IIIT Una submitted by Prof./ Dr. _____who is presently working as_____ _____in this Institute/Organization _____

in the Department/Section of_____is forwarded and recommended for consideration.

In case of selection for employment at IIIT Una Prof./Dr. _____ will be relieved from the present position with _____ month/day notice period.

Place :

Date :

**(Signature and stamp of the
Head of the organization)**

Annexure-I

Any Govt. identity proof
(Election I-Card/ UID Aadhar Card/ PAN etc.)

Other Annexures

Annexure-J

Research
  - Publications
  - Sponsored Projects
  - Thesis Supervised
  - Best Papers
  - Patents
  - Statement of Purpose

Copy of uploaded document has to be attached with hard copy.

Annexure-K

Other Information
  - Award/Honor
  - Academic Credentials /Recognition
  - Membership/Fellowship in any Professional Society
  - Special Training /Proficiency
  - Other (Relevant to the application)

Copy of uploaded document has to be attached with hard copy.

Annexure-L

Future Plan

Annexure-M

Fee Payment Proof

INSTRUCTIONS TO CANDIDATES

The Instructions consist of the following:
  A. Forms Design
  B. Naming Conventions for files to be uploaded

A. Forms Design
The recruitment portal has many forms in which data has to be filled in and the necessary documents have to be uploaded.

The candidates are advised to have the following form wise details ready before starting the filling up of application:
  1. Personal
     - Personal Information
  2. Education
     - Academic Qualification
  3. Experience
     - Academic Experience
     - Industry Experience
  4. Research
     - Publications
     - Sponsored Project
     - Thesis
     - Best Paper
     - Patents
  5. Statement of Purpose (SoP)
  6. Other Information
  7. Future Plan
  8. General Questions
  9. Referees
  10. Lock Application
  11. Fee Details

Details of each form are as follows:
1. Personal Information
     - Name
     - Correspondence Address
     - Phone
     - E-mail
     - Permanent Address
     - Alternate Phone
     - Date of Birth
     - **Upload** DoB Certificate/Proof for DoB in pdf
     - Nationality
     - Gender
     - Marital Status

- Category
- **Upload** category certificate document in pdf
- Whether person with disabilities?
- **Upload** PWD Certificate in pdf
- Govt. issued ID-Card
- **Upload** ID card in pdf/jpg
- Recent Photograph (jpg/jpeg/png only)
- **Upload** Photograph

2. **Academic Qualifications**
   Select Education Mode

   2.1 Normal Mode
   - Level of Education

   2.1.1 Select UG
   - Name of Degree
   - University/Institution
   - Year of Completion
   - CGPA/Percentage
   - Degree/Certificate
   - **Upload** single document containing all the marksheets/grade cards/transcripts and degree certificate in pdf

   2.1.2 Select PG
   - Name of Degree
   - University/Institution
   - Year of Completion
   - CGPA/Percentage
   - Degree/Certificate
   - **Upload** single document containing all the marksheets/grade cards/transcripts and degree certificate in pdf

   2.1.3 Select PhD
   - Name of Degree
   - University/Institution
   - Year of Completion
   - CGPA/Percentage
   - Degree/Certificate
   - **Upload** only degree certificate in pdf

   2.2 Dual Degree
   - Level of Education

   2.2.1 Select UG (If not available Go to 2.2.2)
   - Name of Degree
   - University/Institution
   - Year of Completion
   - CGPA/Percentage

- Degree/Certificate
- **Upload** single document containing all the marksheets/grade cards/transcripts and degree certificate in pdf

2.2.2 Select PG
- Name of Degree
- University/Institution
- Year of Completion
- CGPA/Percentage
- Degree/Certificate
- **Upload** single document containing all the marksheets/grade cards/transcripts and degree certificate in pdf

2.2.3 Select PhD
- Name of Degree
- University/Institution
- Year of Completion
- CGPA/Percentage
- Degree/Certificate
- **Upload** only degree certificate in pdf

2.3 Direct PhD
- Level of Education

2.3.1 Select UG
- Name of Degree
- University/Institution
- Year of Completion
- CGPA/Percentage
- Degree/Certificate
- **Upload** single document containing all the marksheets/grade cards/transcripts and degree certificate in pdf

2.3.2 Select PhD
- Name of Degree
- University/Institution
- Year of Completion
- CGPA/Percentage
- Degree/Certificate
- **Upload** only degree certificate in pdf

3. Experience
3.1 Academic Experience
- University / Organization
- Designation
- From
- To
- Monthly Salary
- Nature of Duties

> ➢ NOC/Experience: **Upload** experience certificate in pdf

Add more records of the above listed fields, if required.

    3.2 Industry Experience
- ➢ Organization
- ➢ Designation
- ➢ From
- ➢ To
- ➢ Monthly Salary
- ➢ Nature of Duties
- ➢ NOC/Experience: **Upload** experience certificate in pdf

Add more records of the above listed fields, if required.

4. **Research**

    4.1 Publication
- ➢ Books
  - ▪ Number of Books Published (if any)

- ➢ Journals
  - ▪ Number of papers published in National Journals (if any)
  - ▪ Number of papers published International Journals (if any)

- ➢ Conferences
  - ▪ Number of papers presented in National Conferences (if any)
  - ▪ Number of papers presented in International Conferences (if any)

List of the Publications: **Upload** single file detailing the above (books, journals, conferences) publications in pdf

    4.2 Sponsored Projects
- ➢ Title
- ➢ Sponsor
- ➢ Amount Sponsored
- ➢ Duration (months)
- ➢ Start Date
- ➢ End Date
- ➢ Outcomes of the Project
- ➢ Certificate of the Sponsorship: **Upload** sponsorship certificate for each project in pdf

Add more records of the above listed fields, if required.

    4.3 Thesis Supervised
- ➢ Number of UG projects guided
- ➢ Number of PG thesis guided
- ➢ Number of PhD thesis guided

Supporting document: **Upload** a single supporting document (UG, PG, PhD thesis) for all the above in pdf

4.4 Best Papers
- ➢ Title of Paper
- ➢ Year of Publication
- ➢ Publisher
- ➢ Paper Published: **Upload** the pdf of complete paper

Add more records of the above listed fields, if required.

4.5 Patents
- ➢ Patent Name
- ➢ Patent Year
- ➢ Patent Number
- ➢ Patent status

Add more records of the above listed fields, if required.

5. **Statement of Purpose (SoP)**
- - Statement of Purpose : Fill in the text box provided
- - Please **Upload** SoP in pdf

6. **Other Information**
   Select Type
   6.1 Award/Honor
   - ➢ Title
   - ➢ Awarding Organization
   - ➢ Remarks (If Any)
   - ➢ Date of Award/membership/honour
   - ➢ **Upload** relevant certificate/document in pdf

   6.2 Academic Credential/Recognition
   - ➢ Title
   - ➢ Awarding Organization
   - ➢ Remarks (If Any)
   - ➢ Date of Award/membership/honour
   - ➢ **Upload** relevant certificate/document in pdf

   6.3 Membership/Fellowship of any professional society
   - ➢ Title
   - ➢ Awarding Organization
   - ➢ Remarks (If Any)
   - ➢ Date of Award/membership/honour
   - ➢ **Upload** relevant certificate/document in pdf

6.4 Special Training/Proficiency
- ➢ Title
- ➢ Awarding Organization
- ➢ Remarks (If Any)
- ➢ Date of Award/membership/honour
- ➢ **Upload** relevant certificate/document in pdf

6.5 Others (Relevant to the Application)
- ➢ Title
- ➢ Awarding Organization
- ➢ Remarks (If Any)
- ➢ Date of Award/membership/honour
- ➢ **Upload** relevant certificate/document in pdf

7. **Future Plans**
   Research Plan for the next three years
   (Provide a three page summary in pdf format)
   Upload future plan document in pdf

8. **General Questions (Input as prompted)**
   - **i)**
   - ii)
   - iii)
   - iv)
   - v)

9. **Referees**
   - Name
   - Designation
   - Correspondence Address
   - Phone
   - Email

   Add more records of the above listed fields, if required.

10. **Lock Application**
    Before submitting the application please make sure to preview the details.

11. **Fee Details**
    The following fee payment procedure has to be used:
    (Step by step procedure for SBI i-collect)
    Every application must be accompanied by one Application Processing Fee.

    One application will be considered in only one department/school.

SBI i-Collect Step by Step Procedure for payment of Application Processing Fee is as follows:

i) Go to www.onlinesbi.com and select option SBI i-Collect.

ii) Click Accept terms & conditions and click Proceed further.

iii) Select State of Corporate/Institute: Himachal Pradesh and Type of Corporate/ Institute: Educational Institutions.

iv) Select Educational Institute Name: IIITU and click on submit button.

v) Select payment category: 'RECRUITMENT FEES' and fill the details (Application Processing Fee) to proceed further.

vi) After filling the Form, pay the amount and save a copy or take a print of the 'Proof of Payment' for submission/uploading during online 'Application Submission'.

B. Naming convention for files to be uploaded
The following naming convention may be followed for all the files to be uploaded on the recruitment portal:

(Short applicant name)-(Type of field)-(number).pdf (optional)

Example: 1. Personal : name-dob.pdf
                         name-category.pdf
                         name-pwd.pdf
                         name-id. pdf/jpg
                         name-photo.jpg/jpeg/png

If the name of candidate is xyz then xyz.dob.pdf and so on.

         2. Academic Qualifications
                       name-UG.pdf (Single document with all certificates)
                       name-PG.pdf (Single document with all certificates)
                       name-phd degree.pdf

       3.1 Academic Experience
                       name-acad-exp-1.pdf
                       name-acad-exp-2.pdf
                            ⋮

       3.2 Industry Experience
                       name-ind-exp-1.pdf
                       name-ind-exp-2.pdf
                            ⋮

       4.1 Publication
                       name-pub.pdf [Single file with all (books, journal, conferences) publications]

       4.2 Sponsored Project
                       name-sp-1.pdf
                       name-sp-2.pdf
                            ⋮

4.3 Thesis Supervised

     name-thesis.pdf [Single file with all (UG, PG, PhD thesis) details]

4.4 Best Papers

     name-bp-1.pdf
     name-bp-2.pdf
        ⋮

4.5 Patents

     No file upload required.

5. Statement of Purpose (SoP)

     name-sop.pdf

6. Other Information

     name-award-1.pdf
     name-cred-2.pdf
     name-membership-3.pdf
     name-spltraining-4.pdf
     name-others-5.pdf

7. Future Plan

     name-fp.pdf

9. Referees

     No file upload required

11. Fee Details

     name-fee payment.pdf

*** ALL THE BEST ***